



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


**PROCEDURE**  
**CERTIFICATE OF GRADUATION ISSUANCE**  
**IN THE PPDH PROGRAM**

**DOCUMENT NUMBER : POB-KH-15**  
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**NUMBER OF REVISIONS : 00**

Bogor, December 21, 2022

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	<b>INSTITUT PERTANIAN BOGOR (IPB UNIVERSITY)</b>	No.Document : POB-KH-15
	<b>SCHOOL OF VETERINARY MEDICINE AND BIOMEDICAL SCIENCES</b>	Date of Validity : 12/21/2022
	<b>Surat Keterangan Lulus PPDH</b>	No. Revision : 00

## 1. PURPOSE

It is a guideline for the issuance Certificate of Graduation in the PPDH Program of the School of Veterinary Medicine and Biomedicine at IPB University.

## 2. SCOPE

The scope of this procedure is to issue a certificate of graduation in the PPDH program at the School of Veterinary Medicine and Biomedicine, IPB University.

## 3. DEFINITIONS


- 3.1. SKL: Certificate of Graduation.
- 3.2. PPDH: Veterinary Professional Education Program.
- 3.3. Dit.APPMB: Directorate of Education Administration and New Student Admissions.
- 3.4. UKMPPDH: Veterinary Profession Student Competency Examination.
- 3.5. UASDH: Veterinary Study Final Examination.

## 4. REFERENCES

- 4.1. Rector Regulation of IPB University Number 3/IT3/PP/2018 on Education Quality Standards of IPB University.
- 4.2. 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.
- 4.3. Regulation of the Minister of Research, Technology, and Higher Education Number 59 of 2018 concerning Certificates, Certificates of Competence, and Professional Certificates.

## 5. GENERAL REQUIREMENTS

- 5.1. Certificate of Graduation Requirements

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- a) Students pass both Veterinary Profession Student Competency Examination and Veterinary Study Final Examination.
- b) Students apply for a Certificate of Graduation through the Student portal.
- c) SIMAK operator staff in di SKHB academic verify the SKL submission.

#### 5.2. Documents preparation

- a) Pass Photo
- b) Scan Bachelor's Degree Certificate and Academic Transcript
- c) ID Card (Indonesian Citizens), Passport (Foreign Nationals)

### 6. PROCEDURE

1. Students can apply for SKL if they have passed UKMPPDH and UASDH.
2. Students apply for SKL through the Student Portal. They upload softcopies (passport photos, an original Bachelor's Degree certificate, academic transcripts, an ID card for Indonesian citizens, and a passport for foreigners with notes (Tuition fee, completed SKW questionnaires, and grades). If any of these are incomplete, students cannot apply for SKL.
3. SIMAK operator staff verifies the documents (ID Card/Passport, Bachelor's Degree Certificate, and Academic transcript). If the uploaded data is incorrect, it will be returned to the student to correct the error and is valid only once.
4. The auditor gives a green check mark if it passes the verification test.
5. Auditors indicate ratings of "satisfactory," "very satisfactory," and "with honor" and then note the SKL number, graduation date, and length of study.
6. After the required data has been submitted, the SKL form can be downloaded and edited by the SIMAK operator to be signed by the Vice Dean for Academic and Student Affairs.
7. SKL Form signed by the Vice Dean of Academic and Student Affairs will be uploaded on SIMAK by the SIMAK operator.
8. Students download SKL in the student portal.

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9. Dit.APPMB issues Professional certificates and academic transcripts after the inauguration of the veterinary oath.

## 7. FLOWCHART PROCEDURE

ACTIVITY	RECORD/ DOCUMENT	NOTE	RISK IDENTIFICATION	RISK COMPLETION																
<p style="text-align: center;">Starting Point</p> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Student</td> <td style="width: 20%; text-align: center;">1</td> </tr> <tr> <td colspan="2">Apply for SKL in Student portal</td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">SIMAK Operator</td> <td style="width: 20%; text-align: center;">2</td> </tr> <tr> <td colspan="2">Verifying documents, if it is appropriate, it will be verified by the Faculty by giving the SKL number, predicate and graduation date</td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Academic Administration</td> <td style="width: 20%; text-align: center;">3</td> </tr> <tr> <td colspan="2">Verify data conformity</td> </tr> </table> <p>↓</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Vice Dean of Academic and Student Affairs</td> <td style="width: 20%; text-align: center;">4</td> </tr> <tr> <td colspan="2">Sign SKL</td> </tr> </table> <p>↓</p> <p style="text-align: center;">Completed</p>	Student	1	Apply for SKL in Student portal		SIMAK Operator	2	Verifying documents, if it is appropriate, it will be verified by the Faculty by giving the SKL number, predicate and graduation date		Academic Administration	3	Verify data conformity		Vice Dean of Academic and Student Affairs	4	Sign SKL		<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> Upload:: Scan of ID Card/Passport, Bachelor's Degree Certificate and Academic Transcript </div> <div style="border: 1px solid black; padding: 5px;"> SKL Document </div>			
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## 8. IMPLEMENTATION TIME

- 8.1. PPDH registration is held according to the new student admission schedule.