



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


**PROCEDURE
REGISTRATION AND IMPLEMENTATION OF STUDENT
COMPETENCY TEST FOR THE VETERINARY PROFESSIONAL
EDUCATION PROGRAM**

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1. PURPOSE

To serve as a guideline in carrying out registration and competency examination activities for veterinary professional education students.

2. SCOPE


This procedure covers registering and implementing the Student Competency Test for Veterinary Professional Education and the registration requirements.

3. DEFINITIONS

- 3.1. UKMPPDH: Veterinary Profession Student Competency Examination.
- 3.2. Kemendikbud Ristek: Ministry of Education, Culture, Research, and Technology.
- 3.3. Veterinary Profession Student Competency Examination is administered by the Ministry of Education, Culture, Research, and Technology to determine the graduation of veterinary students.

4. REFERENCES

- 4.1. Regulation of the Minister of Research, Technology, and Higher Education No. 59 of 2018 concerning Certificate, Certificates of Competence, and Certificates of Higher Education Professions.
- 4.2. Regulation of Minister of Education and Culture No. 3 of 2020 regarding National Higher Education Standards.
- 4.3. Copy of the Decree of the Minister of Education and Culture Number 1178/P/2020.
- 4.4. Decree of the Director General of Higher Education of the Ministry of Education, Culture, Research and Technology of the Republic of Indonesia Number 94/E/KPT/2021 on Technical Guidelines for the Implementation of Student Competency Test for Veterinary Professional Programs.

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5. GENERAL REQUIREMENTS

5.1. Students are IPB students registered at PDIKTI

5.2. Students prepare documents as follows

- Scan of ID Card
- Scan Passport for International Students
- Scan of Bachelor's Degree Certificate

*Note (if the registered student does not correspond to the name and address, the student attaches the Birth Certificate and Family Card)

5.3. After the documents are complete, the Administrator will input in on the website <https://knukmppdh.kemdikbud.go.id/>

5.4. If the data is correct, a letter will be issued confirming the student's participation in UKMPPDH. The statement letter contains a photo, address, and a signature of willingness to participate in UKMPPDH.

5.5. The statement letter, which includes a photo, address, and signature of willingness to participate in UKMPPDH, is signed by each participating student and uploaded back to the UKMPPDH website so that a test participant card can be issued.

5.6. Students who have uploaded a statement letter will receive a trial account to access the system.


5.7. After all systems are connected and tested by students, participant cards, attendance, and test seat will be issued.

6. PROCEDURE

6.1. UKMPPDH students attend the test location and do a re-registration at the registration desk. Registered participants can enter the exam room and sit according to the designated test seat.

6.2. Students do a trial run on the system using a username and password from the trial account.

6.3. Students receive their username and password 10 minutes before the test starts.

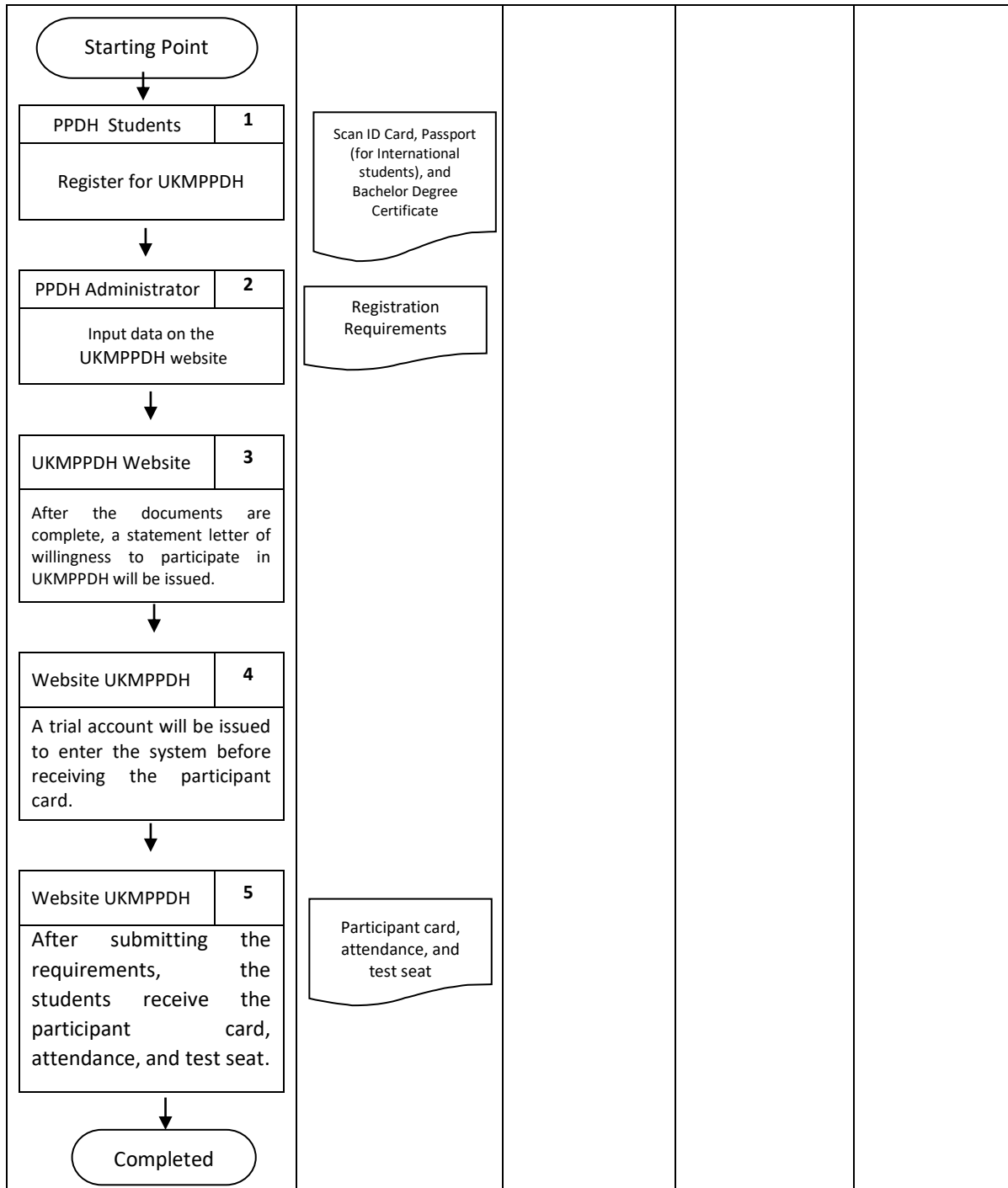
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- 6.4. Students complete the test in the given time.
- 6.5. Students fill out the questionnaire regarding the test implementation.
- 6.6. Students are allowed to leave the test room when the test is over.

7. FLOWCHART OF REGISTRATION PROCEDURE

ACTIVITY	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK SOLUTION
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8. IMPLEMENTATION TIME

8.1. The implementation time is Per the UKMPPDH schedule.