



**SCHOOL OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES
INSTITUT PERTANIAN BOGOR (IPB UNIVERSITY)**

**PROCEDURE
BACHELOR FINAL EXAMINATION
IN THE VETERINARY MEDICINE PROGRAM**

DOCUMENT NUMBER : POB-KH-09


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Bogor, January 24, 2023

Dean
School of Veterinary Medicine and Biomedical Sciences,

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1. PURPOSE

Provide a guideline for Bachelor Final Examination implementation of the Veterinary Medicine Program at the School of Veterinary Medicine and Biomedical Sciences (SKHB), IPB University.

2. SCOPE


The scope of the POB includes requirements for participation in UASKH, UASKH Examiners, procedures of UASKH implementation, and issuance of SKL.

3. TERMS AND DEFINITIONS

- 3.1. The Bachelor Final Examination for the Veterinary Medicine program (hereafter referred to as UASKH) is an oral examination administered by a team of examiners. All students in the Veterinary Medicine program must participate in a final examination to be eligible to graduate from the Veterinary Medicine and Biomedical Sciences program.
- 3.2. The content of the Bachelor Final Examination for Veterinary is related to the scope of the Bachelor veterinary final examination material to ensure the fulfillment of the minimum knowledge requirements of Bachelor Veterinary in accordance with the Indonesian Veterinary Medicine Bachelor Education Competency Standards. The examination team consists of the final examination advisors (PTA) and external examiners.
- 3.3. External examiners are lecturers who are not part of the final examination supervisory commission from SKHB.
- 3.4. The Vice Dean issues the Certificate of Graduation (SKL) for Academic and Student Affairs, stating that the student has passed FKH and completed the Bachelor program.
- 3.5. The final Examination Advisor (PTA) is a lecturer and/or researcher that the Dean assigns to supervise students undertaking the Final examination.

4. REFERENCES


- 4.1. Academic Senate Decree Number 20/I/KEP/SA/2003.
- 4.2. Rector's Decree Number 069/K13/PP/2003.

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- 4.3. IPB Guidebook Bachelor Program 2020 edition.
- 4.4. IPB Standard Operating Procedure (POB-IPB-15).
- 4.5. Results of the Indonesian Bachelor Veterinary Education Competency Workshop.
- 4.6. Rector's Decree Number 175/IT3/PP/2019 regarding the Guidelines for Bachelor Education Programs of IPB University 2019 Edition

5. GENERAL REQUIREMENTS

- 5.1. Requirements for Bachelor Final Examination
 - 5.1.1. Have taken and passed all courses with total credits of at least 151-153 with a GPA ≥ 2.00 and with no E grades
 - 5.1.2. Have completed the final project draft approved by the final examination advisor.
 - 5.1.3. The completed final examination observation book (at least eight meetings with PTA lecturers) is submitted to the Academic and Student Affairs (FRM/KH/003-00).
 - 5.1.4. Fulfill tuition payment until the current semester.
 - 5.1.5. Register to take the UASKH to the Academic and Student Affairs of SKHB IPB no later than 5 (five) working days before the scheduled UASKH implementation day by completing the exam registration form (FRM/KH/022-00).
 - 5.1.6. The Bachelor Final Examination of Veterinary Medicine (UASKH) degree program can be carried out less than 5 (five) working days after registration with the approval of the Vice Dean for Academic and Student Affairs on the reasons of illness/business travel/tuition fee payment deadline / particular circumstances by completing the Notice of Acceleration of Bachelor Final Examination of Veterinary Medicine (UASKH) (FRM / KH / 035-00).
 - 5.1.7. The Bachelor Final Examination of Veterinary Medicine (UASKH) is conducted according to the schedule established by SKHB IPB.
 - 5.1.8. The head of the final project advisor and the student fill out the request form for cancellation/rescheduling of the Final Veterinary Examination (FRM/KH/027-00).

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5.1.9. The head of the examination team is the head lecturer of the final examination advisor. Suppose the head advisor is unable to attend the session. In that case, the examination session is supervised by members of advisor lecturers from SKHB IPB.

5.2. Examiner

5.2.1 The UASKH examiner team is staff in the SKHB IPB from different divisions with a maximum of 4 (four) people. The examiner consists of:

5.2.1.1 Final examination advisors (two advisors).

5.2.1.2 External examiners are SKHB IPB lecturers from divisions other than the home base of the final examination advisor.

5.2.2 The examiner of the final examination is determined by the Bachelor's thesis course coordinator and the Dean of SKHB-IPB.

5.2.3 The external examiner does not have a family/marriage relationship with the Final Examination advisor and does not have a blood/family relationship with the examinee.


5.2.4 The head of the UASKH team is the head of the final examination advisor; if the head advisor is unable to attend for urgent reasons, the UASKH advisor member serves as the head of the UASKH team.

5.2.5 The advisor member who may replace the head of the UASKH is an advisor from SKHB-IPB; however, if the advisor member is from outside SKHB IPB, section 5.2.4 is not applicable.

5.2.6 Examiners who are unable to attend must inform the Academic and Student Affairs Department of their absence. Suppose one of the external examiners is absent. In that case, the FHKH may be conducted with a minimum number of external examiners of 1 (one) person. The examiners will communicate the examination results openly without the examinee. The final FHKH grade is determined by the sum of the average grades of the individual examiners divided by the number of examiners filled in the FHKH notice. (FRM/KH/026-02)

Terms of assessment: assessment regulation (FRM/KH/024-01)

75.0 – 100: A

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71.0 – 74.9: AB

65.0 – 70.9: B

5.2.7 Students who do not pass the UASKH have a maximum of 2 (two) re-examination opportunities. The first re-examination is done no later than 2 (two) weeks later with the same examiner team. Suppose it is determined that they did not pass the re-examination. In that case, they will be reexamined again by a different external examiner no later than two weeks later.

5.3 The head of the examination members submits the UASKH assessment form (FRM/KH/024-00) and the Notice of UASKH (FRM/KH/026-02) to the Education and Student Affairs Department of SKHB IPB after the examination.

5.4 Students submit the Final examination, approved and signed by all Final Examination Advisors and the Vice Dean for Academic and Student Affairs, and an email of documents to s1.fkh@apps.ipb.ac.id including Bachelor's thesis, publication draft according to the template provided (FRM/KH/032-00), and a statement of willingness for publication in Veterinary and Biomedical journals (FRM/KH/033-00). The Final examination is submitted to the SKHB Academic and Student Affairs Department along with the SKL submission.

5.5 Certification of Graduation (SKL)


SKL is issued by the Vice Dean for Academic and Student Affairs if the student:

5.5.1 Declared passed the UASKH


5.5.2 Submitted the Final Examination, approved and signed by all Final Examination Advisors and the Vice Dean for Academic and Student Affairs, and an email of documents to s1.fkh@apps.ipb.ac.id including Bachelor's thesis, publication draft according to the template provided (FRM/KH/032-00), and a statement of willingness for publication in veterinary and biomedical journals (FRM/KH/033-00). The Final examination is submitted to the SKHB Academic and Student Affairs Department along with the SKL submission.

5.5.3 Requested the issuance of SKL through SIMAK and completed a student satisfaction survey.

5.5.4 The Education and Student Affairs Department verifies the SKL submission file and student satisfaction.


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5.6 If the student does not submit the revised final examination draft any later than 1 (one) month after the date of passing the UASKH based on the Rector's Decree Number: 175/IT3/PP/2019 on Guidelines for Bachelor Education Programs of IPB University 2019 Edition, the head of SKHB IPB may cancel the examination results by signing the notice of cancellation of the Bachelor final examination results (FRM/KH/025-01) and submitting it to the student and the examiner. The student must re-register for the UASKH.


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6. FLOWCHART PROCEDURE

ACTIVITIES	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION																												
<p style="text-align: center;">Starting point</p> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Student</td> <td style="width: 20%; text-align: center;">1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Registration for the UASKH</td> </tr> </table> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Department of Academic and student</td> <td style="width: 20%; text-align: center;">2</td> </tr> <tr> <td colspan="2" style="text-align: center;">Review completion of requirements for UASKH implementation.</td> </tr> </table> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Course Coordinator for bachelor thesis</td> <td style="width: 20%; text-align: center;">3</td> </tr> <tr> <td colspan="2" style="text-align: center;">Determine external examiners for the advisor commission</td> </tr> </table> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Vice Dean for Academic and Student Affairs</td> <td style="width: 20%; text-align: center;">4</td> </tr> <tr> <td colspan="2" style="text-align: center;">Legalize the UASKH invitation letter</td> </tr> </table> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Department for Academic and Student Affairs</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td colspan="2" style="text-align: center;">Prepare the required documents</td> </tr> </table> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Head of Academic Advisor</td> <td style="width: 20%; text-align: center;">6</td> </tr> <tr> <td colspan="2" style="text-align: center;">Lead the examination session and controlling the examination time</td> </tr> </table> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Examiners</td> <td style="width: 20%; text-align: center;">7</td> </tr> <tr> <td colspan="2" style="text-align: center;"> <ul style="list-style-type: none"> - Test the students on the basis of predetermined questions - Announce the examination results to the examiners team - Agree on the examination results </td> </tr> </table>	Student	1	Registration for the UASKH		Department of Academic and student	2	Review completion of requirements for UASKH implementation.		Course Coordinator for bachelor thesis	3	Determine external examiners for the advisor commission		Vice Dean for Academic and Student Affairs	4	Legalize the UASKH invitation letter		Department for Academic and Student Affairs	5	Prepare the required documents		Head of Academic Advisor	6	Lead the examination session and controlling the examination time		Examiners	7	<ul style="list-style-type: none"> - Test the students on the basis of predetermined questions - Announce the examination results to the examiners team - Agree on the examination results 		<p style="text-align: center;">UASKH Registration File</p> <p style="text-align: center;">Decree for examiners team and Exam schedule</p> <p style="text-align: center;">Preparing the required Document</p> <p style="text-align: center;">UASKH Cancellation / Rescheduling Form (FRM / KH / 027-00)</p> <p style="text-align: center;">Cancellation of UASKH Schedule</p> <p style="text-align: center;">Cancellation of UASKH Result</p>			
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7. IMPLEMENTATION TIME

Implementing the Bachelor Final examination is carried out a maximum of 10 (ten) working days after submission to the faculty. The SKHB issues a Certificate of Graduation (SKL) within a maximum of 10 (ten) working days after submission of the Final examination.

8. SUPPORTING DOCUMENTS

- 8.1 [UASKH Registration \(FRM/KH/022-00\)](#)
- 8.2 [UASKH Questions \(FRM/KH/023-00\)](#)
- 8.3 [UASKH Assessment \(FRM/KH/024-01\)](#)
- 8.4 [Notice of UASKH \(FRM/KH/026-02\)](#)
- 8.5 [Notice for UASKH Cancellation Result \(FRM/KH/025-01\)](#)
- 8.5 [UASKH Cancellation/Reschedule \(FRM/KH/027-00\)](#)
- 8.6. [Journal Template \(FRM/KH/032-00\)](#)
- 8.7. [Publication Willingness \(FRM/KH/033-00\)](#)
- 8.8. [Notice of UASKH Acceleration \(FRM/KH/035-00\)](#)