

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

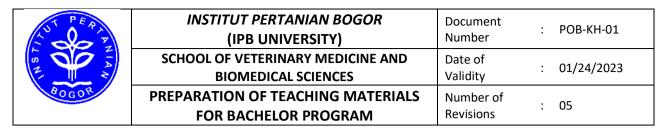
# PROCEDURE A LEARNING DOCUMENT COMPLETION FOR BACHELOR PROGRAM

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#### 1. PURPOSE

Provide a guideline for preparing lectures and practicum learning documents at the School of Veterinary Medicine and Biomedicine, IPB University.

### 2. SCOPE

The scope includes the process of completeness learning content preparation and review for regular classes (Indonesian) and international classes (English). The completeness of learning content preparation provided in this procedure includes the semester learning plan (RPS), online learning plan (RPD), lecture contracts, modules, or course handouts uploaded to the *New Lecturer Management System*.

#### 3. **DEFINITIONS**

- 3.1. RPS is a one-semester learning plan containing a brief description of the course, course learning outcomes, semester learning plan matrix, assessment percentage, and expected skills.
- 3.2. Lectures are teaching and learning activities of lectures and practicum held in one academic year.
- 3.3. RPD is an online learning implementation plan containing each face-to-face lecture's materials.
- 3.4. A lecture contract is an agreement signed together between lecturers and students delivered at the beginning of the lecture.
- 3.5. Teaching materials are a collection of modules/course teaching materials in textbooks, *diktat*, teaching aids, photos, videos, and other materials that support the teaching and learning process.
- 3.6. Modules are lecture or practicum materials containing one chapter.

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- 3.7. Handouts are modules/collections of modules containing teaching materials delivered during lectures.
- 3.8. *New Lecture Management System* (new LMS) is a software application management system for e-learning program activities in the network.

### 4. **REFERENCE**

Rector's Decree Number 175/IT3/PP/2019 regarding the Guidelines for Bachelor Education Programs at IPB University 2019 Edition.

### 5. GENERAL REQUIREMENTS

- 5.1. The course coordinator and teaching team complete all courses with RPS and RPD for 14 (fourteen) meetings. These requirements are uploaded on the HR Portal at the beginning of each semester.
- 5.2. The RPS and RPD of each course must refer to the Indonesian Qualifications Framework (KKNI).
- 5.3. Teaching materials are developed based on the RPS, RPD, and teaching materials delivered to students must be the same in each parallel class and uploaded to NewLMS.
- 5.4. Teaching materials can be in PowerPoint, videos, teaching tools, and other animation forms.
- 5.5. Reference sources for teaching materials may include textbooks, journals, teaching team research, and relevant and reliable online sources. The sources must be acknowledged to avoid plagiarism when creating teaching materials that include images or photos.



#### 7. FLOWCHART PROCEDURE

#### 7.1 Compilations of RPS, RPD, Course Contract, and Teaching Materials

ACTIVITIES	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION
Starting Point   Starting Point   Course Coordinator and Teaching Team 1   Complete RPS and RPD for 14 meetings   Course Coordinator and Teaching Team 2   Course Coordinator and Teaching Team 2   The completion of learning documents is uploaded to the HR Portal   Course Coordinator and Teaching Team 3	DOCUMENT RPS and RPD PowerPoint, video, teaching tools, and other animation forms	Based on KKNI	IDENTIFICATION	SOLUTION
The completion of learning documents is uploaded to New LMS Completed				

#### 8. IMPLEMENTATION TIME

- 8.1 The compilations of RPS, RPD, and a lecture contract are required prior to the beginning of the semester.
- 8.2 The compilations of learning documents are developed before the semester starts.