



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


**PROCEDURE
IMPLEMENTATION OF LECTURE AND PRACTICE
IN THE PROGRAM PPDH**

**DOCUMENT NUMBER : POB-KH-11
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1. PURPOSES


- 1.1. Ensure the implementation of a quality learning process following applicable regulations and standards.
- 1.2. Provide a guideline for Lecturers and students in carrying out lectures and practices in the PPDH Program at the School of Veterinary Medicine and Biomedical Sciences, IPB University.

2. SCOPE

The scope of this procedure includes introductory lectures, the process of implementing the practice, and procedures for the student examination of the Veterinary Medicine PPDH Program at IPB University.

3. DEFINITIONS

- 3.1. Lectures are the implementation of lecture and practicum activities.
- 3.2. Practice is the implementation of activities to study, promote/improve competence and expertise on the competence standards of Indonesian veterinarians based on SKKNI. PPDH students perform the practice by applying theory obtained in S1 Strata with the guidance of lecturers, whom assistants may assist. Practice emphasizes psychomotor (skills), cognitive (knowledge through discussion), and affective (attitude) aspects. These aspects are illustrated by instructors using equipment in the laboratory (studio, microscopic observation, RSH, laboratory, and farm) according to a predetermined plan. This category also includes discussions and seminars.
- 3.3. A lecturer or educator is a person who is qualified to perform the main task of education based on educational requirements, expertise, and skills. Lecturers include coordinator lecturers, head of department lecturers, examiners, and assigned lecturers.
- 3.4. A coordinating lecturer is a lecturer who organizes all practical activities of each course during the PPDH phase in a section (stasis). A lecturer in charge is a lecturer who is responsible for supervising the implementation of PPDH practice of a group of students in a section (stasis). An examiner is a lecturer who evaluates practical


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implementation results in a section. The assigned lecturer is a lecturer who is responsible for the day.

- 3.5. An assistant is a lecturer with a Veterinary degree in pharmacy and is assigned to assist faculty with practicum activities, depending on educational and expertise requirements.
- 3.6. Based on their educational requirements and expertise, educational laboratory staff is structural staff facilitating lecturers in practical activities.
- 3.7. Students are registered in the PPDH Program of the Veterinary Medicine and Biomedical Sciences at IPB University.
- 3.8. RPS: Semester Learning Plans.
- 3.9. IPK is Grade Point Average.
- 3.10. Dit. APPMB is the Directorate of Education Administration and New Student Admission.
- 3.11. PPDH: Veterinary Professional Education Program.

4. REFERENCES

- 4.1. Rector's Regulation of IPB University Number 3/IT3/PP/2018 on Education Quality Standards of IPB University.
- 4.2. Rector's Decree Number 32/IT3/KM/2020 on the Code of Conduct for Student Life of IPB University.
- 4.3. Rector's Regulation of IPB University Number 02/K13/PP/2006 concerning Guidelines for implementing the Veterinary Professional Education Program at IPB University.
- 4.4. Copy of the Senate Decree of the Faculty of Veterinary Medicine, IPB University Number 42/IT3.F2/PP/2019 regarding the Veterinary Professional Education Program Curriculum for the 2019/2020 Academic Year, Faculty of Veterinary Medicine, IPB University.
- 4.5. Dean's Decree 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


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of 2022 on the Manager Assignment of Veterinary Professional Education Program, Faculty of Veterinary Medicine, IPB University.

5. GENERAL REQUIREMENTS

5.1. Lecture Rules

- 5.1.1. PPDH Program students can participate in the PPDH Program after meeting academic, administrative, and registration requirements.
- 5.1.2. PPDH Program on campus lasts for three semesters with 37 credits.
- 5.1.3. PPDH Program students who meet the lecture and practicum requirements have their learning progress evaluated.
- 5.1.4. The lecture period ends after an assessment with the requirement to pass the exam with a Quality Letter of A = Very satisfying, AB = Satisfying, and B = Good. Students must achieve a final grade of at least B to pass the course. Students may retake the examination three times if they have not met the B grade. Meanwhile, if it still does not meet the requirements, students must repeat the course
- 5.1.5. PPDH Program students who do not attend lectures and practicum activities as determined by the course regulations are not allowed to take the exam in the course.
- 5.1.6. Students in the PPDH program who violate student life rules are subject to sanctions based on applicable regulations.
- 5.1.7. Lecturers have the right to expel PPDH Program students who violate the ethical principles of PPDH Program lectures from the course and cancel their participation on that day. Instructors may also suspend the examination of PPDH students who cheat on the examination or behave in an undisciplined manner.
- 5.1.8. The ethics of PPDH Program lectures and practicums include the following rules:
 - a). Be on time for scheduled lectures.

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b). Wear neat and polite attires.

c). Wear a laboratory coat or scrubs in the laboratory as determined by each laboratory/field coordinator. Meanwhile, wear packs and safety boots in the corral. Regulations adjust each section/activity the regulations.

5.1.10. In academic seminars or other formal events, PPDH Program students must wear a tie or physician's coat for men and women and neat clothing.

5.1.11. Always maintain attitude and manner as a Veterinarian candidate.

5.1.12. PPDH program students can participate in the PPDH education stages after completing academic, administrative, and registration requirements.

5.1.13. The PPDH implementation program consists of intramural and extramural activities. Intramural activities are educational activities conducted on the SKHB campus. Extramural activities are conducted by placing PPDH program students at private/governmental/related institutions cooperating with the Veterinary Medicine and Biomedical Sciences at IPB.

5.1.14. The practical teaching team may be assisted by teaching assistants and lab assistants.


5.1.15. Practice advisors are appointed at the beginning of each PPDH Program activity.

5.2. Requirements for the Implementation of Lecture Activities

5.2.1. Lecture activities in a section are conducted for four weeks (7 days/week, 24 hours/day) per parallel class.

5.2.2. Lecture activities are implemented according to the schedule organized by the PPDH Program and occur continuously.

5.2.3. PPDH Program students must actively participate in academic seminars and other scientific activities organized or recommended by SKHB.

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5.2.4. PPDH Program students are responsible for the maintenance and safety of laboratory equipment during the activity.

5.2.5. PPDH Program students must compensate for damage and loss of laboratory/field equipment/equipment due to carelessness during on or off-campus activities.

5.3. Requirements for the Implementation of Substitute Lecture Activities

5.3.1. Suppose the student cannot attend for 1-2 days for a legitimate reason. In that case, the advisor provides a structured assignment as a substitute.

5.3.2. Students not participating in activities exceeding two days must take the following course semester.

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6. PROCEDURE

6.1 FLOWCHART PROCEDURE

| ACTIVITIES | RECORD/ DOCUMENT | NOTE | RISK IDENTIFICATION | RISK SOLUTION | | |
|---|----------------------|------|--|---------------|--|--|
| Starting Point | | | | | | |
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">PPDH Organizer</td> <td style="width: 20%; text-align: center;">1</td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Receive the academic schedule from Dit APPMB and grouped students into 5 parallel classes. </div> | PPDH Organizer | 1 | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Practicum activity schedule</div> | | | |
| PPDH Organizer | 1 | | | | | |
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Lectures Coordinator</td> <td style="width: 20%; text-align: center;">2</td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Assign lecturers to assist in the implementation of each practice course. </div> | Lectures Coordinator | 2 | | | | |
| Lectures Coordinator | 2 | | | | | |
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Students</td> <td style="width: 20%; text-align: center;">3</td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Implement practice course activities according to the POB of each course. </div> | Students | 3 | <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;">Fill out biodata and daily journal of activities</div> | | | |
| Students | 3 | | | | | |
| <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Academic Advisors</td> <td style="width: 20%; text-align: center;">4</td> </tr> </table> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> Conduct tests in theory and practice for section activities until students achieve a minimum grade of B. </div> | Academic Advisors | 4 | | | | |
| Academic Advisors | 4 | | | | | |
| Completed | | | | | | |

7. APPENDIX

No appendix is attached.