



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


**PROCEDURE  
THE ADMISSION OF NEW STUDENTS IN THE PPDH PROGRAM**

**DOCUMENT NUMBER : POB-KH-10  
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Bogor, 21 December 2022

Dean of  
School of Veterinary Medicine and Biomedical Sciences,

Prof Drh Deni Noviana, Ph.D, DAiCVIM  
NIP 197211161995121001

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## 1. PURPOSE

The purpose is to provide a registration guide for admitted students entering the PPDH program School of Veterinary Medicine and Biomedical Sciences at IPB University.

## 2. SCOPE


The scope of this procedure extends to the admission process until the acceptance of new students in the PPDH Program at the School of Veterinary Medicine and Biomedical Sciences, IPB University.

## 3. DEFINITIONS

- 3.1. PPDH: Veterinary Professional Education Program
- 3.2. Admission is the process of students' PPDH program candidates registering through the IPB admissions page online.
- 3.3. Registration is the process of students who are admitted to the PPDH program are required to do re-registration on the website <https://admisi.ipb.ac.id/program-pendidikan-profesi-dokter-hewan/>
- 3.4. SKL: Certificate of Graduation
- 3.5. PMB: The Admission of New Students

## 4. REFERENCES

- 4.1. The Rector Regulation of IPB University Number 3/IT3/PP/2018 concerning to Education Quality Standards of IPB University
- 4.2. Copy of the Rector Decree of IPB University Number 139/IT3/KU/2019 regarding the Components of Student Education Fees of the Veterinary Professional Education Program at IPB University.
- 4.3. Copy of the Senate Decree of the Faculty of Veterinary Medicine, IPB University Number 42/IT3.F2/PP/2019 concerning the Curriculum for the Veterinary Professional Education

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Program for the 2019/2020 Academic Year, Faculty of Veterinary Medicine, IPB University

- 4.4. The Decree of Dean of the School of Veterinary Medicine and Biomedical Sciences, IPB University Number: 63 of 2022 concerning the Revision of the Dean's Decree Number: 12 of 2022, the Assignment of the Manager of the Veterinary Professional Education Program, Faculty of Veterinary Medicine, IPB University.

## 5. General Requirements

### 5.1. Enrollment Requirements

- a) PPDH program registration can be submitted online on the website <http://pendaftaran.admisi.ipb.ac.id/>
- b) New candidate students for PPDH Program must have a bachelor's veterinary degree certificate/ SKL who graduated from the Faculty of Veterinary Medicine / School of Veterinary Medicine and Biomedical Sciences of IPB. Applicants from outside of IPB are veterinary graduates in Indonesia with the accreditation status of the Study Program predicate "A" and/or graduates from abroad whose equivalence can be accepted based on the applicable regulations ("A" accreditation).
- c) Bachelor's degree in Veterinary medicine from IPB who graduated more than three years must take written and oral selection exams organized by the PPDH Program. The examination is considered passed if the selection examination results are at least 65 points.
- d) Bachelor's degree in Veterinary medicine from outside IPB with excellent accreditation have a minimum Grade Point Average (GPA) of 3.50. Candidate students must pass a written, and oral selection test the PPDH program director administers. The selection test is considered passed if the score is at least 65.
- e) Candidate students have good English language skills, as evidenced by a TOEFL certificate with a minimum score of 450 or an IELTS with a minimum score of 5.


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## 5.2. Registration Requirements

New candidate students who have declared admitted can register online through the website <http://registrasi.admisi.ipb.ac.id>

### a) Online Registration

1. Fill out the Biodata Form online
2. Uploading documents of:
  - The Scan of Bachelor's Degree Certificate
  - The Scan of Bachelor's Graduation Certificate (SKL)
  - The Scan of Bachelor's Academic Transcript
  - Proof of registration for Bachelor's graduation procession (for applicants who do not have a Graduate Certificate)
  - Statement Letter of Parents/sponsors regarding the ability to afford the PPDH Program with *materai* 10000
  - Statement of willingness to take a recovery permit from a medical condition (handwritten and signed on *materai* 10000) if students suffer from illness more than three stages of PPDH
  - Proof of registered Health Insurance (Askes, BPJS, private insurance/company that is active/applicable)
  - The scan of the original TOEFL Certificate
  - The scan of Identity in the form of KTP (for Indonesian citizens) or Passport accompanied by an active Study Visa / KITAS (for foreigners)
3. Download the Tuition Fee Bill at IPB
4. Payment of PPDH Program Fee at IPB
  - Tuition Fees for the PPDH program must be paid every semester in accordance with the academic activity calendar of IPB.
  - Tuition Fees can be paid off by following the instructions on the Tuition Fee payment. The regulations on Tuition Fee payment cannot be changed.

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b) Online Registration Phase 2

Students of the PPDH program must upload the following documents at the latest one month after entering the PPDH program:

1. A healthy physical state letter from the authorized Physical of the Hospital
2. A healthy mental state letter (normal mental state) from the authorized Physician of the Hospital

5.3. Implementation Period of the PPDH Program


- a) The PPDH program is held every semester and lasts three semesters.
- b) The maximum number of PPDH Program students is 120 students each semester.
- c) Every PPDH Program Student, who requests to postpone, cancel, or leave an absence from participating in the PPDH Program, must have the permission of the Deputy Dean of Academic and Student Affairs. The maximum academic leave period is 2 (two) semesters, whether consecutive or not. During the absence leave period, students must pay 25% of the Tuition Fee (UKT) for each semester.
- d) PPDH students who take longer than three semesters must afford an additional Tuition Fee (UKT) every semester. The maximum PPDH study period is five semesters.

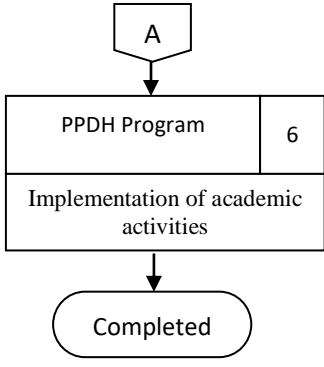
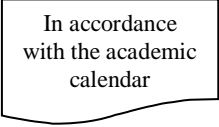
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## 6. PROCEDURE

### 6.1 FLOW CHART OF PROCEDURES

ACTIVITY	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION
Starting Point				
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Candidate Students for PPDH Program <span style="float: right;">1</span> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Applying for the PPDH Program </div>	Registration Form			
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <i>Dit. APPMB IPB</i> <span style="float: right;">2</span> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Receiving new student requirements </div>	Registration Requirements			
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> PPDH Organizer <span style="float: right;">3</span> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Implementing selection activities </div>	Admission Selection Program			
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Student <span style="float: right;">4</span> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> <li>- Fulfill academic requirements</li> <li>- Fulfill administrative requirements</li> <li>- Paying the fee</li> <li>- Study the guidelines and sign the letter of statement</li> </ul> </div>	Requirements of Academic, administrative and letter of statement			
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> PPDH Organizer <span style="float: right;">5</span> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> <li>- Grouping students into 5 parallel classes</li> <li>- Send the name list and activities schedule of the course coordinator</li> </ul> </div>	List of names and activities schedule			
<div style="border: 1px solid black; padding: 10px; width: 40px; margin: 0 auto;"> A </div>				

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ACTIVITY	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION
				

## 7. IMPLEMENTATION TIME

7.1. PPDH registration can be carried out according to the PMB implementation schedule.