

**ACADEMIC DOCUMENT**

**GUIDELINES OF WORK INSTRUCTION, PROCEDURE FORM**

**PROFESSIONAL PROGRAM IN VETERINARY MEDICINE**



**FACULTY OF VETERINARY MEDICINE**

**UNIVERSITAS AIRLANGGA**

**2018**

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FACULTY OF VETERINARY MEDICINE  
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#### FORMS

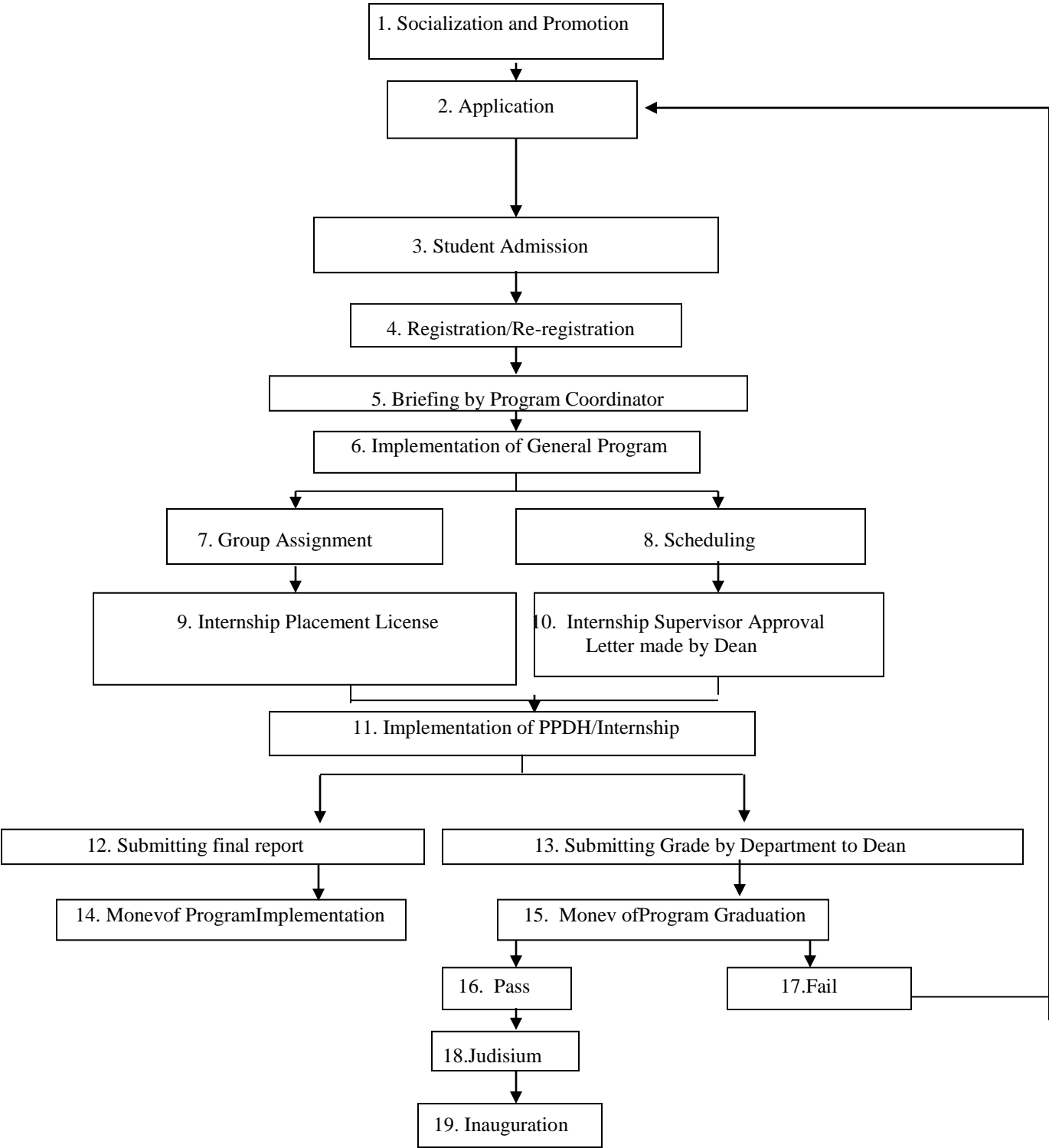
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	Procedure Manual <b>DOCTOR OF VETERINARY MEDICINE PROGRAM (DVMP), FACULTY OF VETERINARY MEDICINE UNAIR</b>	Document No.. : <b>PP- PPDH-FKH.UA.01</b>
	Reviewed by: <b>Vice DeanI</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managedby : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective :**  
As a reference in implementing the cycle of Doctor of Veterinary Medicine Program Faculty of Veterinary Medicine Universitas Airlangga in general from all of its phases.

- II. Scope:**
- 1. Program Socialization
  - 2. Registration Process
  - 3. Implementation of General Compulsory Programs
  - 4. Implementation of Specific Compulsory Programs
  - 5. Monitoring and Evaluation
  - 6. Yudisium and Inauguration

**III. Flow Chart of Doctor of Veterinary Medicine Program**



#### **IV. Activity Description of Doctor of Veterinary Medicine Program (DVMP) Cycle based on the Flow Chart**

All stages of the implementation of DVMP cycle refer to the Academic Policy and Academic Standards of Faculty of Veterinary Medicine Universitas Airlangga. The stages of the entire Doctor of Veterinary Medicine Program cycle are:

1. Promoting/Socializing DVMP, which is carried out in accordance with PP-PPDH-FKH.UA.02
2. Administering the registration of DVMP applicant, which is carried out in accordance with PP-PPDH-FKH.UA.03
3. Administering the DVMP student admission, which is carried out in accordance with PP-PPDH-FKH.UA.05
4. Administering the re-registration process of the DVMP students, which is carried out in accordance with PP-PPDH-FKH.UA.06
5. Briefing by the coordinator of DVMP, which is carried out in accordance with PP-PPDH-FKH.UA.07
6. Implementation of General Compulsory Programs of DVMP, which is carried out in accordance with PP-PPDH-FKH.UA.08
7. Grouping the DVMP students, which is carried out in accordance with PP-PPDH-FKH.UA.09
8. Scheduling the implementation of the Activities of Professional Compulsory Program at the DVMP in accordance with PP-PPDH-FKH. TW.10
9. Issuance of a placement license for DVMP students in the Department/FW/TF, which is carried out in accordance with PP-PPDH-FKH. TW. 11
10. Issuance of an assignment letter for advisors of the DVMP, which is carried out in accordance with PP-PPDH-FKH.UA.12
11. Implementation of the DVMP in the Department / FW/ TF, which is carried out in accordance with PP-PPDH-FKH.UA.13
12. PKL / TF Final Report Submission from the DVMP students, which is carried out in accordance with PP-PPDH-FKH.UA.14
13. DVMP Student Grade Submission from the Department to the Dean, which is carried out in accordance with PP-PPDH-FKH.UA.15
14. Monitoring and evaluating the implementation of DVMP, which is carried out in accordance with PP-PPDH-FKH.UA.16
15. Monitoring and evaluating the graduation of DVMP students, which is carried out in accordance with PP-PPDH-FKH.UA.17
16. Organizing the graduation of DVMP students who have passed, which is carried out in accordance with PP-PPDH-FKH.UA. 18
17. Holding the Inauguration of DVMP students who have graduated and have participated in the graduation held in accordance with PP-PPDH-FKH. TW. 19

#### **V. Records :**

1. Academic Regulation of Universitas Airlangga
2. Academic Quality Guidelines of Universitas Airlangga
3. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
5. Academic Administration Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
6. Guidelines of Doctor of Veterinary Medicine Program Faculty of Veterinary Medicine Universitas Airlangga

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

#### **Revision**

Year : 2016

By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

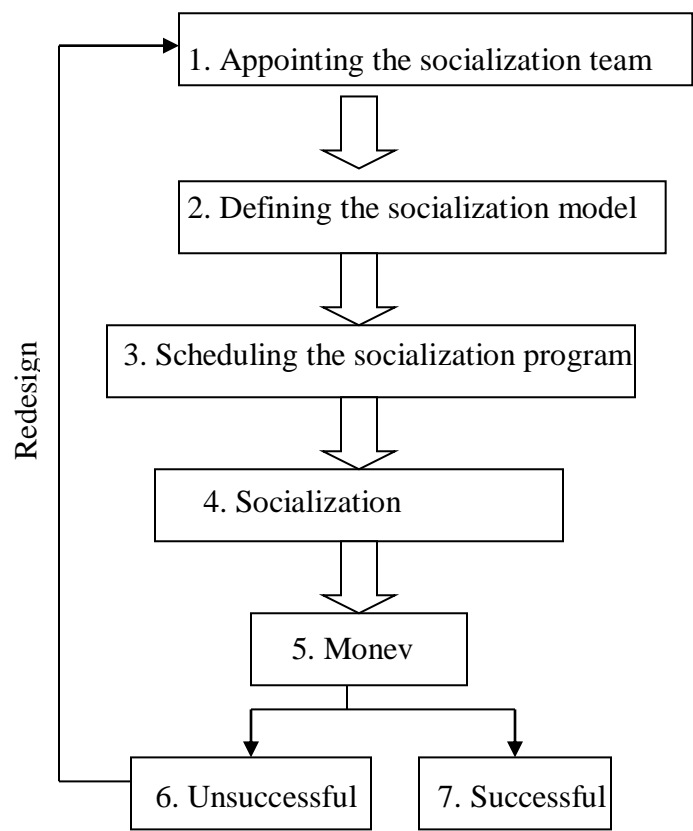
**VII. Revision Identification :** Managed by the Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>Doctor of Veterinary Medicine Program (DVMP) Socialization/Promotion</b>	Document No. : : <b>PP- PPDH-FKH.UA.02</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Controlled by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective :**  
 Serving as a standard reference in conducting the socialization and promotion of Doctor of Veterinary Medicine Program (DVMP) Faculty of Veterinary Medicine Universitas Airlangga

- II. Scope:**
1. Preparing Doctor of Veterinary Medicine Program (DVMP) socialization and promotion
  2. Conducting Doctor of Veterinary Medicine Program (DVMP) socialization and promotion
  3. Evaluating Doctor of Veterinary Medicine Program (DVMP) socialization and promotion

**III. . Flow Chart of Doctor of Veterinary Medicine Program (DVMP) Socialization/Promotion**



- IV. Description of Doctor of Veterinary Medicine Program (DVMP) Socialization based on the flow chart**
1. The formation of Doctor of Veterinary Medicine Program (DVMP) socialization team is proven by the assignment letter issued by Dean/Vice Dean I giving an authority to the Head of the team and its members to plan, define, and implement the socialization and promotion of the program. The performance of socialization team is evaluated annually and the membership can be renewed if needed.
  2. The socialization models and ways (eg. Distributing brochures, open house, etc.) are determined by the socialization team through certain deliberation.
  3. The socialization of Doctor of Veterinary Medicine Program (DVMP) is conducted continuously based on allotted schedule.
  4. The targets of socialization are the stakeholders, consisting of students of Faculty of Veterinary Medicine Universitas Airlangga, veterinary medicine students of other faculties, and related institutions.

5. Monitoring and evaluation were conducted on every stage of socialization.
6. The socialization program is deemed to be unsuccessful if the number of applicants of Doctor of Veterinary Medicine Program (DVMP) is the same as or decreasing when compared to the previous year so that the socialization program needs to be redesigned.
7. The socialization program is successful if there is an improvement in terms of quality and quantity of the applicants.

**V. Records :**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Academic Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Guidelines of Doctor of Veterinary Medicine Program, Faculty of Veterinary Medicine, Universitas Airlangga
5. Guidelines of DVMP Cycle, Faculty of Veterinary Medicine, Universitas Airlangga (PP-PPDH-FKH.UA.01)

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

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Year : 2016

By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	<b>Procedure Manual: Professional Program in Veterinary Medicine (PPDH) Registration</b>	<b>Document No. : : PP- PPDH-FKH.UA.03</b>
	<b>Reviewed by : Vice Dean I</b>	<b>Issue/Revision : 3/2</b>
<b>Faculty of Veterinary Medicine</b>	<b>Managed by : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision: 2016</b>

### **I. Objective :**

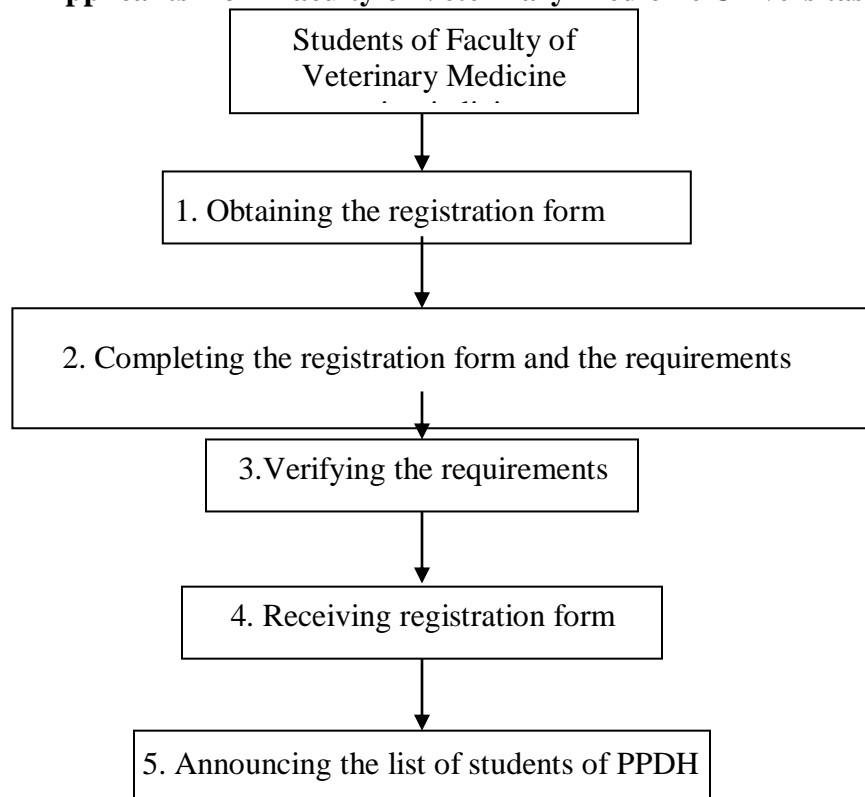
Serving as a standard reference in administering the registration of Professional Program in Veterinary Medicine (PPDH) Faculty of Veterinary Medicine Universitas Airlangga

**II. Scope :**

1. Obtaining and completing the registration form
2. Verifying registration requirements and determining the applicants eligible for further selection

### **III. Flow chart of PPDH Registration**

#### **DVMP Applicants from Faculty of Veterinary Medicine Universitas Airlangga**



#### **IV. Description of Student Registration Procedure based on the Flow Chart**

1. The applicants can obtain the registration form from the student registration committee based on the schedule and announcement set by the committee during student admission periods (February, April, September)
2. The registration form and requirements must be completed before the due dates. The applicants are required to submit: a complete registration form, a photograph (4x6 size, 1 copy), DVMP registration receipt, the SOP receipt of the recent semester, and a submission proof of undergraduate (bachelor degree) veterinary medicine thesis.
3. The verification process is conducted by the registration committee.
4. The registration committee receives the registration form submitted by the applicants and provides a registration receipt indicating that the required documents have been verified and, thus, the applicants have met the administrative requirements.
5. The list of the DVMP students is announced by Vice Dean I.

#### **V. Records :**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Guidelines of Academic Administration of Faculty of Veterinary Medicine Universitas Airlangga
4. Guidelines of Professional Program in Veterinary Medicine Faculty of Veterinary Medicine Universitas Airlangga
5. Guidelines of Professional Program in Veterinary Medicine Cycle Procedure, Faculty of Veterinary Medicine Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. Professional Program in Veterinary Medicine Registration Announcement
7. List of Registration Requirements

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga

**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga


#### **Revision**

Year : 2016


By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification:** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

Revision IV.2 SPP receipt has been revised to SOP receipt

	Procedure manual <b>Doctor of Veterinary Medicine Program            (DVMP) Registration</b>	Document No. : <b>PP- PPDH-FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of            Veterinary            Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of            Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

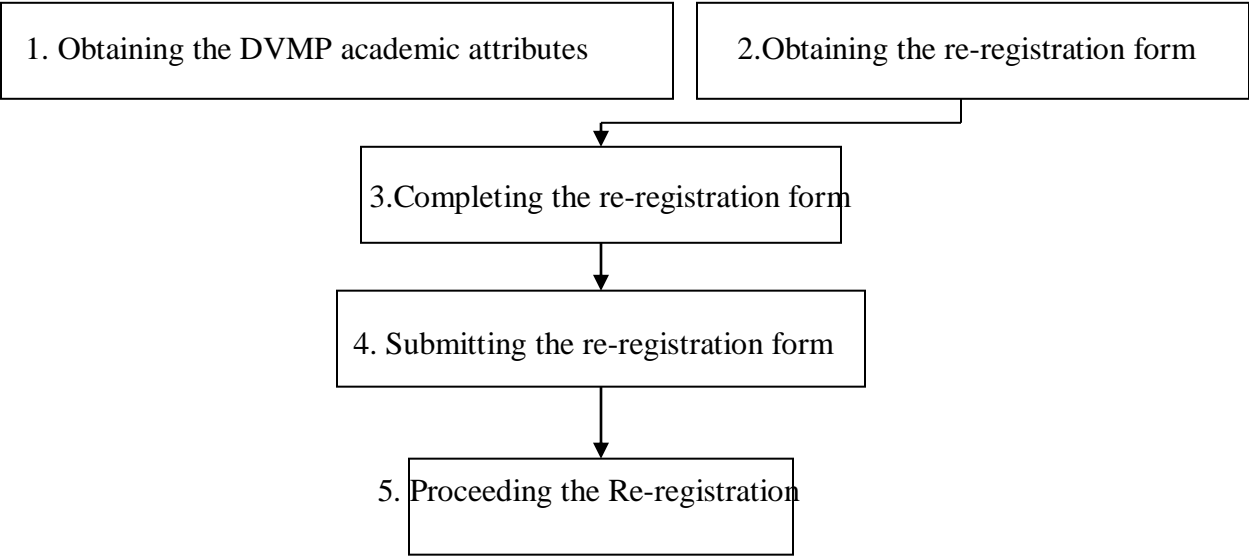
1. The list of DVMP applicants is proposed to the Rector to obtain DVMP student numbers.
2. After obtaining the student numbers, the applicants pay up the SOP and SP3 fees.
3. The applicants submit a 4x6 photograph (1 copy).
4. The applicants submit the submission proof of veterinary medicine undergraduate thesis.
5. Students that are permitted to attend the DVMP are the ones who have passed the judicium on the recent semester and academic year.

	ProcedureManual: <b>Doctor of Veterinary Medicine Program (DVMP) Re-registration</b>	Document No. : <b>PP- PPDH-FKH.UA.06</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective:**  
 Serving asa standard reference in administering student re-registration process of Doctor of Veterinary Medicine Program Faculty of Veterinary Medicine UniversitasAirlangga.

**II. Scope :**     1. Obtaining the re-registration form and academic attributes  
                       2. Completing re-registration form and process

**III. Flow Chart of DVMP Re-registration**



**IV. Description of DVMPRe-registration based on the Flow Chart**

1. The applicantsobtain the DVMP academic kit, including DVMP Procedure Manual and other documents provided by the student registration committee.
2. The applicantsobtain the Re-registration Form.
3. The applicantscomplete the re-registration form based on the instruction.
4. The re-registration form must be submitted before the due date.

**V. Records :**


1. Academic Policies of Faculty of Veterinary Medicine UniversitasAirlangga
2. Academic Standard of Faculty of Veterinary Medicine UniversitasAirlangga
3. Guidelines of Academic Administrationof Faculty of Veterinary Medicine UniversitasAirlangga
4. Guidelines of Doctor of Veterinary Medicine Program of Faculty of Veterinary Medicine UniversitasAirlangga
5. Guidelines of Doctor of Veterinary Medicine Program Cycle Procedure, Faculty of Veterinary Medicine UniversitasAirlangga(PP-PPDH-FKH.UA.01)
6. Re-registration form

**VI.Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine UniversitasAirlangga

**Approved by :** Dean of Faculty of Veterinary Medicine UniversitasAirlangga


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 By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :**Controlled by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>OBTAINING ACADEMIC KIT FOR STUDENTS OF PROFESSIONAL PROGRAM IN VETERINARY MEDICINE (PPDH)</b>	Document No. <b>PP- PPDH-FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

Upon registering, the students of Professional Program in Veterinary Medicine (PPDH) of Faculty of Veterinary Medicine Universitas Airlangga are eligible to obtain an Academic Kit available in the Academic Sub-division Office. The kit consists of

1. A PPDH Guidebook
2. An Academic Advisory Report
3. An Examination Score Form
4. A Monitoring Book
5. An Academic Regulation Document
6. Schedule of General Compulsory Courses

	Procedure Manual <b>ORIENTATION ON DOCTOR OF VETERINARY MEDICINE PROGRAM (DVMP) BY THE PROGRAM COORDINATOR</b>	Document No. : <b>PP- PPDH-FKH.UA.07</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective:**

Providing a standard reference of the administration of the orientation on the Doctor of Veterinary Medicine Program (DVMP), Faculty of Veterinary Medicine, Universitas Airlangga to DVMP students carried out by the Program Coordinator of DVMP.

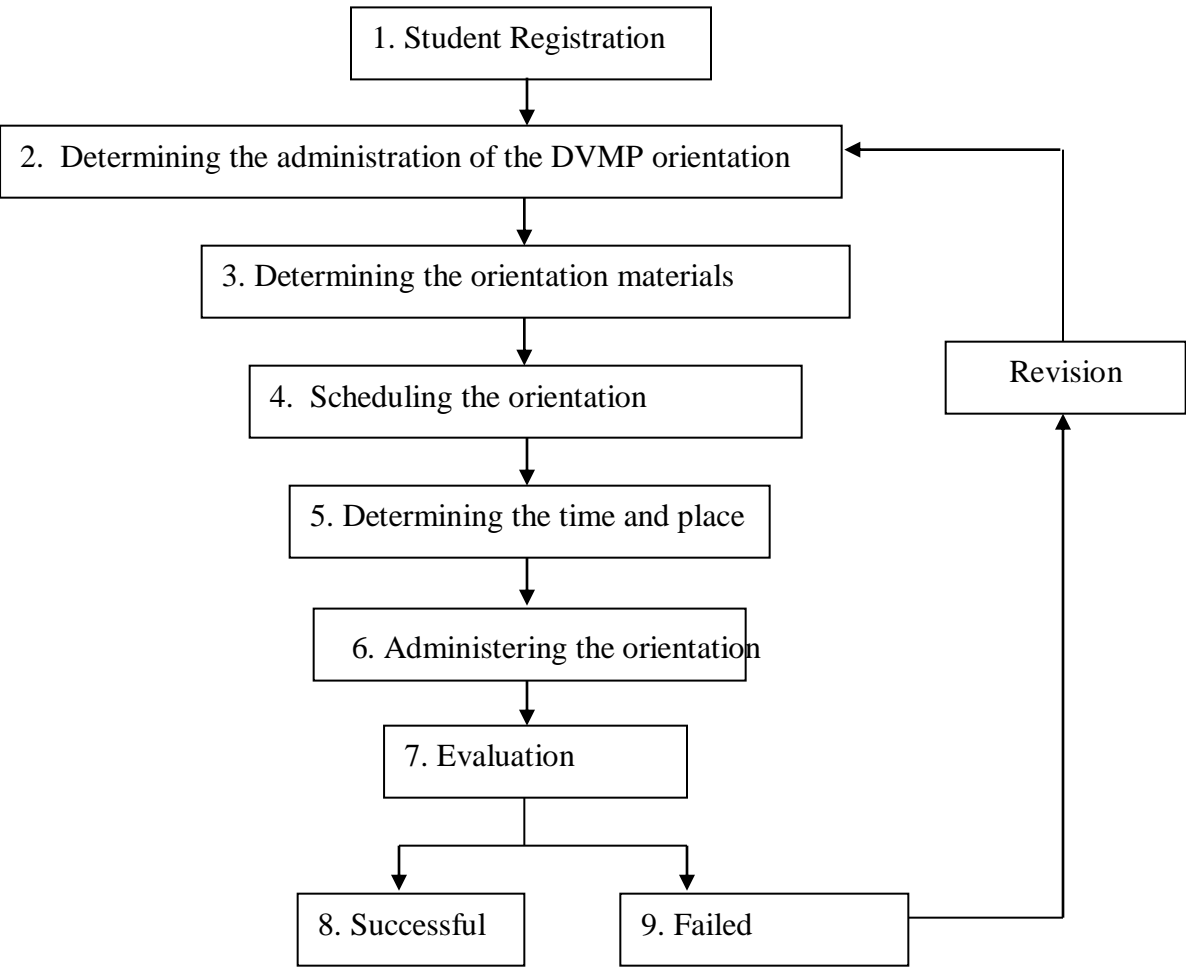
- II. Scope:**
1. Determining the orientation materials

2. Scheduling

3. Administration of DVMP Orientation

4. Evaluation of DVMP Orientation process

**III. Flow Chart of DVMP Orientation by Program Coordinator**



**IV. Description of the administration of DVMP Orientation by the Program Coordinator based on the Flow Chart**

1. General Orientation on the DVMP is carried out by the Program Coordinator to the DVMP students listed in the DVMP student list approved by Dean of Faculty of Veterinary Medicine

2. General Orientation on the DVMP is carried out by the Program Coordinator after the Dean of Faculty of Veterinary Medicine approves the administration of DVMP

3. The DVMP Program Coordinator determines the orientation materials given to the DVMP students. The materials consist of general orientation (code of conducts,

regulations during DVMP implementation, DVMP cycle, and DVMP curriculum) and specific orientation given by the coordinators of each department.

4. The DVMP Program Coordinator determines the schedule of general orientation.
5. The DVMP Program Coordinator determines the time and place of general orientation.
6. The DVMP orientation is held in accordance with the allotted schedule and materials.
7. The implementation of DVMP orientation is evaluated by the DVMP MONEV team.
8. The DVMP orientation is deemed to be successful if the satisfaction index is  $\geq 75\%$
9. The DVMP orientation is deemed to be unsuccessful if the satisfaction index is  $\leq 75\%$ . As a result, a revision should be done on both the program and the orientation materials.

**V. Records :**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Guidelines of Academic Administration of Faculty of Veterinary Medicine Universitas Airlangga
4. Guidelines of Doctor of Veterinary Medicine Program of Faculty of Veterinary Medicine Universitas Airlangga
5. Guidelines of DVMP Cycle Procedure, Faculty of Veterinary Medicine Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. Orientation Materials

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

**Revision**

Year : 2016

By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

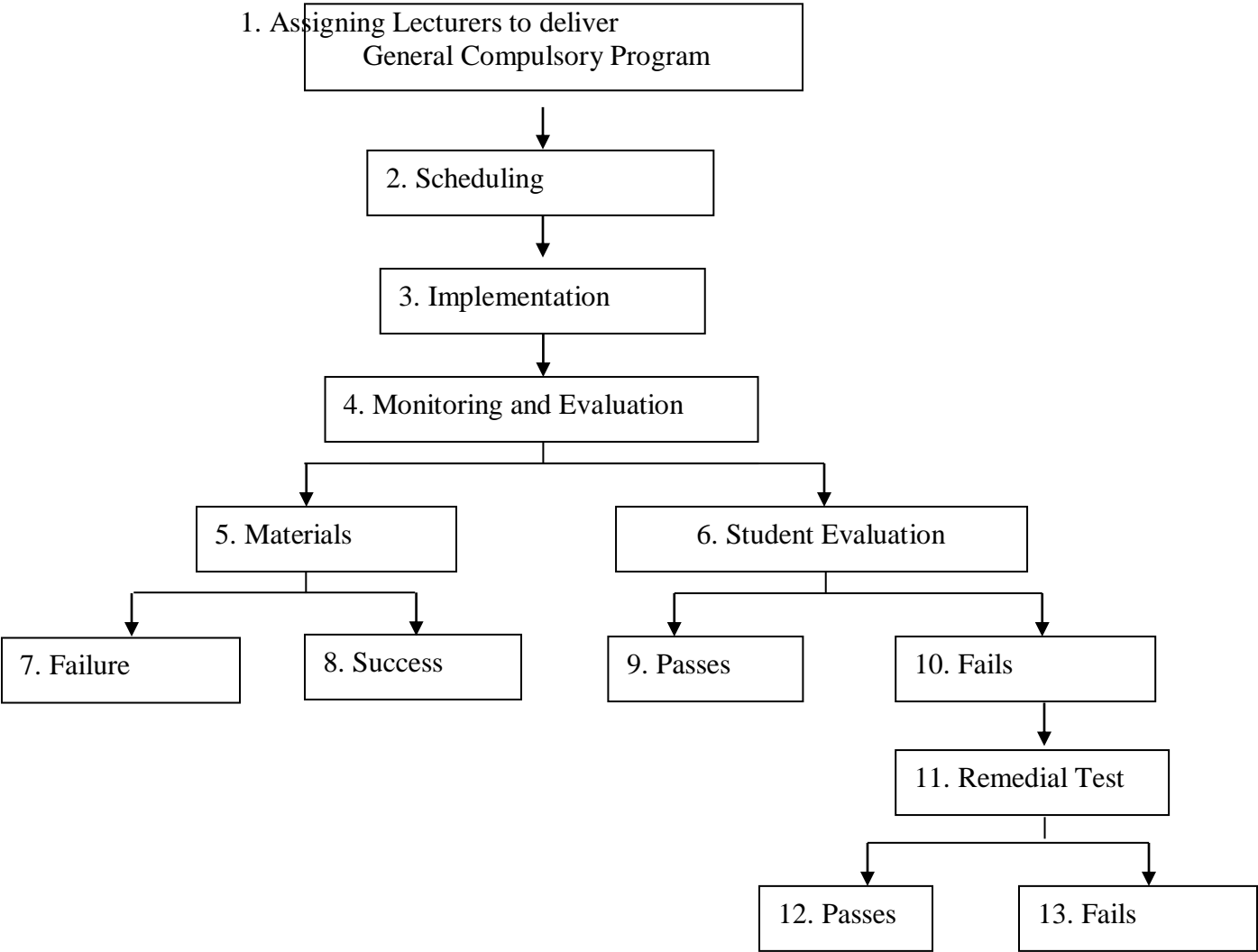
**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>IMPLEMENTATION OF GENERAL COMPULSORY PROGRAM PROFESSIONAL PROGRAM IN VETERINARY MEDICINE</b>	Document No. <b>PP- PPDH-FKH.UA.08</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Controlled by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective :**  
Serving as a standard reference in implementing General Compulsory Program (courses) of Professional Program in Veterinary Medicine (PPDH), Faculty of Veterinary Medicine Universitas Airlangga

- II. Scope:**
- 1. Assigning academic staff as the coordinator of General Compulsory Program
  - 2. Scheduling the implementation of General Compulsory Program
  - 3. Monitoring and Evaluation
  - 4. Remedial Tests

**III. Flow Chart of General Compulsory Compulsory Program of Professional Program in Veterinary Medicine**



- IV. Description of the implementation of General Compulsory Program based on the Flow Chart**
- 1. The Dean appoints an academic staff/lecturer with certain qualifications to deliver the General Compulsory Program by issuing an assignment letter to the academic him/her.
  - 2. The schedule of the General Compulsory Program is set by Vice Dean I in coordination with the coordinator of Professional Program in Veterinary Medicine.
  - 3. The General Compulsory Program of Doctor of Veterinary Medicine Program is held according to the allotted schedule.

4. Monitoring and evaluation is carried out by a MONEV team appointed by the Dean.
5. MONEV is conducted on the General Compulsory Program materials delivered to the students
6. Evaluation is carried out to the students of Doctor of Veterinary Medicine Program to determine whether they are successful or unsuccessful in accomplishing the program.
7. The implementation of the General Compulsory Program is considered to be unsuccessful if the satisfaction index is  $< 75\%$  and, therefore, the implementation of General Compulsory Program needs to be revised.
8. The implementation of the General Compulsory Program is considered success if the satisfaction index is  $\geq 75\%$ .
9. The students who have passed the General Compulsory Program of Doctor of Veterinary Medicine Program will be announced by the Academic Sub-Division.
10. 11, and 12. The students who have failed the General Compulsory Program may take a remedial test as many as 2 (two) times.
13. The students who have attended remedial tests twice but are unable to improve his/her score (fails) will receive the score that they have obtained.

#### **V. Records :**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Guidelines of Academic Administration of Faculty of Veterinary Medicine Universitas Airlangga
4. Guidelines of Doctor of Veterinary Medicine Program of Faculty of Veterinary Medicine Universitas Airlangga
5. Guidelines of Doctor of Veterinary Medicine Program Cycle Procedure, Faculty of Veterinary Medicine Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. Assignment Letters given to academic staff/lecturers delivering the General Compulsory Program
7. Schedule of the DMVP General Compulsory Program

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

#### **Revision**

Year : 2016


By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>APPOINTMENT OF ACADEMIC STAFF/LECTURERS DELIVERING MATERIALS OF GENERAL COMPULSORY PROGRAM AT DVMP</b>	Document No. <b>PP- PPDH-FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>


The appointment of academic staff/lecturers delivering the materials of DVMP General Compulsory Program is based on the following steps:

1. The DVMP General Compulsory Program Course Coordinator submits a list of academic staff/lecturers with certain qualifications to deliver the materials of DVMP General Compulsory Program to Vice Dean I.
2. Vice Dean I makes a list of academic staff/lecturers to teach General Compulsory Program and submit the list to the Dean.
3. The Dean issues assignment letters to the academic staffs/lecturers.
4. The Dean sends the assignment letters to the academic staffs/lecturers and the DVMP General Compulsory Program Course Coordinator.

	Procedure Manual <b>TEACHING AND LEARNING            PROCESS ON GENERAL            COMPULSORY PROGRAM OF            DOCTOR OF VETERINARY            MEDICINE PROGRAM (DVMP)</b>	Document No. : <b>PP- PPDH-FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of            Veterinary            Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of            Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>


Teaching and Learning activities held at Faculty of Veterinary Medicine is carried out based on the following rules:

1. The list of students attending the course is the same as that of students who have been registered.
2. The students of DVMP General Compulsory Program must attend the course according to allotted schedule.
3. The students of DVMP General Compulsory Program must turn off their cellphones during courses and examinations.
4. The students of DVMP General Compulsory Program must sign the attendance list provided by Course Coordinator.
5. The students late for more than 15 minutes are not allowed to attend the course.
6. The students must attend at least 75% of the total course in order to be eligible for the final exam.

	Procedure Manual <b>TEACHING ACTIVITIES            CONDUCTED BY LECTURERS OF            DOCTOR OF VETERINARY            MEDICINE PROGRAM (DVMP)            GENERAL COMPULSORY            PROGRAM</b>	Document No. <b>PP- PPDH -FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of            Veterinary            Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of            Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>


Teaching activities of DVMP General Compulsory Course conducted by lecturers at Faculty of Veterinary Medicine Universitas Airlangga are based on the following procedures:

1. The course is carried out in accordance with course contract.
2. Lecturers must sign the attendance list
3. Lecturers must attend the course according to schedule
4. Lecturers provide handouts/textbooks/course materials according to the topic of the course
5. Lecturers must utilize computer/laptop and LCD as teaching media
6. Lecturer must provide an opportunity for the DVMP student to be involved in discussions during the course
7. If a lecturer cannot attend the course on the scheduled time, he/she must inform the Course Coordinator a week before the course so that the Course Coordinator can assign a substitute lecturer.

	<b>Procedure Manual</b> <b>EVALUATION OF TEACHING AND LEARNING PROCESS AT GENERAL COMPULSORY PROGRAM IN PROFESSIONAL PROGRAM IN VETERINARY MEDICINE (PPDH)</b>	<b>Document No.</b> <b>PP- PPDH -FKH.UA.01</b>
	<b>Reviewed by :</b> <b>Vice Dean I</b>	<b>Issue/Revision :</b> <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	<b>Managed by :</b> <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision:</b> <b>2016</b>


Evaluation of teaching and learning activities at Faculty of Veterinary Medicine Universitas Airlangga is carried out in accordance with the following provisions:

1. The Students of PPDH General Compulsory Program who attend the examination must fulfill the requirements stated on the provisions of teaching and learning process.
2. The examinees must bring the valid Student Identification Card (KTM).
3. The examinees must sign the examination attendance list distributed by the lecturers or examination supervisors.
4. Permission letter indicating the examinee cannot attend the examination must be submitted no later than the moment of examination.
5. The examinees must fill in the teaching and learning activity evaluation form of each course to evaluate the performance of lecturers teaching the course.

	<b>Procedure Manual</b> <b>EVALUATION OF DVMP GENERAL</b> <b>COMPULSORY PROGRAM BY</b> <b>LECTURERS</b>	<b>Document No.</b> <b>PP- PPDH-FKH.UA.01</b>
	<b>Reviewed by :</b> <b>Vice Dean I</b>	<b>Issue/Revision :</b> <b>3/2</b>
<b>Faculty of</b> <b>Veterinary</b> <b>Medicine</b>	<b>Managed by :</b> <b>Head of Quality Assurance Unit Faculty of</b> <b>Veterinary Medicine UNAIR</b>	<b>Revision:</b> <b>2016</b>


The activities of lecturers during the evaluation of DVMP General Compulsory Program are:

1. Lecturers supervise the examination according to the schedule approved by the DVMP Program Coordinator.
2. The lecturers must fill in the attendance list provided by Academic Sub-Division Unit.
3. The lecturers distribute the attendance list to the examinees and check the Student Identification Card before or during the examination.
4. The lecturers must expel the examinees whose names are not stated in the attendance list.
5. The lecturers must expel the examinees who cheat during the examination.
6. The lecturers must give a chance to the students who are unable to attend the examination with an accountable permission letter showed to the lecturers no later than the moment of examination.
7. Replacement examination must be held no later than one week after the actual examination.

	Procedure Manual <b>SCORING PROCESS</b>	Document No. <b>PP- PPDH -FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>


The activities carried out by lecturers in scoring the examination at Faculty of Veterinary Medicine are:

1. The evaluation score is composed of various aspects with its own proportion as written in PPDH Guidebook Faculty of Veterinary Medicine Universitas Airlangga, consisting of 7 grades.
2. The evaluation score is processed according to Standard Reference Scoring stated on PPDH Guidebook Faculty of Veterinary Medicine Universitas Airlangga.

	Procedure Manual <b>EXAMINATION SCORE SUBMISSION</b>	Document No. <b>PP- PPDH -FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

The activities of lecturers at Faculty of Veterinary Medicine in the examination score submission are based on the following procedures:

1. The examination score of each course must be submitted no later than two weeks after the evaluation/examination days.
2. The score is submitted in the format determined by the Academic Sub-Division Unit
3. The Academic Sub-Division Unit openly announces the examination score on the announcement board.
4. The Academic Sub-Division Unit will announce the grade of each course no later than two days after the submission.

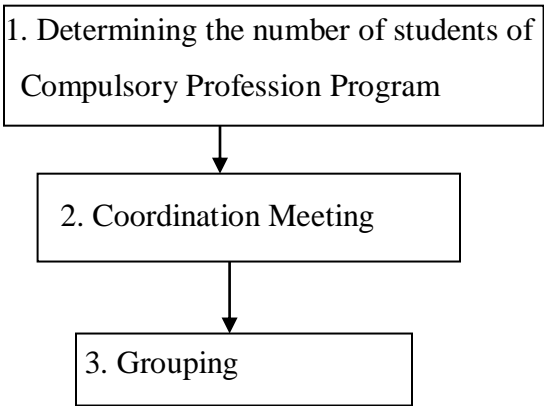
	Procedure Manual <b>GROUPING THE PPDH STUDENTS</b>	Document No. <b>PP- PPDH -FKH.UA.09</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

- I. Objective:
- Serving as a standard reference in grouping PPDH students in Faculty of Veterinary Medicine UNAIR who carry out PPDH in Department/FW/TF.
- II. Scope :
1. Determining the number of PPDH students in Department/FW/TF

2. Coordination Meeting

3. Grouping

III. Flow Chart of Grouping the PPDH students



- IV. Description of Grouping PPDH Students based on the Flow Chart
1. The number of Compulsory Profession Program students is determined by Vice Dean I.

2. Program Executives and Coordinators hold a meeting to synchronize the number of Compulsory Profession Program students with Program materials and the capacity of Department/Internship/TF

3. The grouping is decided and reported to Vice Dean I.
- V. Records :
1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga

2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga

3. Guidelines of Academic Administration of Faculty of Veterinary Medicine Universitas Airlangga

4. Guidelines of Doctor of Veterinary Medicine Program of Faculty of Veterinary Medicine Universitas Airlangga

5. Guidelines of PPDH Cycle Procedure, Faculty of Veterinary Medicine Universitas Airlangga (PP-PPDH-FKH.UA.01)

6. List of PPDH Groups

VI. Reviewed by: Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


Approved by : Dean of Faculty of Veterinary Medicine Universitas Airlangga

Revision

Year : 2016


By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

VII. Revision Identification : Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>JOB DESCRIPTION OF ACADEMIC            SUB-DIVISION UNIT</b>	: Document No. <b>PP- PPDH -FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision: <b>3/2</b>
<b>Faculty of            Veterinary            Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of            Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

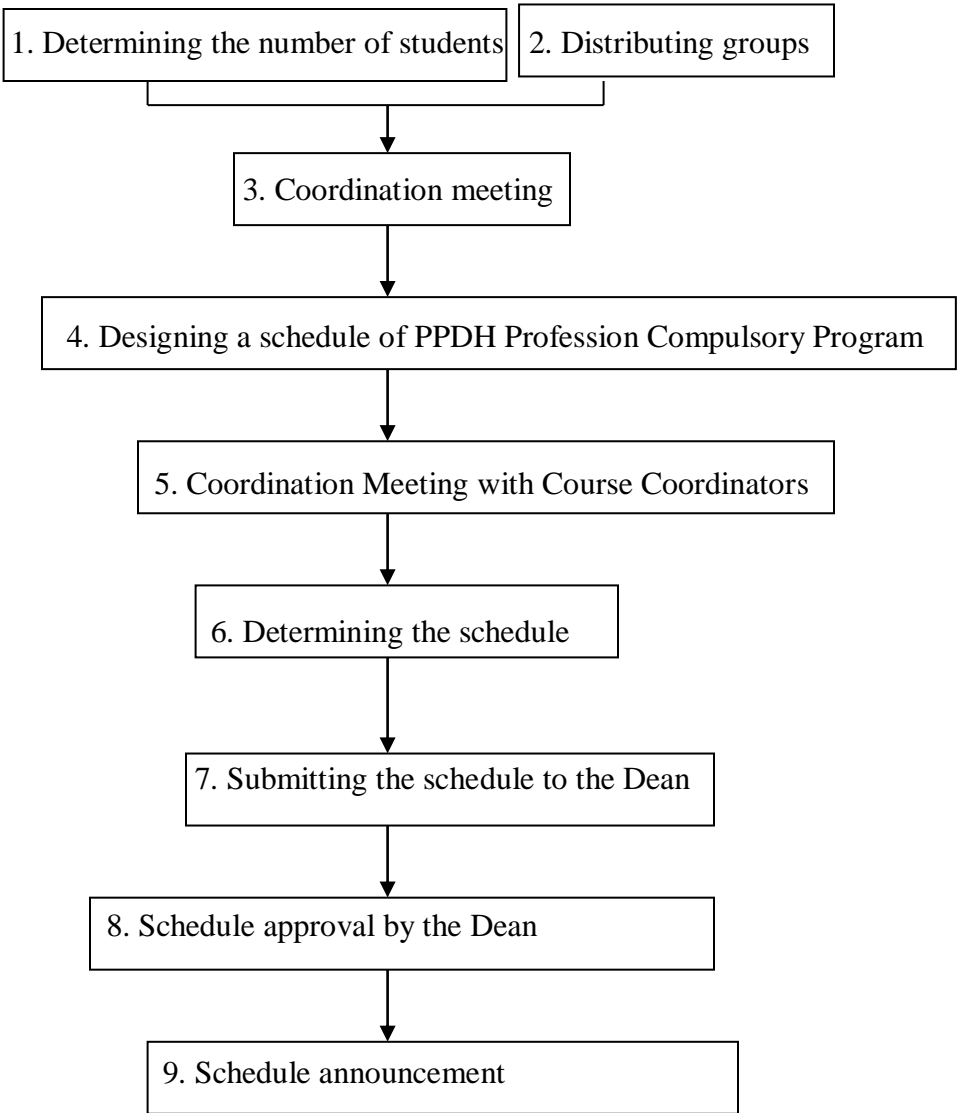
The job description of Academic Sub-Division Unit in supporting the implementation of teaching and learning processes at Faculty of Veterinary Medicine Universitas Airlangga is as follows:

1. Collecting re-registration receipt from the PPDH Students.
2. Printing, preparing, and distributing academic regulation documents, PPDH Guidebook, Academic Report, and Schedule of PPDH.
3. Collecting Course Planning Form (KRS) and Revised Course Planning Form (KPRS) completed by PPDH Students.
4. Preparing and submitting student attendance lists to course coordinators of all courses.
5. Preparing lecturer attendance list of all ongoing courses.
6. Preparing and distributing attendance list to PPDH students who take an evaluation/examination on the ongoing courses.
7. Announcing the scores of final term exam on the announcement board.
8. Receiving and announcing the schedule of PPDH

	Procedure Manual <b>SCHEDULING OF PPDH PROFESSION            COMPULSORY PROGRAM</b>	Document No. : <b>PP- PPDH -FKH.UA.10</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of            Veterinary            Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of            Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

- I. Objective:
- Serving as a standard reference in determining the schedule of Profession Compulsory Program for PPDH, Faculty of Veterinary Medicine Universitas Airlangga
- II. Scope :
1. Determining the number and groups of PPDH Profession Compulsory Program
2. Formulating the schedule of PPDH Profession Compulsory Program
3. Defining the schedule of PPDH Profession Compulsory Program
4. Announcing the schedule of PPDH Profession Compulsory Program

III. Flow Chart of Scheduling PPDH Profession Compulsory Program



- IV. Description of the Scheduling of PPDH Profession Compulsory Program According to the Flow Chart
1. Vice Dean I approves the number of PPDH Profession Compulsory Program students
2. Grouping is conducted by the PPDH Coordinator and approved by Vice Dean I
3. The Coordination Meeting is held every February to formulate the draft of PPDH Profession Compulsory Program Schedule.
4. and 5. The draft of PPDH Profession Compulsory Program is discussed in the coordination meeting by the course coordinators in the departments.

6. and 7. The schedule of PPDH Profession Compulsory Program formulated and revised in the meeting with course coordinators is reported to the Dean for approval.
8. and 9. The schedule of PPDH Profession Compulsory Program approved by Dean is distributed to the students and announced to public with copies delivered to the course coordinators in the departments.

**V. Records :**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Academic Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Guidelines of Doctor of Veterinary Medicine Program, Faculty of Veterinary Medicine, Universitas Airlangga
5. Guidelines of PPDH Cycle, Faculty of Veterinary Medicine, Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. Schedule of PPDH Profession Compulsory Program

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

**Revision**

Year : 2016

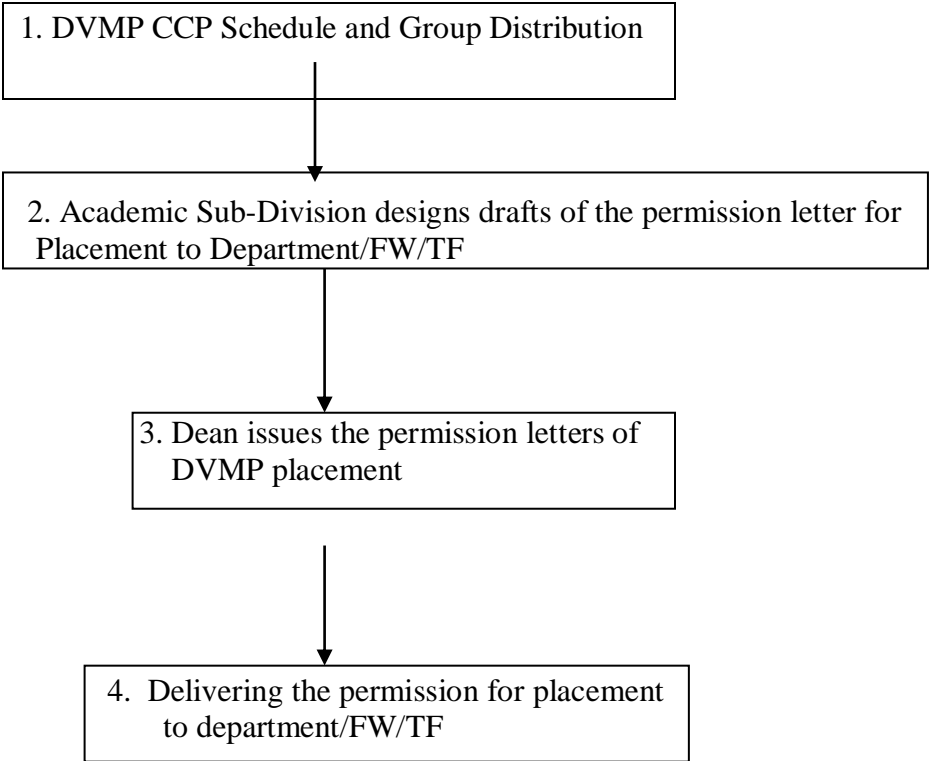
By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>Permission for Placement of DVMP            Students to Department/Fieldwork/TF</b>	Document No. : <b>PP- PPDH -FKH.UA.11</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of            Veterinary            Medicine</b>	Controlled by : <b>Head of Quality Assurance Unit Faculty of            Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

- I. Objective:**  
 Serving as a standard reference in issuing and delivering permission for placement for the Doctor of Veterinary Medicine Program (DVMP) students Faculty of Veterinary Medicine Universitas Airlangga at department/FW/TF.
- II. Scope :** 1. Issuing the permission for placement based on the schedule of DVMP Compulsory Profession Program (CPP)  
 2. Delivering the permission for placement to Department/FW/TF

**III. Flow Chart of the Process of Permission Placement Issuance to Department/Internship/TF**



- IV. Description of the Issuance of Permission for Placement to Department/FW/TF according to the Flow chart**
1. The schedule of DVMP CCP and group distribution approved by the Dean serve as a reference for Academic Sub-division in designing the permission for placement of DVMP students in department/FW/TF.
  2. Academic sub-division makes the concept of the letter periodically and deliver it to the Dean 10 days before the placement.
  3. The Dean issues the letter addressed to departments/FW/TF.
  4. The permission letters is delivered no later than 10 days before the placement.

- V. Records :**
1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
  2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
  3. Guidelines of Academic Administration of Faculty of Veterinary Medicine Universitas Airlangga
  4. Guidelines of DVMPAdministration of Faculty of Veterinary Medicine Universitas Airlangga
  5. Guidelines of VDVMP Cycle Procedure, Faculty of Veterinary Medicine Universitas Airlangga (PP-PPDH-FKH.UA.01)
  6. Veterinary Medicine Compulsory Profession Program placement permit

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

**Revision**

Year : 2016

By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

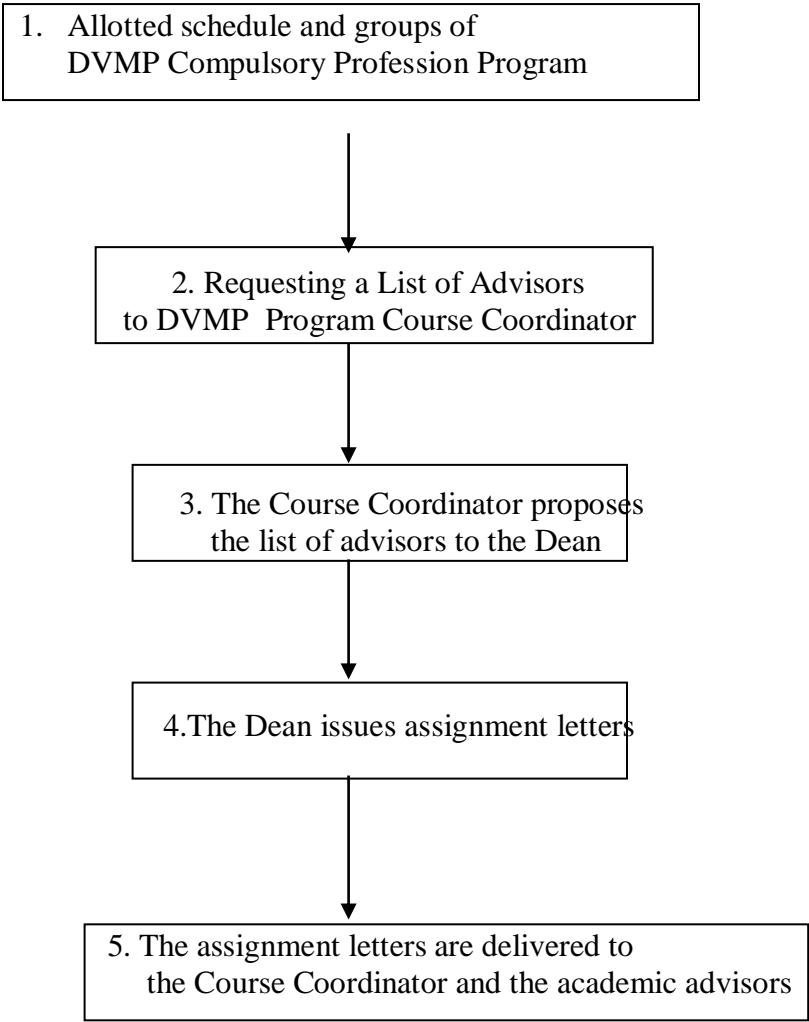
	Procedure Manual <b>ASSIGNING ACADEMIC ADVISOR IN DVMP</b>	Document No. <b>PP- PPDH -FKH.UA.12</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective:**

Serving as a standard reference in assigning lecturers as academic advisors in Doctor of Veterinary Medicine Program (DVMP) Faculty of Veterinary Medicine Universitas Airlangga

- II. Scope** : 1. Proposing the List of Veterinary Profession Program Advisors  
2. Assigning Veterinary Profession Program Advisor

**III. Flow Chart of the Process of Assigning Academic Advisors in DVMP**



**IV. Description of Advisor Assignment Procedure Based on the Flow Chart**

1. The schedule of DVMP Compulsory Profession Program and the grouping of DVMP students approved by the Dean serves as the basis of assigning academic advisors required to guide the DVMP students during the placement in Departments/FW/TF
2. The Dean issues a written request to the Departments/FW/TF addressing a list of lecturers with certain qualifications to be appointed as academic advisors of DVMP students.
3. The DVMP Course Coordinator distributes a list of candidates of DVMP academic advisors
4. The dean issues assignment letters to the advisor candidates
5. The dean delivers the assignment letters to the DVMP Program Coordinator and the advisors

**V. Records :**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Academic Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Guidelines of Doctor of Veterinary Medicine Program, Faculty of Veterinary Medicine, Universitas Airlangga
5. Guidelines of DVMP Cycle, Faculty of Veterinary Medicine, Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. Assignment letters appointing DVMP Advisor

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

**Revision**

Year : 2016

By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

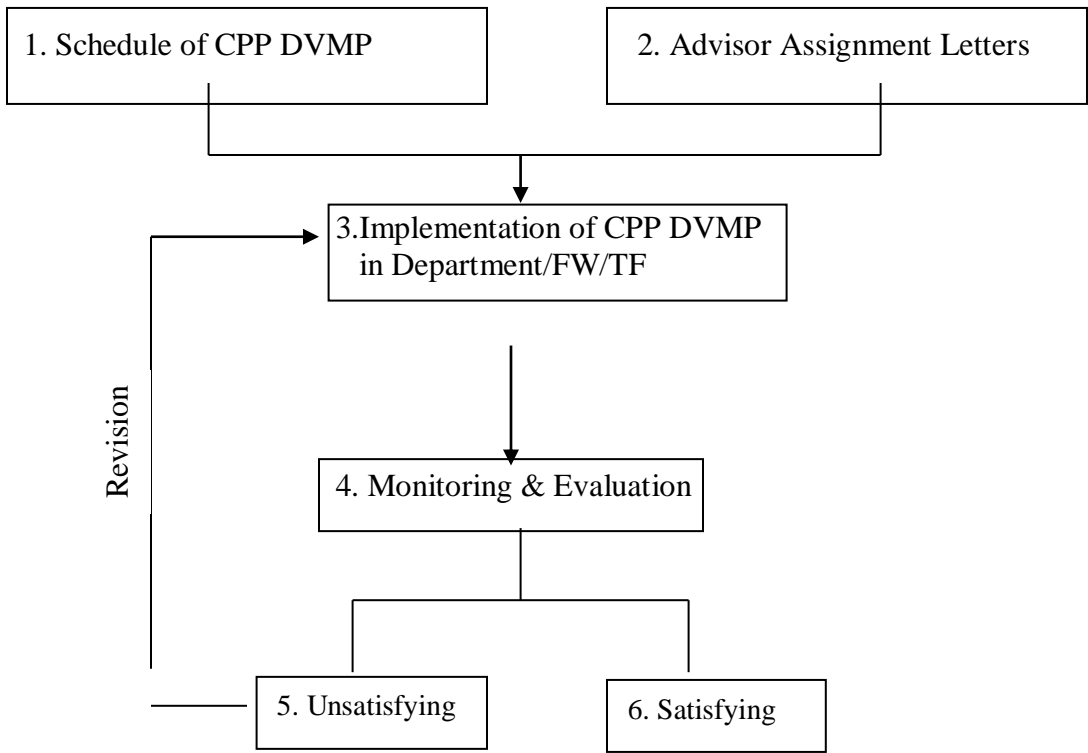
**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>IMPLEMENTATION OF DVMP COMPULSORY PROFESSION PROGRAM IN DEPARTMENT/INTERNSHIP/TF</b>	Document No. <b>PP- PPDH -FKH.UA.13</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective :**  
Serving as a standard reference for the implementation of Compulsory Profession Program (CPP) Doctor of Veterinary Medicine Program (DVMP) Faculty of Veterinary Medicine Universitas Airlangga in Department/Fieldwork/TF.

**II. Scope :** Implementation of DVMP Compulsory Profession Program (CPP) in Department/Fieldwork/TF

**III. Flow Chart of the Implementation of DVMP Compulsory Profession Program (CPP) in Department/internship/TF**



**IV. Description of Implementation of DVMP Compulsory Profession Program (CPP) in Department/internship/TF Based on the Flow Chart**

1. The allotted schedule of CPP DVMP is required in the Implementation of CPP DVMP in Department/FW/TF.
2. The assignment letters are required to be approved and delivered to the advisors and a related institution due to successful implementation of CPP DVMP in Department/FW/TF.
3. The implementation of CPP DVMP in Department/FW/TF is carried out according to Procedure Manual of each department/FW/TF.
4. Monitoring and evaluation on the advisor are based on the satisfaction index from the advisor performance evaluation assessed by the students. Monitoring and evaluation on the CPP DVMP students is based on Procedure Manual in the assigned department/FW/TF.
5. The implementation of the program needs to be revised if the result of MONEV is unsatisfying (satisfaction index  $\leq 75\%$ ).
6. The result of MONEV is satisfying if the satisfaction index is higher than 75 %.

**V. Records :**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Academic Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Guidelines of Doctor of Veterinary Medicine Program, Faculty of Veterinary Medicine, Universitas Airlangga
5. Guidelines of DVMP Cycle, Faculty of Veterinary Medicine, Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. CPP DVMP Monitoring and Evaluation Forms

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

**Revision**

Year : 2016

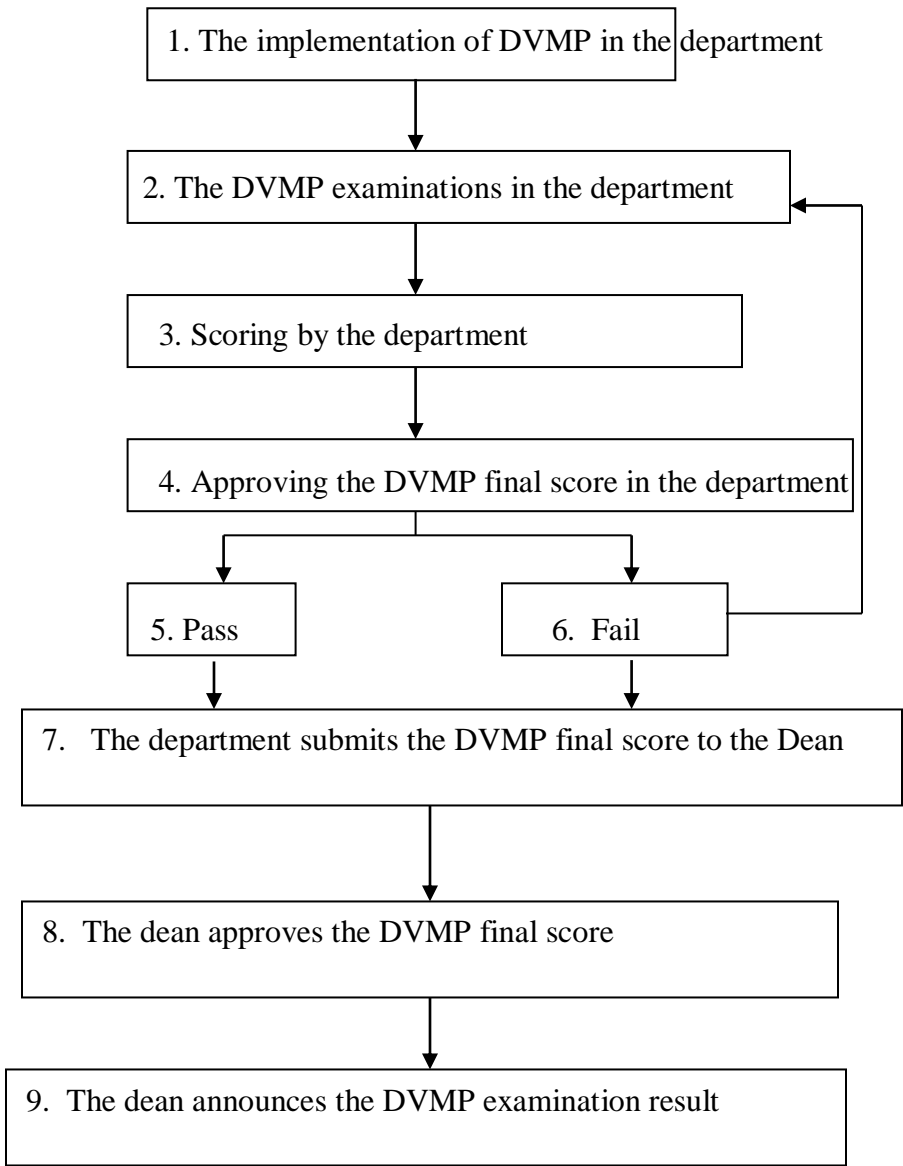
By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>Submitting and Approving the DVMP Score from the Department to the Dean</b>	Document No. <b>PP- PPDH -FKH.UA.15</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

- I. Objective :**  
Providing a standard reference of submitting the DVMP students’ scores upon completing the DVMP Faculty of Veterinary Medicine in some departments.
- II. Scope :**
- 1. Examination and Evaluation of DVMP students in the department
  - 2. Approval and Submission of the DVMP students’ scores from the department to the Dean
  - 3. Score Approval and announcement by the Dean

**III. Flow Chart of Submitting and Approving the DVMP Score from the Department to the Dean**



- IV. Description of Submitting and Approving the DVMP Score from the Department to the Dean based on the Flow Chart**
- 1. The implementation of DVMP in the department refers to the DVMP Procedure Manual of each department.
  - 2. The implementation of DVMP examination in the department refers the DVMP Procedure Manual of each department.

3. The DVMP scoring in the department refers to the DVMP Procedure Manual of each department.
4. The DVMP final score approval in the department refers the DVMP Procedure Manual of each department.
5. and 7. The final score of successful DVMP students will be submitted to the Dean cq Vice Dean I.
6. The unsuccessful students must take the remedial test conducted in the department.
8. The Dean cq Vice Dean I approves the final score obtained by DVMP students in the department.
9. The dean announces the final score.

**V. Records :**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Academic Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Guidelines of Doctor of Veterinary Medicine Program, Faculty of Veterinary Medicine, Universitas Airlangga
5. Guidelines of DVMP Cycle, Faculty of Veterinary Medicine, Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. Announcement of Veterinary Profession Program Final Score

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

**Revision**

Year : 2016

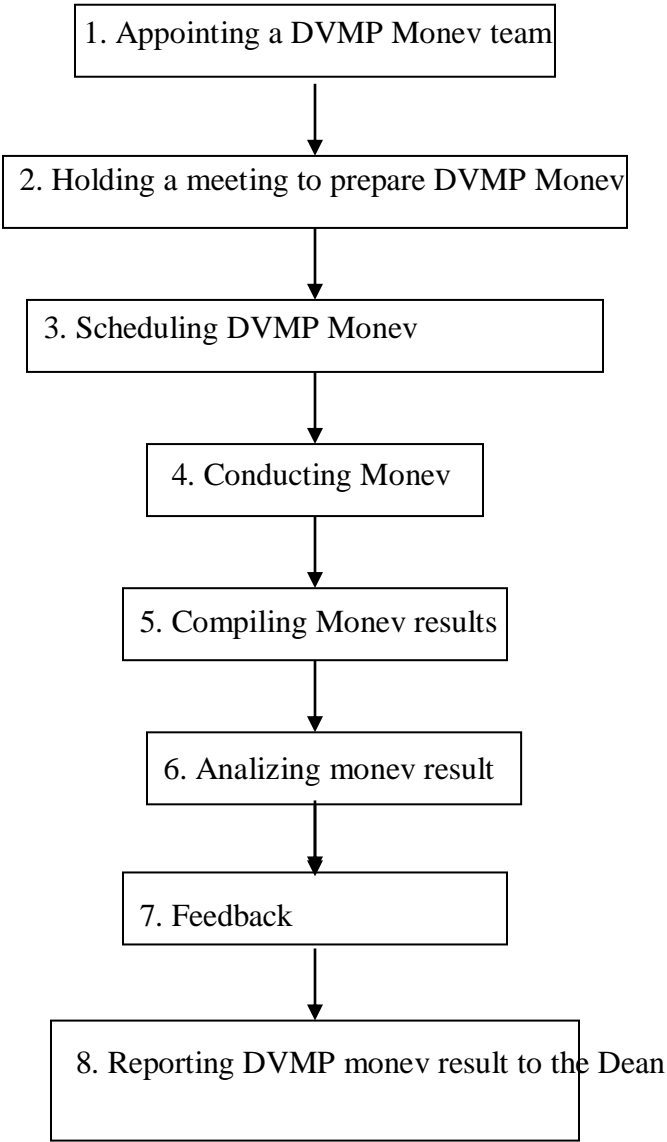
By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>DVMP MONITORING AND EVALUATION</b>	Document No. <b>PP- PPDH -FKH.UA.16</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

- I. Objective :**  
Serving as a standard reference in conducting Monitoring and Evaluation of DVMP cycle  
Faculty of Veterinary Medicine Universitas Airlangga
- II. Scope** : 1. Appointing a Monev team on the implementation of DVMP  
2. Scheduling and conducting DVMP Monev  
3. Reporting the result of Monev to the Dean

**III. Flow Chart of DVMP Monitoring and Evaluation Process**



- IV. Description of DVMP Monitoring and Evaluation Process according to the Flow Chart**
- 1. The dean appoints DVMP Monitoring and Evaluation (Monev) Team
  - 2. The DVMP monev team holds meetings to prepare the monev
  - 3. The monev team sets the DVMP monev schedule
  - 4. The DVMP monev is conducted continuously and regularly
  - 5. The monev team compiles the results of DVMP monev.
  - 6. The monev team analyzes the results of DVMP monev.
  - 7. and 8. The team reports the final results of monitoring and evaluation including the feedback to the Dean

**V. Records :**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Academic Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Guidelines of Doctor of Veterinary Medicine Program, Faculty of Veterinary Medicine, Universitas Airlangga
5. Guidelines of DVMP Cycle, Faculty of Veterinary Medicine, Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. Dean's Decree of Faculty of Veterinary Medicine concerning the appointment of DVMP Monitoring and Evaluation Team
7. Monitoring and Evaluation Forms

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

**Revision**

Year : 2016

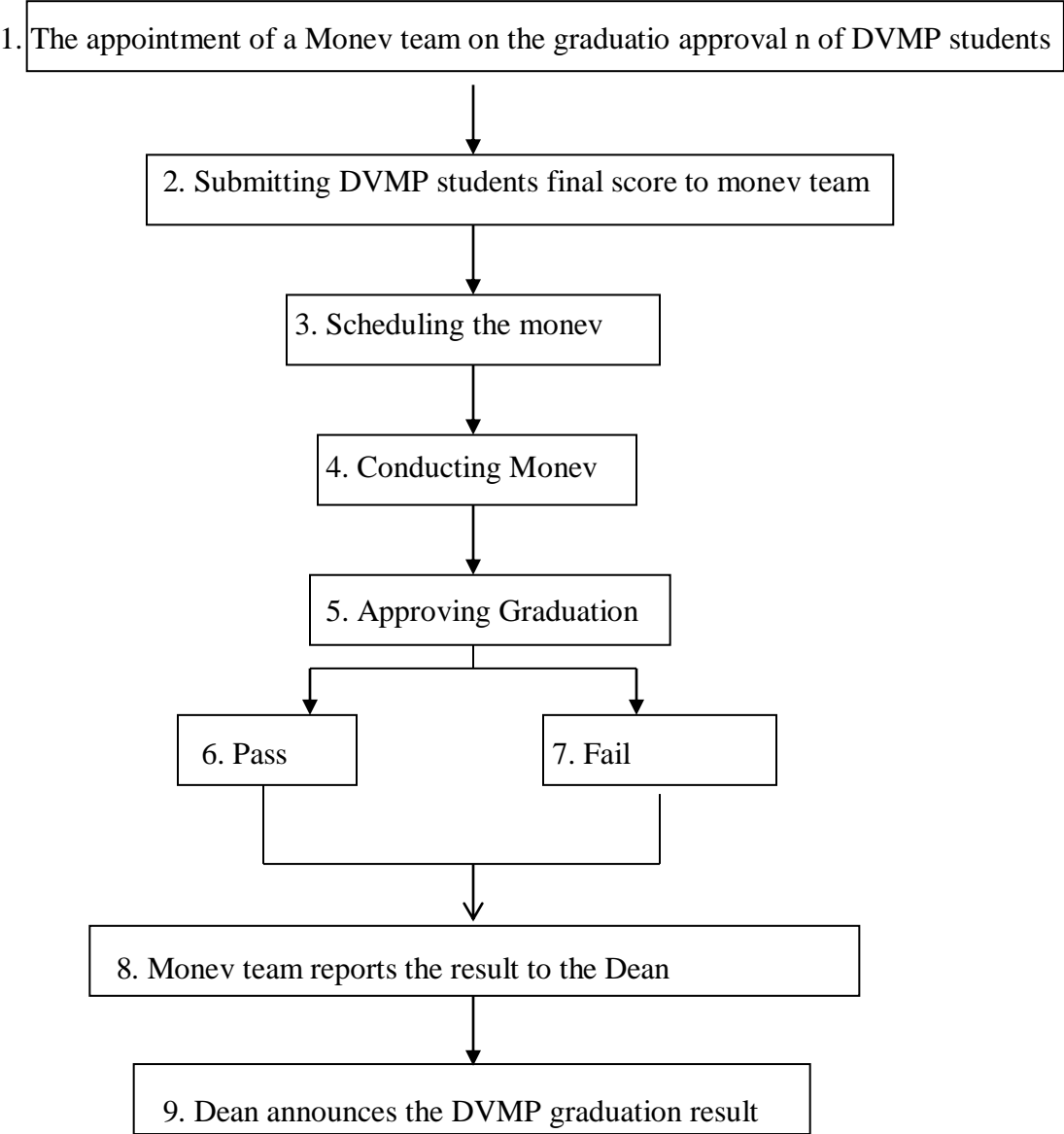
By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>MONITORING AND EVALUATION (MONEV) ON DVMP GRADUATION</b>	Document No. : <b>PP- PPDH -FKH.UA.17</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

- I. Objective :**  
Serves as standard reference in implementing Monitoring and Evaluation on the graduation of Veterinary Profession Program attendees/students Faculty of Veterinary Medicine Universitas Airlangga
- II. Coverage** : 1. Appointing a Monev team on the graduation approval of DVMP students  
2. Scheduling and conducting DVMP Monev on the graduation approval of DVMP students  
3. Reporting the result of Monev to the Dean

**III. Flow Chart of Monitoring and Evaluation Process of the graduation of DVMP students**



- IV. Description of Monitoring and Evaluation Process of the graduation of DVMP students based on the Flow Chart**
1. The Dean appoints a monitoring and evaluation (Monev) team on the graduation of DVMP students.
  2. The Dean submits all the evaluation scores obtained by DVMP students to the MONEV team for Desk evaluation
  3. DVMP Graduation Monev team sets the schedule of evaluation
  4. DVMP Graduation Monev team evaluates the graduation eligibility of the students
  5. DVMP Graduation Monev team determines whether the students pass or fail the evaluation

- 6., 7. and 8. The list of DVMP students, who both pass or fail the evaluation, is reported to the Dean
9. The Dean approves the evaluation result and publicly announces the graduation of DVMP students

## **V. Record**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Academic Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Guidelines of Doctor of Veterinary Medicine Program, Faculty of Veterinary Medicine, Universitas Airlangga
5. Guidelines of DVMP Cycle, Faculty of Veterinary Medicine, Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. Dean's Decree of Faculty of Veterinary Medicine concerning the appointment of Monitoring and Evaluation Team on the Graduation of DVMP students

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

## **Revision**

Year : 2016

By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

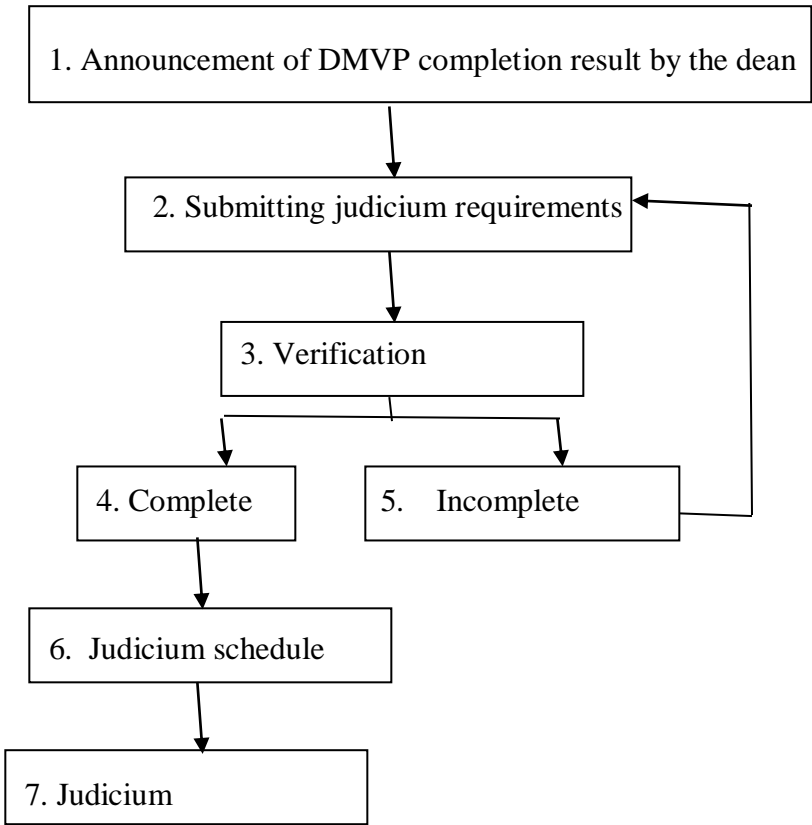
**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manual <b>JUDICIUM OF DVMP STUDENTS COMPLETING DVMP</b>	Document No. <b>PP- PPDH -FKH.UA.18</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Managed by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective :**  
Providing a standard reference of judicium on Doctor of Veterinary Medicine Program (DVMP) students who have completed their degree in Faculty of Veterinary Medicine Universitas Airlangga

**II. Scope** : 1. Submitting and verifying judicium requirements  
2. Judicium schedule  
3. Judicium

**III. Flow chart of Judicium for Students completing DVMP**



**IV. The Process of judicium for Veterinary Profession Program Graduates**

1. Judicium can be held after the Dean announces the result of DVMP completion.
2. Students who has officially completed DVMP must fulfill the judicium requirements.
3. The academic sub-division verifies judicium requirements.
- 4., 6. and 7. Academic sub-division schedules the judicium for the students who have completed the requirements. The judicium process will be governed by the Dean.
5. The academic sub-division will not schedule judicium for students who do not complete the requirements.

**V. Record**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Academic Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Guidelines of Doctor of Veterinary Medicine Program, Faculty of Veterinary Medicine, Universitas Airlangga

5. Guidelines of DVMP Cycle, Faculty of Veterinary Medicine, Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. List of DVMP students completing the program approved by the Dean
7. Judicium requirement forms

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

**Revision**

Year : 2016


By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :** Managed by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	<b>Procedure Manual</b> <b>JUDICIUM OF DVMP (DOCTOR OF VETERINARY MEDICINE PROGRAM) STUDENTS</b>	<b>Document No.</b> <b>PP- PPDH -FKH.UA.01</b>
	<b>Reviewed by :</b> <b>Vice Dean I</b>	<b>Issue/Revision :</b> <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	<b>Managed by :</b> <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision:</b> <b>2016</b>

Judicium is conducted in accordance with the following points:

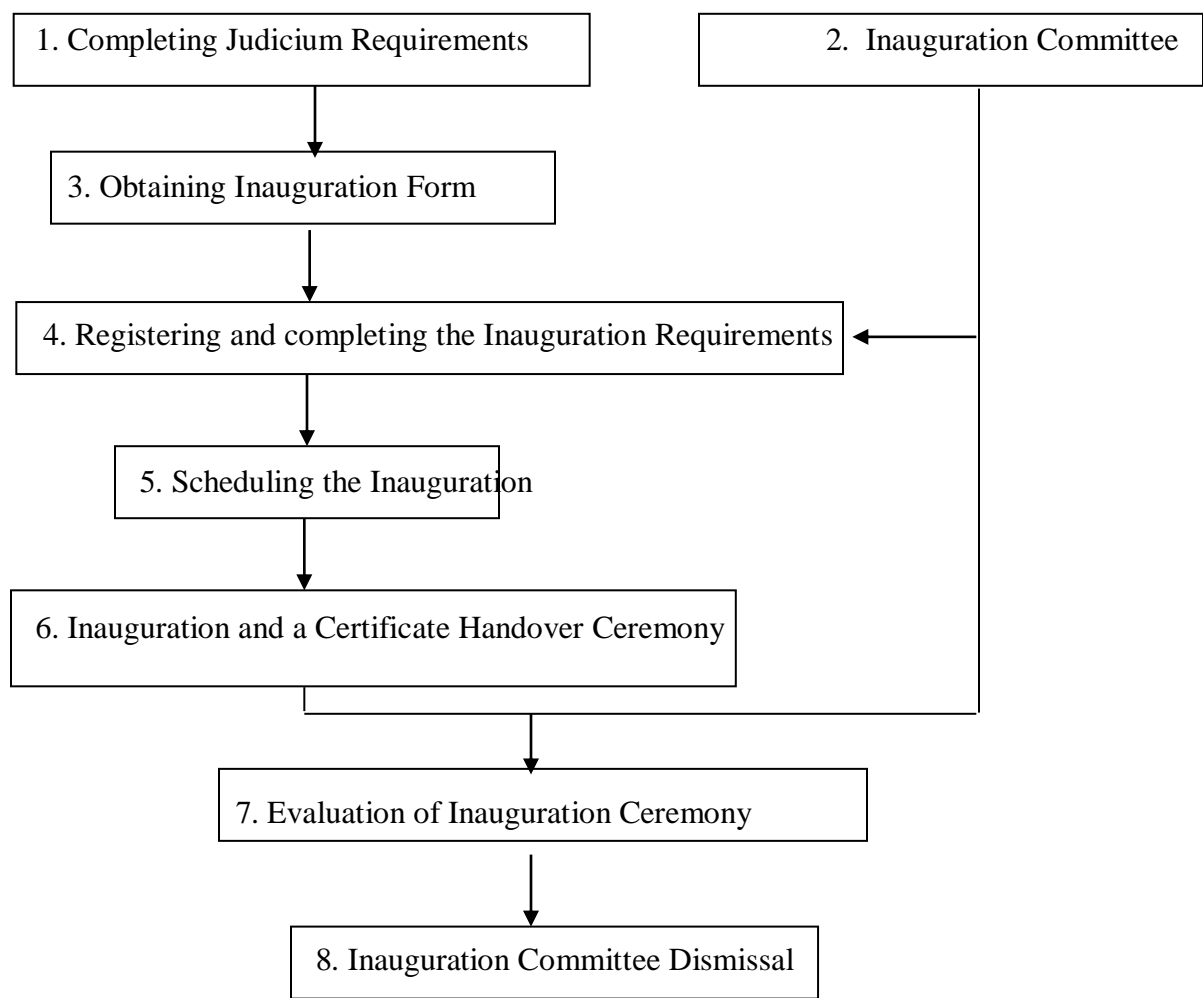
1. Judicium registration is administered in Academic sub-division
2. Judicium is governed by the Dean of Faculty of Veterinary Medicine
3. The schedule of Judicium will be announced later
4. Judicium requirements:
  - completing all DVMP materials
  - holding a minimum GPA of 3.00 or higher
  - not holding “E” grades
  - having a percentage of the “D” grade which is not higher than 25% of the total course
  - meeting the administrative requirements of Judicium
5. DVMP students who apply for Judicium must submit the required documents consisting of:
  - Completing all academic assignments
  - Scorebook approved by each Course Coordinators
  - A form indicating the students has returned all borrowed books from UNAIR library
  - A form indicating the students has returned all borrowed books from Faculty of Veterinary Medicine Reading Corner
  - Submission proof of thesis/final report (PKL/TF)
  - Completing the data required for graduation certificate
6. Academic Sub-division lists all the students who fulfill the requirements of Judicium.

	Procedure Manual <b>INAUGURATION AND CERTIFICATE            HANDOVER CEREMONY OF NEW            VETERINARIANS</b>	Document No. <b>PP- PPDH -FKH.UA.19</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of            Veterinary            Medicine</b>	Controlled by : <b>Head of Quality Assurance Unit Faculty of            Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective:**  
 Providing a standard reference for the procedure of Inauguration and Certificate Handover Ceremony for the students of Doctor of Veterinary Medicine Program (DVMP) who have been completing Judicium.

- II. Scope** : 1. Registration, submission, and verification of Inauguration requirements  
 2. Inauguration Committee  
 3. Inauguration Preparation and Scheduling  
 4. Inauguration and Certificate Handover Ceremony  
 5. Evaluation and Dismissal of Inauguration Committee

**III. Flow Chart of the Inauguration and Certificate Handover Ceremony of New Veterinarians**



- IV. Description of the Inauguration and Certificate Handover Ceremony of New Veterinarians based on the Flow Chart**
1. The students participating in the Inauguration Ceremony of New Veterinarians must complete the Judicium.
  2. The Dean appoints inauguration committee.
  3. Veterinarian candidates complete the inauguration registration form.

4. Veterinarian candidates register in to the inauguration ceremony by submitting the inauguration form and other requirements
5. Veterinarian Inauguration Committee set the schedule of the inauguration.
6. Inauguration ceremony is held according to the schedule and the Dean hands out veterinarian certificate to the newly inaugurated veterinarian.
7. The Inauguration committee reports the implementation of inauguration ceremony no later than two weeks after the inauguration.
8. The Dean evaluates the inauguration committee performance and, then, dismisses the committee.

## **V. Record**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
3. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
4. Academic Guidelines of Faculty of Veterinary Medicine Universitas Airlangga
5. Academic Guidelines of Doctor of Veterinary Medicine Program, Faculty of Veterinary Medicine, Universitas Airlangga
6. Guidelines of DVMP Cycle, Faculty of Veterinary Medicine, Universitas Airlangga (PP-PPDH-FKH.UA.01)
7. Dean's Decree of Faculty of Veterinary Medicine concerning the appointment of Veterinarian inauguration committee
8. Announcement on the requirements to be inaugurated as veterinarian
9. Inauguration registration form
10. Veterinarian inauguration report

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

## **Revision**

Year : 2016

By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

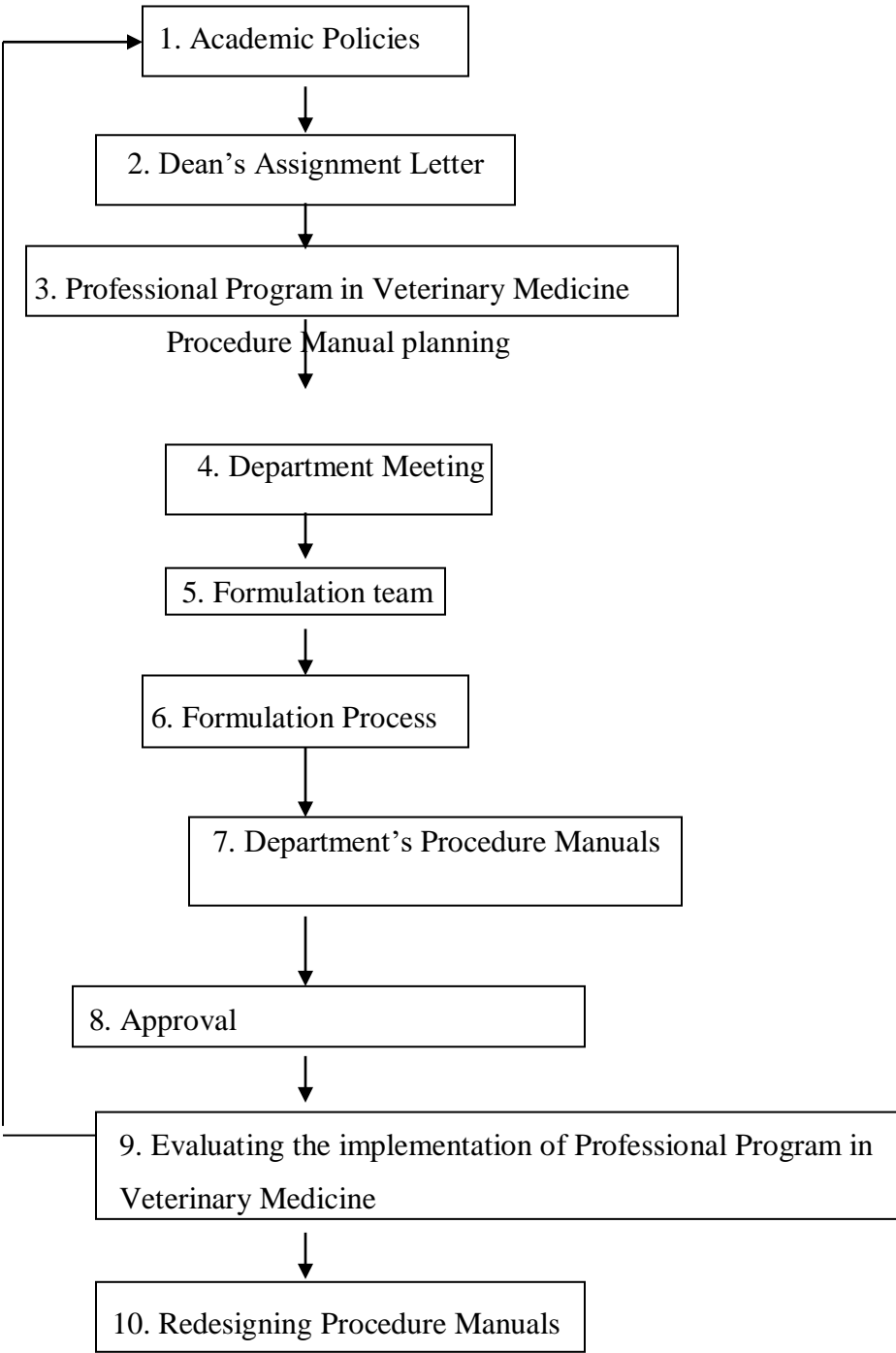
**VII. Revision Identification:** Controlled by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	Procedure Manuals: <b>FORMULATION OF PROFESSIONAL PROGRAM IN VETERINARY MEDICINE PROCEDURE MANUALS IN DEPARTMENTS</b>	Document No. <b>PP- PPDH -FKH.UA.20</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Controlled by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

**I. Objective:**  
Provides standard reference for Procedure Manuals formulation made by each department in Faculty of Veterinary Medicine Universitas Airlangga concerning the implementation of Professional Program in Veterinary Medicine (PPDH) activities carried out in the departments

**II. Coverage** : 1.Formulation process of Procedure Manuals of Professional Program in Veterinary Medicine carried out by the departments.  
2.Monitoring, evaluation, and redesigning Procedure Manuals of Professional Program in Veterinary Medicine activities carried out by each department

**III. Flow chart of Professional Program in Veterinary Medicine Procedure Manuals in the departments**



#### **IV. Description of Professional Program in Veterinary Medicine Procedure Manuals Formulation According to the Flow Chart**

1. Academic policies of Faculty of Veterinary Medicine serves as basis for the departments in formulating Procedure Manuals
2. Dekan memberikan penugasan pada Departemen untuk membuat Pedoman Prosedur PPDH di Departemen Dean assigns the Departments to formulate Procedure Manuals of Veterinary Profession Program implementation in the departments
3. and 4. Head of Departments plan the formulation of Procedure Manuals by holding a coordination meeting to discuss the formulation
5. Head of Departments appoints Procedure Manuals Formulator Team in each Department
6. and 7. The Formulator Team carries out its duty to formulate the Veterinary Profession Program Procedure Manuals in each Department
8. The Dean approves Procedure Manuals made by the departments
9. Evaluation of Veterinary Profession Program held in each department is conducted by referring to the Procedure Manuals made/applied by each departments
10. Results of Veterinary Profession Program evaluation serves as reference in redesigning the implemetation of Veterinary Profession Program

#### **V. Record**

1. Academic Policies of Faculty of Veterinary Medicine Universitas Airlangga
2. Academic Standard of Faculty of Veterinary Medicine Universitas Airlangga
3. Guidelines of Academic Administration of Faculty of Veterinary Medicine Universitas Airlangga
4. Guidelines of Veterinary Profession Program Administration of Faculty of Veterinary Medicine Universitas Airlangga
5. Guidelines of Veterinary Profession Program Cycle Procedure, Faculty of Veterinary Medicine Universitas Airlangga (PP-PPDH-FKH.UA.01)
6. Departemen Decree of Dean of Faculty of Veterinary Medicine concerning the formulation of Procedure Manuals of Veterinary Profession Program implementation in each department.
7. Procedure Manuals of Professional Program in Veterinary Medicine implementation in each department which have been approved by the Dean

**VI. Reviewed by:** Vice Dean I of Faculty of Veterinary Medicine Universitas Airlangga


**Approved by :** Dean of Faculty of Veterinary Medicine Universitas Airlangga

#### **Revision**

Year : 2016

By : Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

**VII. Revision Identification :** Controlled by Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR

	FORM: <b>PROFESSIONAL PROGRAM IN VETERINARY MEDICINE REGISTRATION</b>	Document No. <b>PP- PPDH -FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Controlled by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>


1	Name	:
2	Sex	:
3.	Place and Date of Birth	:
4.	Religion	:
5.	Current Address	:
6.	Mobile	:
7.	Original Address	:
8.	Phone	:
9.	Date of Graduation (Undergraduate Program)	:
10.	University	:

Surabaya,.....

Signature,

Pas Photo 4x6

( )

	<b>FORM :</b>  <b>PROFESSIONAL PROGRAM IN VETERINARY MEDICINE APPLICATION RECEIPT</b>	Document No. <b>PP- PPDH -FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Controlled by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>


Have received the following document:

- 1. Copy of SOP payment receipt of current semester
- 2. Receipt of Veterinary Medicine Undergraduate Thesis Submission
- 3. 6 (six) sheets of folders
- 4. 3 (three) copies of photograph (black and white) 4 x 6
- 5. Applicant bio data

Surabaya,  
Receiver,  
Academic Sub-Division

(.....)  
NIP.



	<b>FORM :</b>  <b>YUDISIUM REQUIREMENT RECEIPT</b>	Document No. <b>PP- PPDH -FKH.UA.01</b>
	Reviewed by : <b>Vice Dean I</b>	Issue/Revision : <b>3/2</b>
<b>Faculty of Veterinary Medicine</b>	Controlled by : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision: <b>2016</b>

Have received the requirements of Yudisium, consisting of :

1. Academic Assignment Completion Receipt
2. Academic Scorebook approved by each Course Coordinator
3. Library Clearance Statement approved by center library
4. Library Clearance Statement of Faculty of Veterinary Medicine Reading Corner
5. Final report submission receipt (internship/TF)
6. Data for Veterinary Certificate Universitas Airlangga

Surabaya,  
Receiver,  
Academic Sub-Division,

(.....)  
NIP.

