



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


**PROCEDURE
REPORTING FLOW OF EXTRAMURAL ACTIVITIES**

**DOCUMENT NUMBER : POB-KH-12
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Bogor, January 21, 2023

Dean of
School of Veterinary Medicine and Biomedical Sciences,

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

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1. PURPOSE

It is a guideline for PPDH Program students of the School of Veterinary Medicine and Biomedical Sciences at IPB University who are in the extramural report submission phase.

2. SCOPE

The scope of this procedure includes the report submission process, report preparation, approval report from the supervisor, approval report from the Vice Dean for Academic and Student Affairs, proofreading, and finalization of the report.

3. DEFINITIONS


- 3.1. PPDH: Veterinary Professional Education Program.
- 3.2. EXTRAMURAL Activity: PPDH practice activities are organized outside the School of Veterinary Medicine and Biomedical Sciences at IPB University.
- 3.3. The authorization is a process for approval of reports prepared by PPDH students by the supervisor, the Vice Dean of Academic and Student Affairs.

4. GENERAL REQUIREMENT


- 4.1 Each extramural course is reported in the form of 1 report.
- 4.2 The academic advisor and the Vice Dean of Academic and Student Affairs sign the report sheet.
- 4.3 Field supervisors do not sign the report sheet except for any specific request or other considerations.

5. PROCEDURE

- 5.1 Students are required to complete extramural activity reports within the allocated time.


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- 5.2 The report's arrangement must be discussed with the academic advisor or the field supervisor.
- 5.3 Consultation on the preparation of the report will continue until the academic advisor approves the draft report.
- 5.4 Students request the academic advisor's signature on the acknowledgment sheet via *Disign* IPB or manually (e.g., the Approval sheet for extramural activities is attached in the appendix).
- 5.5 Students ask the field supervisor to manually sign the Approval sheet for reports with specific requirements from academic advisors or extramural partners.
- 5.6 Students request a signature on the Approval sheet report from the Coordinator of the course lecturer via *Disign* IPB or manually.
- 5.7 Students request the signature of the Vice Dean of Academic and Student Affairs on the Approval sheet by submitting the report to the PPDH Administrator.
- 5.8 The PPDH Administrator archives the completed and signed report in the PPDH Report Archive.
- 5.9 Students receive the draft report signed by the Vice Dean of Academic and Student Affairs from the PPDH Administrator.
- 5.10 Students distribute the approved report via email to the academic advisor, field supervisor, and Coordinator of the course lecturer.
- 5.11 Students send a PDF file with the cover sheet and the note to the academic advisor in an email with the report document.
- 5.12 Students send proof of acknowledgment of the report to be signed by the academic advisor and field supervisor via *Disign* IPB or manually (e.g., a sample of the report Submission form is attached in the appendix).
- 5.13 Students must retain the proof of extramural approval report as one of the requirements for final examination or graduation.

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6. CORRECTIVE ACTION

- 6.1 Suppose the student sends a request to sign the report to the academic advisor while the draft report has not yet been approved. In that case, the request may be rejected and returned to the student.
- 6.2 Suppose the student sends a request to sign the report to the Coordinator of course lecturer while the draft report has not yet been signed by the academic advisor and/or field supervisor. In that case, the request may be rejected and returned to the student.
- 6.3 Suppose it is determined that the report sent to the PPDH Administrator to be signed by the Vice Dean of Academic and Student Affairs has not been signed by the academic advisor and/or field supervisor and the Coordinator of course lecturer. In that case, the request may be rejected and returned to the student.

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APPENDIX 1: Approval sheet, cover sheet, and form of submission report by the advisor.

Assigned by:

Approved by:

Head of the degree
program

PPDH SKHB IPB

Dr. Drh. Sri Murtini, MSi

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Vice Dean for Academic and Student
Affairs SKHB IPB

Prof Drh Ni Wayan Kurniani Karja, MP, PhD

NIP. 19690207 199601 2 001



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|----------------|----------------------------|---|
| FKH 528 | Extramural Activity | Date of Implementation (02/16/2021 - 03/05/2021) |
| | Quarantine Practice | |

**FIELD PRACTICE REPORT ON ANIMAL QUARANTINE
CLASS I AGRICULTURAL QUARANTINE CENTER
AT BANDAR LAMPUNG**

Assigned by:

2nd Period of PPDH Program 2019/2020 Year

Febri Fadhli Zumaro


B94192057

Naufal Ihsan

B94192070



**VETERINARY PROFESSIONAL EDUCATION PROGRAM
SCHOOL OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES
INSTITUT PERTANIAN BOGOR (IPB UNIVERSITY)
BOGOR
2023**

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APPROVAL SHEET

Report Title : Field Practice Report on Animal Quarantine of Class I
Agricultural Quarantine Center at Bandar Lampung

Name (Student ID) : Febri Fadhli Zumaro (B94192057)
Naufal Ihsan (B94192070)

Approved by

Advisor 1

Dr Drh Chaerul Basri, MEpid

Advisor 2

Drh Riza Taufan Subianto

Acknowledged by

Coordinator of the Quarantine

Field Work Practice Course

Drh Adi Winarto, PhD PAVet


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Vice Dean of FKH IPB

for Academic and Student Affairs

Prof Drh Ni Wayan Kurniani Karja, MP, PhD

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REPORT OF SUBMISSION FORM

| No | Events in PPDH Program | Report of Authorization Recipient (name and signature) | | |
|----|--|---|--------------------|------------------|
| | | Academic Advisor 1 | Academic Advisor 2 | Field Supervisor |
| 1. | Field work practice for RPH-R/U and Government service | | | |
| 2. | Field work practice on Cattle healthcare | | | |
| 3. | Field work practice for small animal veterinary | | | |
| 4. | Field work practice on Poultry healthcare | | | |
| 5. | Optional Field work practice | | | |
| 6. | Field work practice on animal welfare | | | |
| 7. | | | | |