



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

PROCEDURE IMPLEMENTATION OF LECTURE AND PRACTICUM

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1. PURPOSES


- 1.1. Ensure the study program organizes a professional quality teaching and learning process following the established regulations and standards.
- 1.2. Provide clear information to lecturers and students about organizing teaching and learning activities in lectures and practicums.

2. SCOPES


This Standard Operating Procedure (POB) addresses lecturers and domestic and international students. Establishes (1) the types of courses in the IPB bachelor's degree program, (2) the allocation of teaching responsibilities for lecturing courses and practicums and the calculation of lecturing credits, (3) the implementation of regular and international lectures and practicums, interim lectures year, and recurrent lectures, and (4) the use of facilities and supplies for lectures/practicums.

3. TERMS AND DEFINITIONS

- 3.1. Courses are regularly and weekly scheduled lectures and practicum activities each semester, carried out online and offline, including scheduled replacement lectures due to Indonesian national holidays.
- 3.2. Lectures are regular teaching and learning activities scheduled weekly for each semester, including face-to-face lectures in the classroom or online learning.
- 3.3. Practicums is a regular and weekly teaching and learning activity for each semester, including face-to-face lectures in the classroom or online. The practicum emphasizes psychomotor (skills), cognitive (knowledge), and affective (attitude) aspects by using equipment in laboratories, corrals, animal hospitals, and animal clinics.
- 3.4. Regular courses are lectures held in one academic year divided into two semesters: odd and even semesters taught in Indonesian.
- 3.5. International courses are lectures in an academic year divided into two semesters: odd and even semesters taught in English.

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- 3.6. Remedial courses are the repeated participation of students in lectures of a particular course they attended in the previous period.
- 3.7. Intermediate semester courses are regular lectures held at the turn of the year (between even and odd semesters).
- 3.8. Compulsory courses are courses that students must take to achieve the competencies as defined in the curriculum.
- 3.9. Departments outside SKHB offer interdepartmental courses that students must take to support graduate competencies according to the established curriculum.
- 3.10. Elective courses are complementary for supporting competencies that students must take for at least two credits.
- 3.11. A lecturer is appointed based on educational requirements, expertise, and abilities to carry out the main education task assigned to teach a lecture course. Lecturers consist of permanent lecturers and non-permanent lecturers.
- 3.12. Course coordinators are lecturers based on educational requirements and expertise with a minimum academic position of Expert Assistant assigned by the Vice Dean of Academic and Student Affairs on the recommendation from the head of the department.
- 3.13. The lecturer's team consists of several lecturers, one as the course coordinator.
- 3.14. Regular students are Indonesian citizens (WNI) enrolled in the regular IPB Bachelor Education Program.
- 3.15. International students are students with Indonesian or foreign nationals enrolled in the IPB International Bachelor Education Program.
- 3.16. Educational Laboratory Personnel (PLP) are operational employees responsible for facilitating practicum activities based on educational requirements and expertise.
- 3.17. Assistant lecturers are staff employees assigned by the course coordinator based on educational requirements and expertise to assist course lecturers with practicum activities.
- 3.18. A guiding lecturer (*dosen penggerak*) is a lecturer in the study program appointed by the Dean to assist and guide students in academic and non-academic activities.
- 3.19. KSM is Student Study Card.

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3.20. RPS is Semester Learning Plan.

3.21. RPD is Online Learning Plan.

3.22. UAS is the Final Semester Examination.

3.23. GPA is Grade Point Average.

3.24. Dit. APPMB is the Directorate of Education Administration and New Student Admission.

3.25. PPKU is General Competency Education Program


4. REFERENCES

- 4.1. IPB Quality Assurance System (Decree of the IPB Rector Number 169/K13/2004).
- 4.2. Rector's Decree of IPB Number 006/13/OT/2008 concerning the IPB Quality Assurance System 2008 - 2012.
- 4.3. Rector's Regulation of IPB Number 117/K13/PP/2006 on the Code of Conduct for Basic Education at IPB.
- 4.4. Rector's Decree Number 83/K13/KM/2005 regarding the Code of Conduct for the Students' Campus Life at IPB.
- 4.5. POB IPB 08 on the conduct of lectures and practicums.

5. GENERAL REQUIREMENTS

5.1. Regulations for The Implementation of Lecture and Practicum

- 5.1.1. Lecture and practicum courses consist of 14 times per semester.
- 5.1.2. The lecturer's team consists of several lecturers, and one is the course coordinator.
- 5.1.3. The practicum team may be assisted by teaching assistants and PLPs employees.
- 5.1.4. The lecturers' team & practicum team for the course is determined by the Dean's assignment letter at the beginning of each semester.
- 5.1.5. Student attendance must be at least 80% for lectures (11 face-to-face sessions) and 100% for labs. Student absences from lectures must be supported by valid permission/letter of statement and acknowledged by the Vice Dean for Academic and Student Affairs.
- 5.1.6. Students absent from class for legitimate reasons must submit a letter of permission (e.g., sick leave, letter of explanation from parents). The permission

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letter must be submitted to the Academic and Student Affairs Department no later than 1 (one) week after issuing a permission letter signed by the Vice Dean for Academic and Student Affairs. Then, it is submitted to the course coordinator no later than 1 (one) week after the issuance of the permission letter. If this deadline is missed, the academic staff has the right to decline the submission of the permission letter and will be considered absent.


- 5.1.7. Students absent from teaching and learning activities (lectures and practicums) participating in academic/non-academic activities as IPB delegates, domestic or abroad, are not considered absent in lectures. They must attach a letter from the Vice Rector for Education and Student Affairs through the Directorate of Student Affairs and Career Development of IPB or a letter from the Vice Dean of Academic and Student Affairs.
- 5.1.8. Students not taking courses other than those listed in 5.1.6 and 5.1.7 must provide a letter of a statement signed by the student and acknowledged by guiding lecturers (*dosen penggerak*) and the IPB SKHB Education Department.
- 5.1.9. Lecturers unable to attend for legitimate reasons must report to the Course Coordinator and offer one of two alternative solutions. The solutions are taking over the lecture with another lecturer or offering a substitute lecture at another agreed-upon time between the lecturer and the student.

5.2. Regulations for The Implementation of Regular Courses

- 5.2.1. Regular courses consist of two semesters, even and odd semesters.
- 5.2.2. Regular courses are taught according to the schedule established by the DAPPMB (based on POB-IPB-04 concerning Integrated Schedules).

5.3. Regulations for the Implementation of Remedial Course


- 5.3.1. PPKU and interdepartmental courses assessed with the Quality Letter E must be repeated in the next lecture period, with a maximum of 2 (two) repetitions.
- 5.3.2. After taking 2 (two) remedial lectures for compulsory and interdepartmental courses and obtaining the quality letter E, the student will not be admitted to enroll in the following semester and will be dropped from IPB.

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- 5.3.3. Students who received a grade of D can participate with permission from the Course Coordinator.
- 5.3.4. Students who have passed the lecture course (minimum grade of C) cannot take it.
- 5.3.5. The time interval between the semester in which the first lecture and the repetition of the lecture should not exceed four semesters. Students who have not repeated the lectures with grade E after 4 (four) semesters will be dropped from IPB.
- 5.3.6. The grade calculated in the Grade Point Average (GPA) is the best after the remedial course.

5.4. Regulations for The Implementation of Intermediate Semester

- 5.4.1. Students can enroll in intermediate semester courses to repeat the particular course (grade of D or E in PPKU courses).
- 5.4.2. The number of credits for an intermediate semester course, both lectures and practicums, corresponds to courses taken in odd or even semesters as indicated in the curriculum.
- 5.4.3. The maximum number of courses a student in the intermediate semester course may take is 2 (two) courses or 6 (six) credits.
- 5.4.4. Organization of intermediate semester courses might be accommodated for particular courses at the request of the course coordinator and the Vice Dean for Academic and Student Affairs with the following conditions:
- a. Students taking a class for the intermediate semester course must re-register and pay the tuition fee (UKT), with the amount determined by IPB regulations.
 - b. The minimum number of students per class in the intermediate semester course is 25. In certain circumstances (e.g., when the number of students does not reach 25 and it is considered a prerequisite course in the following semester), the number of students may be determined by the Course Coordinator and lecturer considering the efficiency and effectiveness of the teaching and learning process. It must be approved by the Vice Dean for Academic and Student Affairs or the PPKU Director.

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- 5.4.5. Students who registered and afforded UKT will be added to the list of participants issued by DAPPMB.
- 5.4.6. Lecturers are required to announce examination grades for intermediate semester courses within 2 (two) weeks after the final examination for the taken course.
- 5.4.7. The grade included on the academic transcript will be the highest grade obtained.
- 5.4.8. Grades obtained in the intermediate semester will be on the academic transcript in the next odd-numbered semester (the semester after the intermediate semester course period).

5.5. Use of Facilities and Tools for Lecture/Practicum


- 5.5.1. Lecture facilities for teaching and learning activities are managed centrally by IPB.
- 5.5.2. The lecture room must be according to the lecture schedule published by DAPPMB.
- 5.5.3. The course coordinator must coordinate the use of lecture facilities outside the official lecture schedule with the General Department (Facilities and properties) SHKB - IPB.
- 5.5.4. Priority use of facilities will be given to officially scheduled courses.

6. PROCEDURE

6.1. Procedure Details

6.1.1. Planning Stage of Lecture/Practicum Activities


- (1) The Vice Dean for Resources, Cooperation, and Development and the Vice Dean for Academic and Student Affairs shall prepare a teaching assignment considering the distribution of the lecturer's teaching workload.
- (2) The Dean creates a teaching mandate (lecture and practicums) with a consideration of the lecturer's teaching workload distribution.
- (3) The Course Coordinator consults with Teaching Team and holds lecture preparation of class schedules, RPS, RPD, lecture contracts, and course materials that are created and entered into the HR Portal Coordinator prior to the beginning of the semester.

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- (4) The Course Coordinator consults with the Academic Affairs Committee and reviews the lecture and practicum schedule (matching it with the number and composition of credits and the anticipated number of participants). In the event of a discrepancy, the SKHB forwards the revision to the DAPPMB (following the POB to prepare an integrated schedule).
- (5) The DAPPMB revises the schedule based on SKHB input and uploads it to SIMAK upon completion of the KRS.
- (6) The coordinator receives a list of lecture participants from SIMAK or the IPB mobile application.
- (7) The coordinator and teaching team upload lecture and lab schedules, teaching contracts, RPS, RPD, and teaching materials to the new LMS.

6.1.2. Lecture/Practicum Implementation Stage


- (1) Lecturers and students conduct lectures/practicums according to the specified lecture schedule and deliver the lecture material following the RPS, the RPD, and the lecture contract. At the first meeting, lecturers hand out the lecture contract to the students. Lecturers and students sign the lecture contract.
- (2) Students sign the attendance sheet for each lecture/practicum in IPB mobile for students. Students unable to attend for legitimate reasons must submit a letter of permission from the Vice Dean of Academic and Student Affairs to the Course Coordinator.
- (3) The Course Coordinator completes the Notice of lecture/practicum and verifies the attendance record in IPB mobile for the lecture or SIMAK.
- (4) The Head of the Academic Department verifies the alignment of the teaching assignment distribution plan and its implementation.
- (5) The Dean issues a decree on appointing lecturers in the implemented semester.
- (6) The decree on the appointment of lecturers for each semester is distributed to all lecturers and uploaded in SIMAK.

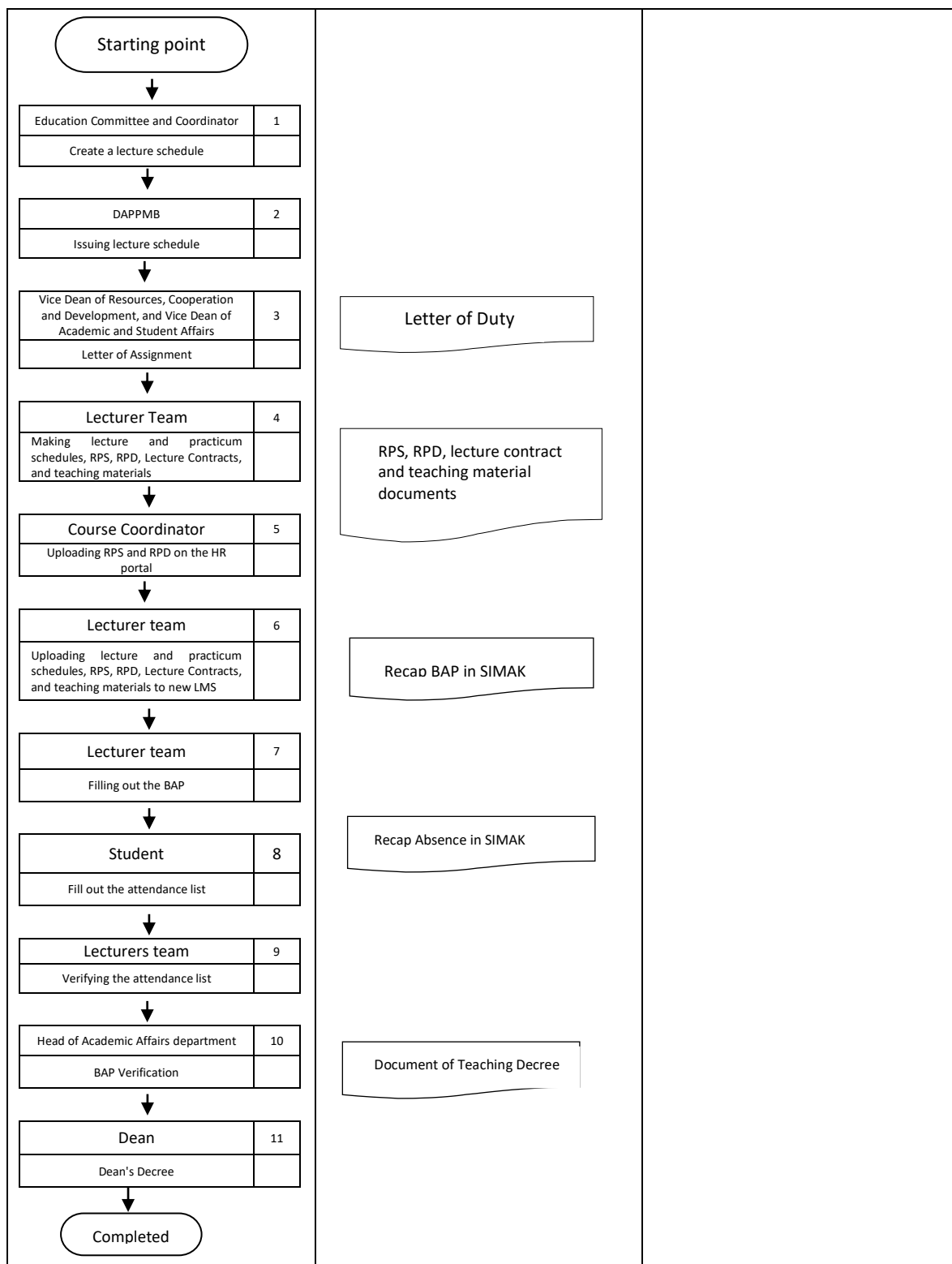
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Flowchart Procedure

6.1.3. Planning and Implementation of Lecture/Practicum Activities

ACTIVITIES	RECORD/ DOCUMENT	NOTE
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7. IMPLEMENTATION TIME

Lectures and practicums as scheduled within the current semester.