



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

**PROCEDURE
FINAL EXAMINATION IMPLEMENTATION
FOR VETERINARY STUDIES**

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1. PURPOSES


- 1.1. Provide reference when conducting the final examination of the study of veterinary medicine (UASDH).
- 1.2. Assess the skills of veterinary students in the general tasks of a veterinarian through the UASDH.
- 1.3. Provide and open a broader view of the scope of a veterinarian's responsibilities that will encounter in the future by accomplishing the UASDH.
- 1.4. Establish the Veterinary Professional Education Program (PPDH) completion at the Faculty of Veterinary Medicine and Biomedical Sciences of IPB University (SKHB IPB).

2. SCOPE

The scope of this procedure covers the verification of the examination results to the point of establishing the veterinary graduation diploma.

3. DEFINITIONS

- 3.1. The veterinary study final examination (UASDH) is a comprehensive examination for candidate veterinarians in PPDH Program at SKHB IPB to determine individual competence as a veterinarian. The competency of the veterinarian candidate is evaluated to ensure that the minimum knowledge and competency requirements of a veterinarian are met.
- 3.2. Examinees are students in the PPDH program who have passed all course examinations in the PPDH program.
- 3.3. The final veterinary examiners are certified permanent lecturers at the faculty of IPB Veterinary Medicine. Lecturers with a doctorate and at least a specialist assistant or with a master's degree and at least a lecturer or specialist assistant with at least ten years of service are appointed lecturers from SHKB departments.

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3.4. The senior lecturer of the UASDH examiners is one of the examiners who holds the highest academic functional position.

3.5. The examination material consists of the subject of the veterinary profession based on the SKKNI, personality development, and the veterinary profession, as well as an assessment of the attitudes, ethics, and behavior of the veterinarian candidate.

4. REFERENCES

1. Indonesian Law Number 12 of 2012 on Higher Education.
2. Regulation of Indonesian Minister of Research, Technology, and Higher Education Number 59 of 2018 concerning a Competence Certificate, a certificate, and Professional Certificates of Higher Education.
3. Regulation of Indonesian Minister of Education and Culture Number 3 of 2020 concerning National Higher Education Standards.
4. Copy of the Declaration of the Senate letter of the Faculty of Veterinary Medicine of IPB University Number 42/IT3.F2/PP/2019 about the curriculum for the veterinary professional training for the academic year of 2019/2020, Faculty of Veterinary Medicine of IPB University.

5. GENERAL REQUIREMENTS


5.1. UASDH

5.1.1. Participants in the final exam for veterinarians are students in the PPDH program who already:

- a) Have attended the activities of the PPDH program and passed all the courses.
- b) Have fulfilled the tuition fee (UKT) for the PPDH program.
- c) Have met all administrative requirements for participation in UASDH (Final examination for veterinary studies)

5.1.2. There will be a maximum of three examiners who meet the following requirements:

- a) Veterinarians who have taken an oath,

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b) Doctorate with a minimum function as a specialist assistant or Master with a minimum function as a lecturer or specialist assistant with at least ten years of service,

c) The examiners' line-up consists of lecturers appointed from SKHB departments.

5.1.3. The attire of the participants and the examiners in the final examination

a) Participants

Male : Dress formally, neatly, and politely. (long-sleeved shirts and ties with suits or doctor's and nurse's attire)

Female : Dress formally, neatly, and politely, and wear closed-toe shoes.

b) Examiners

Male : Long sleeve shirt and tie or doctor's coat or *Batik* clothing.

Female : Dress neatly and politely.

5.1.4. The proposed questions will address the following areas:

a) Insights into the Veterinary profession

1. The veterinarian's role in animal healthcare (e.g., prevention of disease, controlling animal disease, treatment of disease cases and reproductive problems, implementation of animal welfare, and implementation of One Health).


2. The veterinarian's role in public healthcare, e.g., food safety, zoonotic disease control, and risk analysis.

3. Insights into veterinary ethics, laws, and regulations include animal husbandry laws, quarantine, animal welfare, consumer protection, animal facilities, health services, etc.

b) Individual and professional development of veterinarians

Develop individual self and enhance competencies for the practice of veterinary medicine, such as professional communication skills, creativity, responsiveness, leadership, and entrepreneurship.

c) Attitude, ethics, and behavior

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Maintain appearance, respect for the opinions of others, courtesy, manners, and eloquently answering questions.

d) Terms of Assessment


1. Determine the quality level (Table 1) for veterinary candidates who need to achieve a quality level of B or higher. If the veterinary candidate achieves a quality grade of less than B, the exam team will reschedule the UASDH.
2. For those who do not pass the UASDH exam, the exam organizer will reschedule the exam and note this on the UASDH evaluation form.

Table 1. The regulation for quality grades and UASDH quality grades in letter form

Quality Grades	Letter Grades
80.0 - 100	A
70.0 – 79.9	AB
65.0 – 69.9	B

5.1.5. Regulations on non-graduation


- a) Suppose the veterinary candidate fails the UASDH examination. In that case, the veterinary candidate will be examined for a second time by the same examiners within seven days from the date the examination was declared not passed. If the candidate does not pass again, then the candidate will be examined for a third time by a different examiner within seven days of the second examination date.
- b) Suppose the veterinary candidate has failed the UASDH examination even after taking it three times. In that case, candidates' chances to pass the program will be determined by the head of the SKHB.

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6. PROCEDURE

6.1. UASDH


- 6.1.1. The examination is supervised by a head of the examiner appointed by the SKHB IPB.
- 6.1.2. The head examiner checks the completion of the compiled documents from the veterinary candidates.
- 6.1.3. The head of the examiner explains the implementation of the examination to the members of the Examiners.
- 6.1.4. The head of examiner inquiries about the health status and preparation of the participants in the veterinary examination and reiterates the examination regulations of the UASDH.
- 6.1.5. The head of the examiner controls the examination time so that the exam takes place within 60 minutes/for one person or 120 minutes/for two persons.
- 6.1.6. The materials tested are listed on the UASDH evaluation form.
- 6.1.7. After the examination, the veterinary candidate and audience who are present will be instructed to leave the room.
- 6.1.8. The examiner's lecturer completes the UASDH evaluation form on the form provided by the Academic subdivision and Student Affairs.
- 6.1.9. The head examiner invites the examinees and audience into the room.
- 6.1.10. The head of the examiners declares the result of the examination:
 - a) Supposed the examinee has passed the examination, the examiner congratulates the new veterinarian and gives him/her advice/briefings.
 - b) The head of the examiner notifies the examinee to retake the examination schedule determined by the other examiner members, supposed the examinee is declared to have failed,

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7. PROCEDURE OF FLOW CHART


7.1. Preparation Flow of UASDH

ACTIVITY	RECORD/ DOCUMENT	NOTE																																		
<table border="1"> <tr> <td>PPDH Study Program</td> <td>1</td> </tr> <tr> <td colspan="2">Student grades are completed.</td> </tr> <tr> <td colspan="2" style="text-align: center;">↓</td> </tr> <tr> <td>Candidate students</td> <td>2</td> </tr> <tr> <td colspan="2">Completing the requirements of UASDH</td> </tr> <tr> <td colspan="2" style="text-align: center;">↓</td> </tr> <tr> <td>Coordinator of UASDH</td> <td>3</td> </tr> <tr> <td colspan="2">Organize the implementation schedule of UASDH</td> </tr> <tr> <td colspan="2" style="text-align: center;">↓</td> </tr> <tr> <td>Coordinator of UASDH</td> <td>4</td> </tr> <tr> <td colspan="2">Determining the examiners</td> </tr> <tr> <td colspan="2" style="text-align: center;">↓</td> </tr> <tr> <td>PPDH Administration</td> <td>5</td> </tr> <tr> <td colspan="2">Organizing invitations and distributing UASDH equipment</td> </tr> <tr> <td colspan="2" style="text-align: center;">↓</td> </tr> <tr> <td>PPDH Administration</td> <td>6</td> </tr> <tr> <td colspan="2">Implementation UASDH</td> </tr> </table>	PPDH Study Program	1	Student grades are completed.		↓		Candidate students	2	Completing the requirements of UASDH		↓		Coordinator of UASDH	3	Organize the implementation schedule of UASDH		↓		Coordinator of UASDH	4	Determining the examiners		↓		PPDH Administration	5	Organizing invitations and distributing UASDH equipment		↓		PPDH Administration	6	Implementation UASDH		<p>UASDH requirement files: Biodata, Bachelor graduation certificate, photos and proof of tuition payment</p> <p>The invitation and link to the UASDH grades Form</p>	
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7.2 Implementation of UASDH

ACTIVITY	RECORD/DOCUMENT	Note				
<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Head of Examiners</td> <td style="width: 20%; text-align: center;">1</td> </tr> <tr> <td colspan="2">Checking the completion of the examinee's file</td> </tr> </table>	Head of Examiners	1	Checking the completion of the examinee's file		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Examination requirements file</div>	
Head of Examiners	1					
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<p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Examiners</td> <td style="width: 20%; text-align: center;">3</td> </tr> <tr> <td colspan="2">Posing questions verbally to examinees according to the content of examination</td> </tr> </table>	Examiners	3	Posing questions verbally to examinees according to the content of examination		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>supposed the examinee does not pass, the head of examiners informs the examinee of the re-examination time that has been assigned by the examiners.</p> </div>	
Examiners	3					
Posing questions verbally to examinees according to the content of examination						
<p style="text-align: center;">↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Examinee</td> <td style="width: 20%; text-align: center;">4</td> </tr> <tr> <td colspan="2">Leaving the exam room</td> </tr> </table>	Examinee	4	Leaving the exam room		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>UASDH assessment form (FRM/KH/029-00) and UASDH agenda (FRM/KH/030-01)</p> </div>	
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8. DURATION OF THE IMPLEMENTATION

The maximum of 2 weeks after being scheduled, students can perform UASDH Examination.

9. APPENDICES

- 9.1. [Candidates Biodata Form for UASDH \(FRM/KH/038-00\)](#).
- 9.2. [Assessment Form for UASDH \(FRM/KH/029-00\)](#)
- 9.3. [Agenda Form for UASDH \(FRM/KH/030-01\)](#)
- 9.4. [Attendance List Form for UASDH \(FRM/KH/039-00\)](#)