



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


**PROCEDURE  
COLLOQUIUM ON THE BACHELOR FINAL PROJECT  
IN THE VETERINARY MEDICINE**

**DOCUMENT NUMBER : POB-KH-07  
NUMBER OF COPIES :  
NUMBER OF REVISIONS : 00**

Bogor, February 16, 2022

Dean  
School of Veterinary Medicine and Biomedical Sciences,

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	<b>INSTITUT PERTANIAN BOGOR (IPB UNIVERSITY)</b>	Document Number : POB-KH-07
	<b>SCHOOL OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES</b>	Date of Validity : 02/16/2022
	<b>IMPLEMENTATION OF THE BACHELOR THESIS IN VETERINARY MEDICINE PROGRAM</b>	Revision Number : 00

## 1. PURPOSE

Provide a guideline for conducting the final Colloquium for Veterinary students at the School of Veterinary Medicine and Biomedical Sciences, IPB University.

## 2. SCOPE


The scope of this procedure includes the requirements of the Colloquium Presenter, Colloquium Organizer, Colloquium Conduct Procedures, and Assessment Procedures. The requirements apply from the odd semester of the 2022/2023 academic year (applies to students in 2019 / batch 56, and so on).

## 3. TERMS AND DEFINITIONS

- 3.1. The Colloquium for the Final Project of the Bachelor program (referred to as Colloquium in this document) is part of the Final Project in the form of an oral presentation of the Final Project plan by the students to the Colloquium forum.
- 3.2. Colloquium presenters are Bachelor students from the Veterinary Medicine Study Program, School of Veterinary Medicine and Biomedical Sciences at IPB University, who will conduct the Final Project.
- 3.3. The Moderator Lecturer will be a lecturer member assigned by the Colloquium Coordinator to conduct a colloquium.
- 3.4. The Colloquium Coordinator is the Director of the Degree Program (ex-officio) whom the Dean assigns to coordinate the implementation

## 4. REFERENCES

- 4.1 Regulation of the Rector Number 19/IT3/PP/2019 on the Code of Conduct for University Studies at IPB.
- 4.2 Regulation of the Rector Number 32/IT3/KM/2020 on the Code of Conduct for

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Student Life at IPB.

4.3 IPB Guidebook for the Bachelor Program 2019 edition.

## 5. GENERAL REQUIREMENT


### 5.1. Requirements to be a Presenter in the Colloquium

- 5.1.1. The students are Bachelor active in the Veterinary Medicine Study Program, School of Veterinary Medicine and Biomedical Sciences, IPB University, and are not receiving academic sanctions.
- 5.1.2. They received a decree to be supervised for the Final Project in the seventh semester and are preparing a proposal for a Final Project activity coordinated with the advisor of the Final Project.
- 5.1.3. Have completed course lectures totaling at least 105 credits with a Grade Point Average of  $\geq 2.00$  and no E grades in any courses.
- 5.1.4. Submitted a proposal for a Final Project and Colloquium paper and received approval from the Final Project advisor to conduct the Colloquium.
- 5.1.5. The students attended a colloquium of the School of Veterinary Medicine and Biomedical Sciences of IPB University or other relevant scientific colloquia of other faculties of Bogor Agricultural University at least ten times (applicable to students from 2020 / batch 57).
- 5.1.6. Proof of Colloquium participation FRM/KH/008-00 can be downloaded in the new LMS Colloquium.
- 5.1.7. Have written a colloquium paper based on the latest edition of the IPB Guidelines for Academic Writing with a paper format that can be downloaded in the Colloquium new LMS.

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## 5.2. Colloquium Organizer

- 5.2.1. Bachelor Program, Veterinary Medicine Study Program, School of Veterinary and Biomedical Medicine at IPB University organize the Colloquium.
- 5.2.2. The Dean appoints the study program manager (ex officio) as the Colloquium coordinator in the Veterinary Medicine Bachelor Study Program to coordinate the Colloquium implementation.
- 5.2.3. The Colloquium coordinator is assisted by administrative staff from the Academic and Student Affairs Department of the Bachelor's Program, Veterinary Medicine Study Program, IPB University, in organizing the administration of colloquium activities.
- 5.2.4. The Colloquium coordinator and the team schedule the student Colloquium in the third week of lectures or after the end of the KRS B completion period by students.
- 5.2.5. Colloquium programs consist of the following:
  - a. Colloquium public lectures are held in the first to the third week of the current semester.
  - b. Preparation of colloquium papers by students is conducted independently under the guidance of the Final Project advisor in weeks 4 to 7
  - c. Online colloquium implementation in weeks 8 to 14
- 5.2.6. The number of parallel colloquium classes is 8 to 10 classes each week. The maximum number of presenting students is 3 per parallel class with a time allocation of 30 minutes each, as follows:
  - a. Presentation : 10 minutes max.
  - b. Discussion : 15 minutes max.
  - c. Advisor briefing : 5 minutes (Advisor Committee and moderator)

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5.2.7. Students upload the colloquium requirement files in the form of papers approved by the Final Project advisor, colloquium presenter biodata, and proof of attendance at the Colloquium through the new LMS Colloquium. The colloquium requirement files are uploaded no later than the seventh week of lectures in the current semester.

5.2.8. The Colloquium is led by a moderator lecturer and accompanied by the Final Project advisor.

### 5.3. Colloquium Implementation Rules

5.3.1. Colloquium presenters must wear formal, neat, and polite clothes according to the rules of the IPB campus environment.


5.3.2. Colloquium presenters must prepare presentations (Colloquium presentation slides (PPT), internet quota, stable network, and computer).

5.3.3. Colloquium presenters, lecturers, and participants must be in the zoom meeting room 10 minutes before the Colloquium begins.

5.3.4. The Colloquium will be held if at least ten participants (excluding moderator lecturers, advisors, and other Colloquium presenters).

5.3.5. The moderator lecturer has the right to cancel the implementation of a colloquium session if:

- (1) The number of colloquium participants presents less than the minimum requirement.
- (2) Colloquium presenters do not attend at the specified time.
- (3) No advisor is present, or the advisor members who attend are not from SKHB-IPB.

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5.3.6. During the Colloquium, Colloquium participants must dress neatly and activate the camera, deactivate the microphone, and are not allowed to enter and exit the Zoom meeting room.

#### 5.4. Colloquium Assessment

5.4.1. The moderator lecturer and the Final Project advisor give a Colloquium assessment. The aspects of the assessment include presentation techniques, Colloquium paper writing techniques, mastery of Colloquium material, and discussion.


5.4.2. Fill in the Colloquium minutes by the moderator lecturer and the Final Project advisor.

5.4.3. Quality Scores and Quality Letters are given based on the standards set as follows:

- 75,0 – 100 : A
- 71,0 – 74,9 : AB
- 65,0 – 70,9 : B


5.4.4. Students, who get a grade lower than B for the colloquium Quality Letter, must repeat the Colloquium after consulting with the Final Project advisor and follow the registration procedure again from the beginning. The Follow-up Colloquium is held no later than the UAS period before the final grade is uploaded in SIMAK.

5.4.5. The Colloquium coordinator sends the Colloquium Quality Score to the Academic and Student Affairs Department.

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### 5.5. Documentation of Colloquium Papers

- 5.5.1 The paper is corrected no later than 2 (two) weeks after the Colloquium is held, approved by the advisor, and uploaded through the new LMS Colloquium.
- 5.5.2 A colloquium grade is issued if the corrected paper has been uploaded.


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## 6. FLOWCHART PROCEDURE

### 6.1. Procedure of Colloquium


ACTIVITIES	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION																												
<p style="text-align: center;">Starting point</p> <p>↓</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">Completing Current semester KRS</td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Colloquium Coordinator</td> <td style="width: 20%; text-align: center;">2</td> </tr> <tr> <td colspan="2">Organize Colloquium schedule</td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Student</td> <td style="width: 20%; text-align: center;">3</td> </tr> <tr> <td colspan="2">Following course lecture for 3 weeks</td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Student</td> <td style="width: 20%; text-align: center;">4</td> </tr> <tr> <td colspan="2">Composing Colloquium paper</td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Student</td> <td style="width: 20%; text-align: center;">5</td> </tr> <tr> <td colspan="2">Uploading colloquium required file on week 7 course</td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Colloquium Coordinator</td> <td style="width: 20%; text-align: center;">6</td> </tr> <tr> <td colspan="2">Determine Lecture for moderator</td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Administration staff</td> <td style="width: 20%; text-align: center;">7</td> </tr> <tr> <td colspan="2">Arrange and deliver invitations and documents to moderator lecturers and advisor lecturers.</td> </tr> </table> <p>↓</p> <p style="text-align: center;">Completed</p>	Student	1	Completing Current semester KRS		Colloquium Coordinator	2	Organize Colloquium schedule		Student	3	Following course lecture for 3 weeks		Student	4	Composing Colloquium paper		Student	5	Uploading colloquium required file on week 7 course		Colloquium Coordinator	6	Determine Lecture for moderator		Administration staff	7	Arrange and deliver invitations and documents to moderator lecturers and advisor lecturers.		<p style="text-align: center;">KRS</p> <p>↓</p> <p style="text-align: center;">Colloquium Registration (FRM/KH/007-00)</p> <p>↓</p> <p style="text-align: center;">Colloquium Attendance Card (FRM/KH/008-00)</p> <p>↓</p> <p style="text-align: center;">Biography of Colloquium Presenter (FRM/KH/009-00)</p> <p>↓</p> <p style="text-align: center;">TA Supervision Card (FRM/KH/004-00)</p> <p>↓</p> <p style="text-align: center;">Colloquium Invitation</p> <p>↓</p> <p style="text-align: center;">Colloquium Attendance List (FRM/KH/010-00)</p> <p>↓</p> <p style="text-align: center;">Colloquium Assessment Form (FRM/KH/011-00)</p> <p>↓</p> <p style="text-align: center;">Colloquium Quality Score (FRM/KH/012--00)</p> <p>↓</p> <p style="text-align: center;">Notice of Colloquium (FRM/KH/013--00)</p>			
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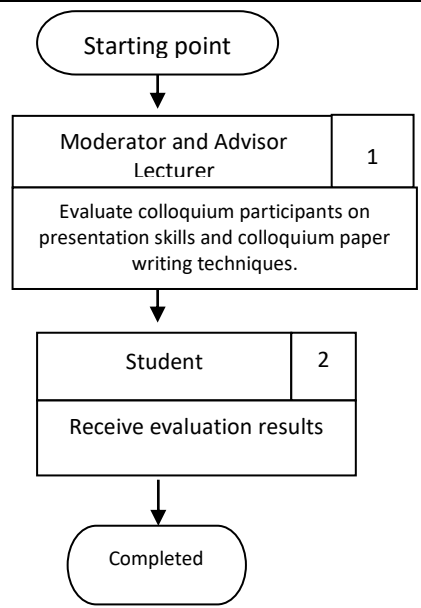
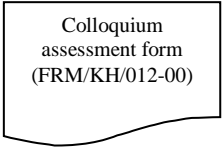
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## 6.2. Implementation of Colloquium

ACTIVITIES	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION
<p>Starting point</p> <p>Moderator 1</p> <p>Assisting Implementation of Colloquium</p> <p>Presenter and audience of Colloquium 2</p> <p>Must abide to the Regulation of Colloquium</p> <p>Advisor 3</p> <p>Submit assesment form that has been evaluated to the moderator</p> <p>Moderator 4</p> <p>Submit assesment form that has been evaluated to the moderator</p> <p>Student 5</p> <p>Improve the colloquium paper as suggested by the reviewer and moderator and approved by the supervisor.</p> <p>Student 6</p> <p>Uploading Colloquium paper that have been revised</p> <p>Colloquium Coordinator 7</p> <p>Issuing colloquium quality scores to Academic &amp; Student Affairs of FKH.</p> <p>Completed</p>	<p>Colloquium Assessment Form (FRM/KH/008-00)</p> <p>Scientific Paper</p> <p>Colloquium Quality Score (FRM/KH/009-00)</p> <p>Colloquium Notice (FRM/KH/011-00)</p>	<p>Documentation of Colloquium Papers: 1. To be corrected maximum 2 weeks after the colloquium 2. Colloquium coordinator documents</p>		

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### 6.3. Assessment of Colloquium

ACTIVITY	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK COMPLETION
				

### 7. IMPLEMENTATION TIME

The implementation time is according to the schedule set by the Colloquium coordinator.


### 8. APPENDICES

8.1. Colloquium Registration (FRM/KH/007-00)

8.2 Proof of Attendance Colloquium of Bachelor Veterinary Medicine (FRM/KH/008-00)

8.3 Presenter Colloquium Biodata of Bachelor Veterinary Medicine (FRM/KH/009-00)

8.4 Attendance List of Bachelor Colloquium Veterinary Medicine (FRM/KH/010-00)

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8.5 Assessment of Bachelor Colloquium Implementation Veterinary Medicine

(FRM/KH/0011-00)

8.6 Quality Score of Bachelor Colloquium Veterinary Medicine (FRM/KH/012-00)

8.7 Notice of Bachelor Colloquium Veterinary Medicine (FRM/KH/013-00)

8.8 Final Project Supervision Card (FRM/KH/004-00)