



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


**PROCEDURE
A LEARNING DOCUMENT COMPLETION
FOR BACHELOR PROGRAM**

**DOCUMENT NUMBER : POB-KH-01
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	INSTITUT PERTANIAN BOGOR (IPB UNIVERSITY)	Document Number : POB-KH-01
	SCHOOL OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES	Date of Validity : 01/24/2023
	PREPARATION OF TEACHING MATERIALS FOR BACHELOR PROGRAM	Number of Revisions : 05

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.

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7. FLOWCHART PROCEDURE

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

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%;">Course Coordinator and Teaching Team</td> <td style="width: 20%; text-align: center;">1</td> </tr> <tr> <td colspan="2" style="text-align: center;">Complete RPS and RPD for 14 meetings</td> </tr> </table> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Course Coordinator and Teaching Team</td> <td style="width: 20%; text-align: center;">2</td> </tr> <tr> <td colspan="2" style="text-align: center;">The completion of learning documents is uploaded to the HR Portal</td> </tr> </table> <p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Course Coordinator and Teaching Team</td> <td style="width: 20%; text-align: center;">3</td> </tr> <tr> <td colspan="2" style="text-align: center;">The completion of learning documents is uploaded to New LMS</td> </tr> </table> <p style="text-align: center;">↓</p> <p style="text-align: center;">Completed</p>	Course Coordinator and Teaching Team	1	Complete RPS and RPD for 14 meetings		Course Coordinator and Teaching Team	2	The completion of learning documents is uploaded to the HR Portal		Course Coordinator and Teaching Team	3	The completion of learning documents is uploaded to New LMS		<p style="text-align: center;">RPS and RPD</p> <p style="text-align: center;">PowerPoint, video, teaching tools, and other animation forms</p>	<p style="text-align: center;">Based on KKNi</p>		
Course Coordinator and Teaching Team	1															
Complete RPS and RPD for 14 meetings																
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Course Coordinator and Teaching Team	3															
The completion of learning documents is uploaded to New LMS																

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.