

STUDENTS' ACADEMIC DOCUMENT
GUIDELINES PROCEDURE, WORK INSTRUCTION,
PROCEDURE FORM OF BACHELOR PROGRAM



FACULTY OF VETERINARY MEDICINE
UNIVERSITAS AIRLANGGA

2018

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THE QUALITY ASSURANCE UNIT
FACULTY OF VETERINARY MEDICINE
UNIVERSITAS AIRLANGGA

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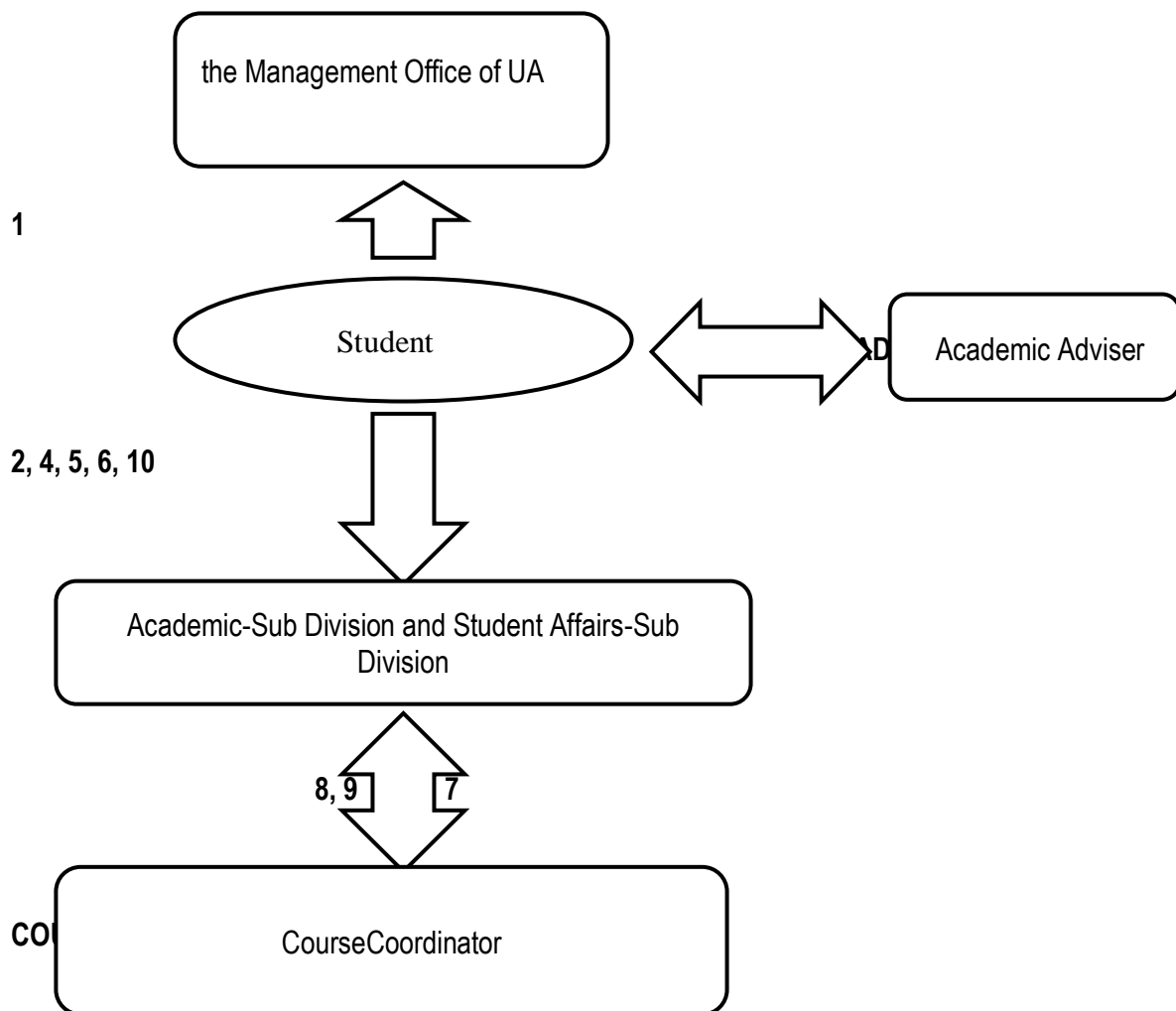
	Procedure Guideline: Semester Academic Activities for Students	Doc. No. : 1.1.01
	Reviewed by: Vice Dean I	Published/Revised : 5/6
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-UA	Date(s) of Revision : 09/07/2008,07/06/2010, 26/07/2013

I. Objective :

Provide standard and written guideline for academic activities from semester 1 to semester 8 for undergraduate students of the Faculty of Veterinary Medicine UA to improve the teaching-learning process as to produce qualified graduates.

- II. Scopes :**
1. Student enrolment
 2. Retrieval of academic regulations
 3. Academic consultation
 4. Teaching and learning process
 5. Evaluation of teaching and learning process

III. Flowchart of academic activities from semester 1 to semester 8 for undergraduate students of FKH UA



IV. Explanation on academic activities from semester 1 to semester 8 for undergraduate students of FKH Universitas Airlangga based on the flowchart :

1. Enrolment of new students/re-enrolment of current students at the Management Office of UA

2. Retrieval of academic regulatory documents (Educational Guide Book for Undergraduate Programs, Procedure Guidelines, Work Instruction, Forms, Academic Consultation Report Book, Lecture/Practice Timetables etc.) at SBAK
3. Study Result Card (KHS), Achievement Card (KHP), Study Plan Card (KRS), Achievement Plan Card (KRP) and Revised Study Plan Card (KPRS) can be accessed through AUCC (Airlangga University Cybercampus)
4. Academic consultation activities (KRS and KRP) and Revised Study Plan Card (KPRS) with respective academic adviser
5. Submission of KRS on Sub-Academic (SBAK), KRP in Sub-Student Affairs
6. KPRS can be programmed through AUCC
7. Submission of KPRS on SBAK
8. List of participants in the subject and practicum based on KRS, KRP and KPRS submitted to SBAK
9. Teaching and Learning Process (PBM) by Course Coordinator
10. Evaluation of learning outcomes (quizzes, assignments, UTS, UAS and PBM evaluation) by Course Coordinator
11. Collection of KHS, KHP at SBAK

V. Record :

1. Education Guide for the Undergraduate Program of Faculty of Veterinary Medicine of UA
2. Faculty of Veterinary Medicine UA Academic Consultation Report Book
3. Academic Policy

VI. Supporting Documents :

1. Form 1.1.01.002.006a Study Plan Card for odd semester
2. Form 1.1.01.002.006b. Study Plan Card for even semester
3. Form 1.1.01.002.007. Checklist of Retrieval of Academic Regulations Document
4. Form 1.1.01.002.008. Checklist of Re-registration
5. Form 1.1.01.002.010a. Revised Study Plan Card odd semester
6. Form 1.1.01.002.010b. Revised Study Plan Card even semester
7. Form 1.1.01.002.011. Study Result Card
8. Form 1.1.01.005.012a. Instrument of Lecturer's Performance Evaluation in lecture
9. Form 1.1.01.005.012b. Instrument of Lecturer's Performance Evaluation in practicum
10. Form.1.01.005.013. Statement of Difficulty in KRS/KPRS Consultation with Academic Advisor

VII. Reviewed by :

Vice Dean I Faculty of Veterinary Medicine UA

Approved by :

Dean Faculty of Veterinary Medicine UA

Revised :

Years : 2005, 2006, 2008, 2010

By : Quality Assurance Unit of FKH-UA

VIII. Identification of changes : a. Manual to guideline

b. Participants retake with grade D to participants retake with grade D

c. Assistant Dean I to Vice Dekan 1

d. Head Office to Management Office of UA

e. SPP to SOP


f. And according to the pre-determined timetable to at least

3 times in a semester and recorded in Academic Consultation Report Book.

g. Team Coordinator of Semester Activities to Head of Academic Section


IX. Note

Matters that have not been regulated in the Procedure Guidelines are to be completed and any errors are to be corrected later and the Procedure Guidelines are to be used properly

	Work Instruction : Student Registration	Doc. No. : 1.1.01.001
	Reviewed by : Vice Dean I	Published/Revised : 5/5
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013


Enrolment of new/current/streamlined path students of FKH-UA is conducted at the Management Office of UA with the following requirements:

1. New students of National Selection for Public University Admission/SNMPTN pathway (invitation line), Joint Selection for Public University Admission/SBMPTN (written exam) and *Mandiri* pathway must pay off SOP payments at Management Office of UA (for students who get SOP waivers must show the waiver letter from the Rector)
2. Current students must pay off the SOP at the Management Office of UA (for students who get SOP waivers must show the waiver letter from the Rector)
3. New students (SNMPTN, SBMPTN, and Mandiri pathways) and current students fill out the re-enrolment form at the Management Office of UA
4. All new students will get a student ID card at the Management Office of UA after fulfilling all requirements
5. All current students will have their student ID card stamped at the Management Office of UA after fulfilling all requirements
6. Matters that have not been regulated in this work instruction are to be completed and any errors are to be corrected later and this work instruction is to be used properly

	Work Instruction : Collection of Academic Regulation Documents	Doc. No. : 1.1.01.002
	Reviewed by : Vice Dean I	Published/Revised : 5/5
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-UA	Date(s) of Revision : - 09/07/2008,07/06/2010, 26/7/2013


After enrolling at the Management Office of UA, students of FKH-UA can collect the academic regulation documents at the FKH-UA building :

1. Show student enrolment requirements (KTM, paid SOP proof) (students who get SOP waivers must show a waiver letter from the rectorate)
2. Collection of academic regulation documents includes: Handbook of Education, Procedure Guidelines, Work Instructions, Forms, Academic Consultation Report Book, Lecture and Practicum Timetable and others at SBAK
3. Study Result Card (KHS), Study Plan Card (KRS) and Revised Study Plan Card (KPRS) are to be returned to SBAK after signed by Academic Advisor
4. Matters that have not been regulated in these work instructions will be completed and any errors will be corrected later and this work instruction is to be used properly

	Work Instruction : Academic consultation	Doc. No. : 1.1.01.003
	Reviewed by : Vice Dean I	Published/Revised : 5/4
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013


To expedite the teaching and learning process for FKH-UA students, an Academic Adviser is required to advise students in planning their courses/practicum in addition to taking a role as a consultant if students have difficulty in completing their studies. Academic consultation activities are governed by the following conditions :

1. Consult with a pre-determined academic advisor at least 3 times in a semester and record each session in the Academic Consultation Report Book
2. Current students must submit Study Result Card (KHS), Achievement Card (KHP) to the academic adviser.
3. All students must fill in the Study Plan Card (KRS), Achievement Plan Card (KRP), and academic advisor's approval in accordance with the rules in the Education Guide Book for FKH UA
4. The number of credits filled in the KRS must be in accordance with the number of credits allowed to take as written on the Study Result Card (KHS) and is approved by the Academic Adviser
5. Students who have difficulty in meeting their academic advisor in accordance with a specified schedule can contact SBAK to get a consultation with the Head of Academic Section by showing a letter according to a specified form stating difficulty in meeting the academic adviser
6. Students must submit KRS and KRP approved by the Guardian Lecturer to SBAK according to the specified schedule
7. If there is any amendment in their study plan, students can amend the KRS through the KPRS no later than 1 week after the lecture takes place and has been approved by the academic adviser
8. Students must submit the completed KPRS to SBAK
9. The students who are late in submitting the KRS or KPRS to SBAK, they cannot be included in the list of participants in the course and practicum no later than 1 week after the lecture takes place
10. New students and current students must fill out the Academic Consultation Report book and have it signed by the academic adviser and sighted by the Vice Dean I for each semester
11. Matters that have not been regulated in these work instructions will be completed and any errors will be corrected later and this work instruction is to be used properly

	Work Instruction : Teaching and Learning Activities	Doc. No. : 1.1.01.004
	Reviewed by : Vice Dean I	Published/Revised : 5/4
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013/2015


The teaching and learning activities at the Faculty of Veterinary Medicine of UA are carried out with the following conditions:

1. List of participants in the course and practicum contain the name and number of students who have programmed through KRS and KPRS
2. Students must dress appropriately and neatly (T-shirts and sandals are not allowed) during the lecture
3. Students must behave politely towards lecturers and education staff
4. Students must attend a lecture or practicum in accordance with a predetermined schedule
5. Students must turn off their cellphone during the lecture
6. Students are not allowed to smoke, eat, and drink during the lecture
7. Students must fill in the attendance list that has been provided by the PJMK (CourseCoordinator)
8. Lateness of more than 15 minutes results in not being allowed to attend a lecture or lab work
9. The attendance at lectures is at least 75% (new takers and re-takers with grades D and E) to be allowed to take final examination
10. The attendance at practicum is 100% to be allowed to take final examination
11. Absence in practicum must show a documentation that can be accounted to PJMK no later than 1 day after the practicum takes place
12. For students who violate the examination rules (cheating, collusion, etc.), the lecturer has the right to reprimand and if it is ignored, the lecturer is obliged to exclude the students and the test is marked zero and is included in the calculation of the final grade
13. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Pre and Post Teaching and Learning Process	Doc. No. : 1.1.01.005
	Reviewed by : Vice Dean I	Published/Revised : -
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 06/07/2017


Before and after the teaching and learning process activities in the Faculty of Veterinary Medicine UA, the following conditions are carried out :

1. Lecturers who deliver lectures, according to class schedule, must take attendance list for the students, lecturers of coursework and practicum
2. Taking attendance list is at SBAK, except lectures on Monday at 07.00 (only lectures at the first hour) taking the attendance list is at the Dean's room.
3. Class leaders are responsible for the circulation of students' attendance list in classrooms during the lecture process
4. Lecturers must control and provide signatures and full names on the attendance list of lecture and cross out on the attendance list the name of students who are absent before leaving the class.
5. Permit of absence due to sickness and not due to a student activity is made by SBAK and followed up by the respective PJMK, while the permit of absence due to a student activity is made by the sub-section of student affairs related to SKP.
6. Each lecturer immediately returns the attendance list of lecture to SBAK.
7. The students' attendance list must have been checked/verified 7 days prior to semester evaluation in cybercampus page by SBAK related to examination ban

	Work Instruction : Evaluation of Teaching and Learning Process	Doc. No. : 1.1.01.006
	Reviewed by : Vice Dean I	Published/Revised : 6/5
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013, 06/07/2017


The evaluation of teaching and learning activities at the Faculty of Veterinary Medicine of UA is carried out with the following conditions :

1. Students participating in an exam must satisfy the requirements as mentioned in the Teaching and Learning process
2. Students must dress appropriately (not allowed to wear T-shirts and sandals) during lectures and examinations
3. The examinees must bring their valid student ID (KTM) or proof of loss from the authorities
4. For students who cannot show KTM or proof of loss from the authorities, they are still allowed to take the exam and no later than 1 day after the examination day they must show KTM or proof of loss from the authorities
5. For students who do not satisfy the exam requirements, the final score of the course or practicum is E
6. The examinees must fill in the attendance list circulated by the lecturer or exam invigilators
7. Students must turn off all communication devices during the exam
8. Students are not allowed to smoke, eat, and drink during the exam
9. Permit of not attending the exam must be given no later than the schedule of the exam
10. Students must complete PBM evaluations for each subject to evaluate the performance of lecturers in learning and teaching process through AUCC
11. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Off-Campus Academic Activities	Doc. No. : 1.1.01.007
	Reviewed by : Vice Dean I	Published/Revised : 6/5
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013

Off-campus academic activities at the Faculty of Veterinary Medicine aim to improve students' skills in the field with the following conditions :

1. Academic activities outside the campus include KMPV in Poultry and Birds, Large Livestock and Pet & Wild Animal
2. Academic activities outside campus must be participated by all undergraduate students of the Faculty of Veterinary Medicine of UA
3. Students take part in academic activities outside the campus according to their interests and desires
4. If a student has participated in one type of activity, he/she is not permitted to move to another type of activity
5. Academic activities outside campus are carried out during semester breaks
6. Academic activities outside the campus are carried out in accordance with the program prepared by the coordinator with the place of activity
7. Academic activities outside the campus are coordinated by a coordinator and under the guidance of a field supervisor
8. The cost of academic activities outside campus is borne by students
9. At the end of the activity, students will receive a certificate of proof participating in the off-campus academic activity
10. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

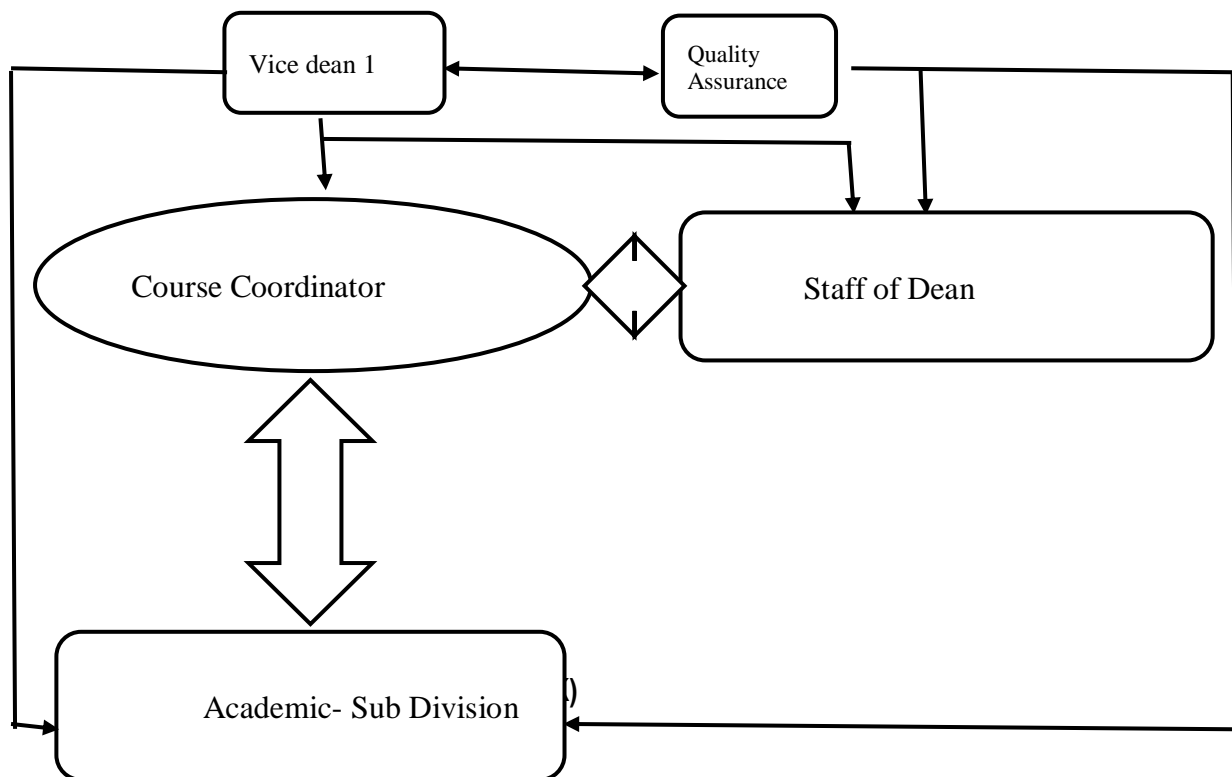
	Procedure Guidelines : Semester Academic Activities for Lecturers	Doc. No. : 1.1.02
	Reviewed by : Vice Dean I	Published/Revised : 6/6
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013,06/07/2017

I. Objectives :

Providing standard and written guidelines to academic activities from semester 1 to semester 8 for lecturers of the Faculty of Veterinary Medicine of UA to improve the teaching and learning process in order to produce qualified graduates

- II. Scopes :**
1. Preparation of lectures and practicum
 2. Deliver lectures and practicum
 3. Implementation of assignments, quizzes, mid-term exam, and final exam
 4. Preparation of mid-term and final exams
 5. Implementation of mid-term and final exams
 6. Tabulation of exam scores
 7. Submission of exam scores

III. Flowchart of academic activities semester 1 to 8 for lecturers FKH UA



IV. Information on academic activities for semester 1 to semester 8 for lecturers at FKH UA based on the flow diagram

1. Preparation and review of Semester Learning Design (RPS), Lecture Contract/Practicum and Timetable of Implementation of Lecture/Practicum is done by PJMK
2. Submission of Schedule of Lecture/Practicum Implementation (dates, topics, and courses) by PJMK to SBAK
3. Provision of Decree (Dean Decree) of subject and practicum coordinators to all lecturers assigned to the course and practicum

4. Implementation of lectures and practicum by PJMK
5. Implementation of assignments, quizzes, Mid-terms, and final exams by PJMK
6. Submission of hints of questions and questions about Mid-term and final exams by PJMK to the Head of Academic Affairs
7. Submission of names of examinees by the PJMK to SBAK
8. Implementation of Mid-term and final exams by PJMK
9. Processing test results (assignments, quizzes, practicum (if any), soft skills, UTS, and UAS) by PJMK
10. Processing test scores by PJMK through AUCC
11. Submission of final scores by PJMK to SBAK
12. Announcement of the quality values of all courses/practicums through AUCC

V. Records :

1. Education Guide for the Faculty of Veterinary Medicine of UA
2. Academic Consultation Report Book of FKH of UA
3. Academic Policy of the Faculty of Veterinary Medicine of UA

VI. Supporting Documents

1. Form 1.1.02.006.001. Recapitulation Nilai Akhir
2. Form 1.1.02.002.002. Attendance List of Lecturer of Lecture/Practicum
3. Form 1.1.02.004.003. List of Participants of Assignments/Quiz/UTS/UAS/Remedial Tests
4. Form 1.1.02.002.004. Attendance List of Lecture/Practicum
5. Form 1.1.02.003.005. Hints of Objective/Essay Tests
6. Form 1.1.02.005.009. Minutes for Students Who are Not Permitted to Participate in UAS

VII. Reviewed by

:
Vice Dean I of the Faculty of Veterinary Medicine of UA

Approved by

:
Dean of the Faculty of Veterinary Medicine of UA

Revised


:
Year(s) : 2005, 2006, 2017
By : Quality Assurance of FKH-UA

VIII. Identification of changes

- : a. Manual to Guidelines
b. Guidelines of educational procedure to education guide
c. Ask to accept
d. PJMA to PJMK
e. Without adding the former exam score to and still adding the former exam score
f. Assistant Dean to Vice Dean
g. Team Coordinator of Semester Activities to Head of Academic Section
h. Score announcement through AUCC
i. Head of Academic Section to Coordinator of Deanary
j. GPPP to RPS
k. No SAP it is included in RPS


IX. Note

:
Matters that have not been regulated in this Procedure Guidelines will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Preparation of Lecture and Practicum	Doc. No. : 1.1.02.001
	Reviewed by : Vice Dean I	Published/Revised : 6/5
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 07/06/2017


Lecturers' activities in the preparation of Teaching and Learning Process (PBM) activities at the Faculty of Veterinary Medicine are through the following stages:

1. Preparation and Review of Semester Learning Design (RPS), Assignment Design, Course Outline and timetable of lectures/practicum every semester is made by PJMK, any amendment to the documents is to be submitted to SBAK
2. All Semester Learning Design (RPS) documents, Assignment Designs, Course Outline and timetable of lectures/practicums every semester made by PJMK are submitted to SBAK in hard and soft copies
3. Submission of timetable of lectures and practicums in accordance with RPS no later than 2 weeks before PBM takes place
4. If there is any change in the lecture timetable, the lecturer must fill in the form of changes to the class timetable and submitted to SBAK
5. The lecturer receives the Dean Decree as the person in charge and coaches (coordinator) of courses and practicum sent by SBAK and can be downloaded on the web: s1.fkh.unair.ac.id
6. Lecturers must prepare lecture's Power Point, multi media, tools and lab materials
7. Each lecturer must prepare a hand out/dictate/textbook and practicum instructions in accordance with the schedule of lectures
8. Lecturers must receive attendance lists of students and lecturers for lecture and practicum from SBAK
9. If there is any change in PJMK, it is to be notified in writing to the Vice Dean I so that a replacement can be appointed
10. Each lecturer is expected to be a coordinator of only one course or practicum for the Veterinary Medicine S1 study program
11. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Lecture and Practicum	Doc. No. : 1.1.02.002
	Reviewed by : Vice Dean I	Published/Revised : 6/6
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance of FKH-UA	Date(s) of Revision : - 09/07/2008,07/06/2010, 26/07/2013, 07/06/2017


Lecturer's activities in conducting lectures and practicums at the Faculty of Veterinary Medicine of UA are through the following stages:

1. Lectures and practicums are carried out in accordance with the RPS, Course Outline and schedule of lectures and practicum
2. During lecture and practicum activities, lecturers must wear clothes that are polite and neat, do not smoke and turn on their mobile phone(s).
3. Lecturers must fill in the attendance list of lecturers and circulate the students' attendance list during lectures/practicums
4. The presence of lecturers in lectures and practicums must be in accordance with the RPS and schedule of lectures and practicums
5. Lateness in lecturer attendance must not be longer than 15 minutes and if it exceeds the allotted time, students can report to the Head of Academic Section
6. Lecturers must provide hand out/dictates/textbooks/practicum instructions in accordance with the topic of lecture/practicum to students
7. Lecturers must use learning media such as Projector and LCD Slides
8. Lecturers must provide opportunities for students to have a discussion during lectures/practicums
9. Lecturers who are unable to give lectures must notify PJMK one week before the schedule to replace him/her with other lecturers and must fill an absence form
10. After the lecture/practicum dismisses, the Lecturer must submit the attendance list of lectures/practicums for lecturers and students to SBAK for processing
11. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Implementation of Assignments, Quizzes, Mid-term Test and Final Exama	Doc. No. : 1.1.02.003
	Reviewed by : Vice Dean I	Published/Revised : 5/5
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013


Lecturer's activities in giving assignments, quizzes, mid-term tests, and final exams at the Faculty of Veterinary Medicine of UA are through the following stages :

1. Lecturers are required to give assignments to students and provide assessments according to the rules in the FKH UA
2. Lecturers must provide quizzes, mid-term tests, and final exams according to the specified timetable
3. Lecturers are required to provide opportunities for students who are unable to submit assignments and attend quizzes, mid-term tests, and final exams to take a follow-up examination by including a documentation that can be accounted for
4. Lecturers are required to announce hints of questions for quizzes, mid-term tests, and final exams to students on the course outline
5. The question structure for quizzes, mid-term tests, and final exams is determined by PJMK
6. The lecturers are obliged to immediately announce the results of the quizzes or mid-term tests no later than 2 weeks after the exam in the respective Department (e.g.: laboratory), while the final exam scores announced through AUCC is the final scores of the course
7. The Head of Academic Section has made a timetable for the implementation of the mid-term tests, and final exams no later than 2 weeks before the start of the semester
8. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Preparation of Mid-term and Final exam	Doc. No. : 1.1.02.004
	Reviewed by : Vice Dean I	Published/Revised : 6/6
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revi-sion : - 09/07/2008, 07/06/2010, 26/07/2013,07/07/2017


Lecturers' activities in preparation of Mid-term/Final Exam at the Faculty of Veterinary Medicine of UA are through the following stages:

1. The hints of Mid-term/Final Exam question must be informed to students on the course outline
2. The questions have been prepared no later than 1 week before the test
3. The Coordinator of the Deanery has made a schedule for implementing the Mid-term and Final Exam no later than 2 weeks before the semester starts
4. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Implementation of Mid-term and Final Exam	Doc. No. : 1.1.02.005
	Reviewed by : Vice Dean I	Published/Revised : 5/5
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013


Lecturers' activities in Mid-term and Final Exam at the Faculty of Veterinary Medicine of UA include the following stages :

1. Lecturers must fill the lecturers' attendance list provided by SBAK
2. Lecturers must circulate students' attendance list and check students' valid identity (Student ID Card (KTM) or proof of loss from the authorities) before or during the exam
3. Lecturers must exclude students who are not listed in the attendance list of examinees
4. Lecturers have the right to give a reprimand three times to students who violate the rules of the exam (cheating, collusion, etc.), if it is ignore, the lecturers are obliged to exclude the students and their test is marked zero
5. Lecturers must provide opportunities to take a follow-up examination for students who are unable to attend the Mid-term and Final Exam by including a documentation that can be accounted for no later than 1 (one) week after the day of the exam
6. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : COMPLETION OF MID-TERM AND FINAL EXAMS	Doc. No. : 1.1.03.003
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-UA	Date(s) of Revision : - 26/08/2016


Lecturers' activities after completing the Mid-term and final exams at the Faculty of Veterinary Medicine of UA include the following stages :

1. Lecturers must check the number of present students in the attendance list with the number of exam sheets and LJU collected
2. The lecturers must immediately collect the LJU results along with the answer key to have them scanned for the assessment of the item analysis and the students' scores can be immediately processed according to the marking rubrics
3. For essay questions, the lecturers are required to check the students' examination results and immediately process the students' scores according to the assessment criteria
4. Lecturers are required to immediately submit grades to SBAK no later than 2 weeks after the Mid-term and final examinations take place and fill out the form for submission of exam scores
5. If there is dissatisfaction with the assessment of the Mid-term and final exams given by the lecturer, a student may lodge an appeal and request for a re-assessment by filling in the form of marking dissatisfaction
6. If there is an error in academic judgement given by the lecturer, a student can make a request for score correction by filling in the score amendment form
7. Lecturers must re-correct/re-evaluate the student's exam paper if there is a student who is dissatisfied with the assessment given and the score can change or remain
8. Lecturers must amend the student's score if there is an error in the academic judgement by the lecturer
9. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Tabulation of Final Grade	Doc. No. : 1.1.02.006
	Reviewed by : Vice Dean I	Published/Revised : 5/5
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013


Lecturers' activities in tabulating test scores at the Faculty of Veterinary Medicine of UA include the following stages :

1. Scores of assignments, quizzes, practicums, soft skills, Mid-term and final exams are combined with weighting in accordance with the Education Guidance Book FKH UA are to be processed in 7 grades
2. The scores are processed using the Standard Reference Assessment (PAP) in accordance with the FKH UA Education Guidebook
3. The processing results of the final grades are uploaded through AUCC by PJMK in addition to submission of grade hardcopy to the SBAK no later than 2 weeks after the UAS
4. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Submission of Final Grade	Doc. No. : 1.1.02.008
	Reviewed by : Vice Dean I	Published/Revised : 5/4
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013

Lecturers' activities in submitting the final score recap at the Faculty of Veterinary Medicine of UA include the following stages :

1. Submission of test score recapitulation by PJMK using the format in accordance with the form specified in SBAK to be processed into KHS
2. Submission of final grade recapitulation must be in accordance with the pre-determined deadline, which is 2 weeks after the exam ends. If there is any delay, the Board of Faculty members will determine further policy
3. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly


	Form : MARKING DISSATISFACTION	Doc. No. : 1.1.03.003.001
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-UA	Date(s) of Revision : - 26/08/2016

Signing below :

Student's Name : Semester :
 NIM : Academic Year :
 Academic Advisor :

Lodge an appeal against the marks for UTS/UAS of

Course :
 Course Code :
 SKS :
 Score :
 Semester :
 Course Coordinator :

	Form : SCORE AMENDMENT	Doc. No. : 1.1.03.003.002
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance of FKH-UA	Date(s) of Revision : - 26/08/2016

Signing here :

Student's Name : Semester :
 NIM : Academic Year :
 Academic Advisor :

Ask for amendment of final scores of UTS/UAS upon


Course :
 Course code :
 SKS :
 Score :
 Semester :
 Course Coordinator :

Sighted by :
 Vice Dean I

Surabaya,.....
 Academic Advisor

(.....)
 NIP.....

(.....)
 NIP.....

	Work Instruction : FOLLOW UP EXAM	Doc. No. : 1.1.03.004
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 26/08/2016

1. The follow-up exam is permitted for students who cannot attend the exam
2. Students must provide information or report to the PJMK no later than one day after the test with an official letter
3. To apply for a follow-up exam, students must fill in the form of an application form of UTS/UAS follow-up examination at the SBAK and it is to be signed by the Vice Dean I
4. Lecturers are required to provide follow-up examinations to the relevant students according to the applicable procedures
5. If within the specified timeframe, 7 days after the exam, students have not conducted a follow-up examination, the marks for either UTS or UAS is zero (0) and affects the final grade
6. CourseCoordinator must fill in the Form of Follow-Up Examination Form at the SBAK after giving a follow-up exam to the participating students.

	Form : APPLICATION FOR FOLLOW-UP OF MID TERM EXAM (UTS)/FINAL EXAM (UAS)	Doc. No. : 1.1.03.004.001
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance of Unit FKH-UA	Date(s) of Revision : - 26/08/2016

Signing below :

Student's Name : Semester :
 NIM : Academic Year :
 Academic Advisor :

Mengajukan permohonan ujian susulan UTS/UAS pada


Course :
 Course code :
 SKS :
 Semester :
 Course Coordinator :

Sighted by:
Vice Dean I

Surabaya,.....
Academic Advisor

(.....)
NIP.....

(.....)
NIP.....

	Form : MINUTES OF FOLLOW-UP	Doc. No. : 1.1.03.004.002
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-UA	Date(s) of Revision : - 26/08/2016

Signing below :

Name of Lecturer :
 NIP :
 Course Coordinator :
 Semester :

On day date at Venue
 has conducted follow-up test to the students


Name of Students : 1..... NIM.....
 2.....NIM.....
 3..... NIM.....
 4..... NIM.....
 5.....NIM.....

This minute of Follow-Up Exam is made to be used accordingly.

:


Surabaya,.....
 Course Coordinator

(.....)
 NIP.....

	Work Instruction : SUBMISSION OF FINAL SCORES OF UTS/UAS MID-TERM/FINAL EXAMS	Doc. No. : 1.1.03.005
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 26/08/2016

Lecturers' activities in the submission of recapitulation of final marks of UTS/UAS at the Faculty of Veterinary Medicine of UA include the following stages :

1. Submission of recapitulation of test scores by PJMK to SBAK uses the format in accordance with a specified form
2. Submission of recapitulation of final scores of Mid-term/Final Exams must be in accordance with a predetermined timeframe, 2 weeks after the exam ends. If there is any delay, the Board of Faculty members will determine further policy
3. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly


	Form : RECAP OF SUBMISSION RECEIPT OF MID-TERM/FINAL EXAM SCORES	Doc. No. : 1.1.03.005.001
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-UA	Date(s) of Revision : - 26/08/2016

On athas been submitted the recap of final scores of Mid-term/Final Exam of students from classes A, B, C, D dan E to SBAK

Course :
 Course code :
 Semester :
 Course Coordinator :


Surabaya,
 Academic Sub-Division

(.....)
 NIP.....

	Work Instruction : Academic Advisor	Doc. No. : 1.1.02.009
	Reviewed by : Vice Dean I	Published/Revised : 5/4
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013


To facilitate the implementation of education and teaching in the FKH-UA, academic advisors are required with the tasks arranged as follows:

1. Checking complete requirements (KHS, KHP, Educational Guidebook, Academic Consultation Report Book, Lecture and Practicum Timetable, Academic Documents and Learning Forms) that must be met by students who are guided, in order to be able to take part in the education program in the upcoming semester
2. Directing and assisting students in filling in KRS, KRP and KPRS as well as giving consideration to students regarding courses that may be taken in the upcoming semester
3. Give consideration to the SKS load that can be taken by students in accordance with the student's GPA of the previous semester
4. Specific for students at their semesters 1 and 2, they are required to take all courses programmed in these semesters
5. Keeping KHS, KHP, KRS, KRP which have been filled by the students guided
6. Sign the Academic Consultation Report Book for each student in consultation
7. Following the progress of studies for each guided student so that any obstacles in the study can be identified as early as possible
8. SBAK will list students who have a GPA of <2.00 and submit it to the Head of Academic Section as a study evaluation material for the students and provide feedback to the Board of Faculty to optimize the role of Academic Advisor
9. Provide consultation to the students guided, especially to the students who have difficulty in completing their studies
10. Any tasks that have not been listed in this provision will be determined in the future and in order that the above tasks are to be carried out as well as possible, the Academic Advisor must :
 - a. Understand the procedures for administering education and teaching in accordance with SKS
 - b. Understand the rules and comply with the regulations issued to facilitate the implementation of education and teaching
 - c. Provide sufficient time to conduct consultations and actively communicate with the students he/she guides.
11. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : ACADEMIC SUB-DIVISION (SBAK) Duties	Doc. No. : 1.1.02.010
	Reviewed by : Vice Dean I	Published/Revised : 5/4
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013


Main duties of Academic Sub-Division at the Faculty of Veterinary Medicine of UA are as follows :

1. Receive payment proof and process student re-enrolment (KTM and paid SOP proof). For students who get the SOP waivers, they must show a waiver letter from the rectorate, while students who get financial assistance from IKOMA must show a financial assistance letter from the chairman of IKOMA
2. Print, prepare, and provide academic regulation documents (KHS, KHP, KRS, KRP and KPRS, Education Guidebook, Procedure Guidelines, Work Instructions, Forms, Academic Guidance Book, Lecture/Practicum Timetable etc.) at SBAK
3. Receiving back KRS, KRP and KPRS that have been filled by students
4. Monitor the filling of KRS, KRP through the AUCC program
5. Make a students' attendance list in accordance with the courses programmed by students and submitted to PJMK of all courses, no later than 1 week after the semester starts
6. Make a lecturer's attendance list for all courses no later than 1 week after the semester starts
7. Make announcements of academic consultation activities
8. Make an attendance list for the UTS and UAS invigilators
9. Make a Decree of the UTS and UAS Supervisory Committee to make a Decree of the Dean
10. Make and provide students' attendance list for those taking the UTS and UAS examinations of all ongoing subjects
11. Receive the schedule of lectures and practicums (date, topic and instructor course) from PJMK 2 weeks before PBM takes place to make a Dean Decree
12. Is required to update academic data in accordance with SE forms every semester/year monitored by the Team Coordinator of Semester Activities
13. Process correspondence related to academics, no later than 2 days
14. SBAK will list students who have a GPA of <2.00 and submit it to the Head of Academic Section as a study evaluation material for students and provide feedback to the Board of Faculty to optimize the role of Academic Advisor
15. The Learning Team as a material for evaluating student studies and providing feedback to the Board of Faculty to optimize the role of Academic Advisor
16. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Printed KHS Lost	Doc. No. : 1.1.02.011
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2017


Students who lose the Study Results Card (KHS) can ask SBAK to re-issue it with the following stages :

1. Students ask for a proof of loss from the police
2. Submit an application to the Vice Dean 1
3. Submit a request letter that has been signed by the Vice Dean 1 to SBAK
4. Students will receive a copy of the KHS archive on SBAK
5. Students are not allowed to print their own KHS as it may cause double print dates with that of another student

	Work Instruction : Lost Academic Transcript/Diploma	Doc. No. : 1.1.02.012
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2017

Students who lose an academic transcript or diploma can submit a loss application with the following stages:

1. Students show and attach a proof of loss from the police
2. Students fill out forms for submitting substitutes for transcripts or diplomas
3. Pay the cost of replacing transcripts or diplomas
4. Show and attach a proof of payment
5. Show original forms to the Directorate of Education of Airlangga University
6. Show a copy form to SBAK FKH Unair

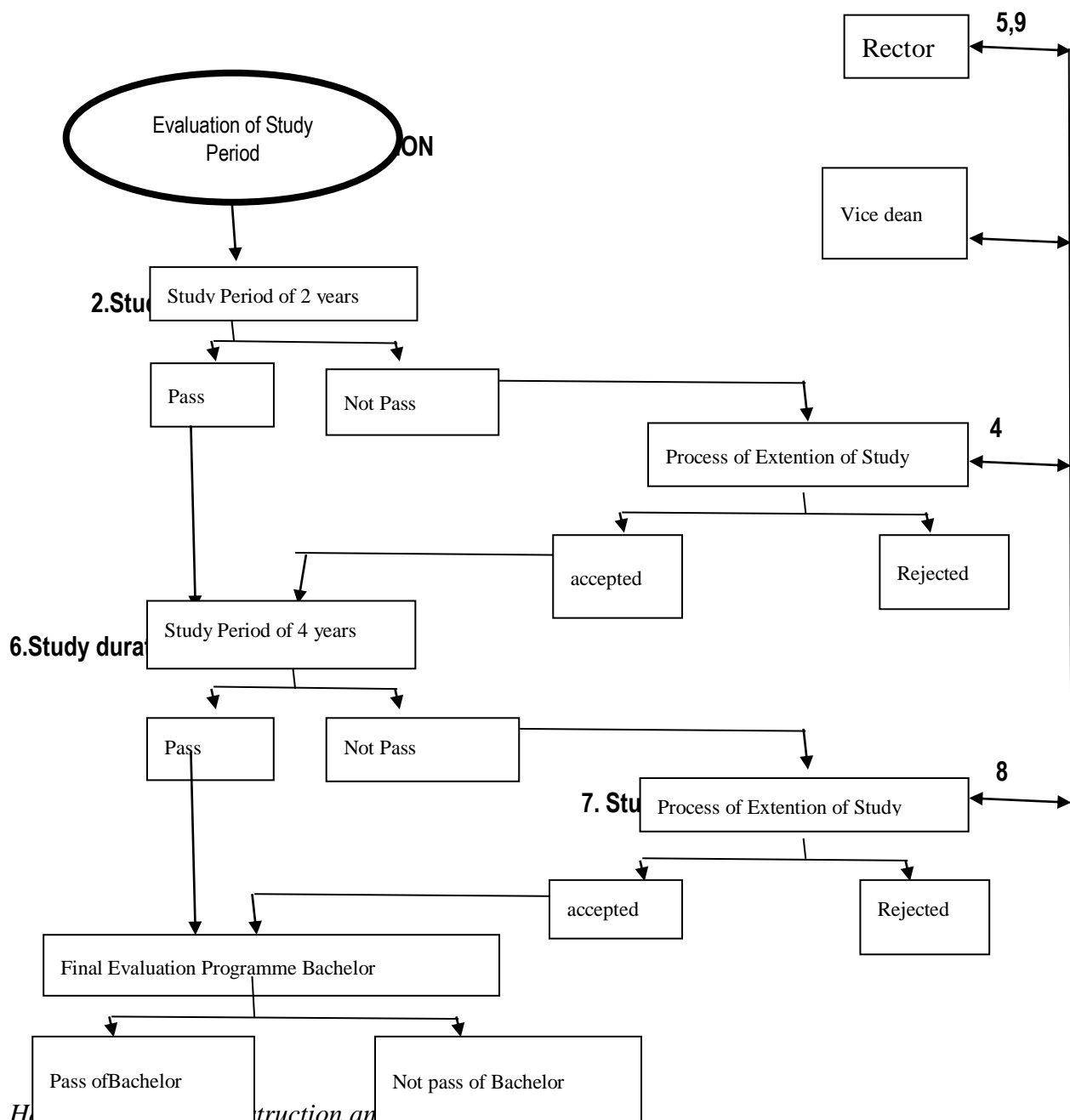
	Procedur Guidelines : Evaluation of Study Results	Doc. No. : 1.1.03
	Reviewed by : Vice Dean I	Published/Revised : 5/3
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010

I. Objectives :

Provide standard and written guidelines for evaluation of study periods in semester 4 (2 years) and semester 8 (4 years) for the students of the Faculty of Veterinary Medicine of UA to improve the teaching-learning process so that qualified graduates are produced

- II. Scopes :**
1. Evaluation of Study Period
 2. Evaluation of Study Results

III. Flowchart of academic activities semester 1 to 8 for lecturers of FKH UA



IV. Information on academic activities from semester 1 to 8 for lecturers of FKH UA based on the flowchart

1. Evaluation of the study period in FKH UA is done twice, i.e. in the 4th semester (Year 2) and 8th semester (Year 4)
2. Evaluation in the 4th semester (Year 2) is to determine whether students can continue their studies or have to leave the Faculty, according to the requirements set out in the Education Guide
3. For students who fulfill the requirements, they will continue their studies while those who do not satisfy the requirements will have their study period extended by the Faculty into several criteria
4. For students who do not satisfy the requirements, the Vice Dean I will issue a notice three times. If they still do not satisfy the requirements, the Vice Dean I will propose to the Rector so that the students leave the Faculty
5. The Rector will process the proposal for the termination of enrolment of students proposed by the Vice Dean I
6. Evaluation in the 8th semester (Year 4) is to determine whether students can continue their studies or have to leave the Faculty, according to the requirements set out in the education guide
7. For students who satisfy the requirements, they will continue their studies while those who do not satisfy the requirements will have their study period extended by the Faculty into several criteria
8. For students who do not satisfy the requirements, the WD.I will give a warning three times, if it still does not satisfy the requirements, the Vice Dean I will propose to the Chancellor to leave the Faculty
9. The Rector will process the proposal for the termination of enrolment of students proposed by the Vice Dean I
10. At the end of the undergraduate study program, a re-evaluation is conducted to determine whether a student graduates or does not graduate

V. Record :

1. Education Guide for the Faculty of Veterinary Medicine of UA
2. Academic Consultation Report Book of FKH UA
3. Academic Policy of the Faculty of Veterinary Medicine of UA

VI. Supporting Documents :

1. Form 1.1.01.002.011 Study Result Card

VII. Reviewed by :

Vice Dean I of Faculty of Veterinary Medicine of UA

Approved by :

Dean of Faculty of Veterinary Medicine of UA

Revised :


Year(s) : 2005, 2006, 2008, 2010

By : Learning Team – Quality Assurance System FKH-UA

VIII. Identifiacation of changes : -

IX. Note :

Matters that have not been regulated in this Procedure Guidelines will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Evaluation of Study Period	Doc. No. : 1.1.03.001
	Reviewed by : Vice Dean I	Published/Revised : 5/3
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010

The evaluation of study period at the Faculty of Veterinary Medicine of UA is carried out as follows :

1. Evaluation of the First Two Years of Study Period

In the first two years (end of fourth semester), dating from the time a student is enrolled in the Faculty of Veterinary Medicine, Airlangga University, the student's results of study are evaluated to determine whether he/she **can continue their study or have to leave the Faculty**. Students may continue their study in the following semester if they satisfy the following requirements :

- a. A student has taken at least half of the total credits programmed into the curriculum for the first two years
- b. A student has achieved a Grade Point Average (IP) of ≥ 2.00 . If within the two years the student is able to collect more than half the number of credits programmed, the evaluation considers half of the number of credits from subjects with the highest scores
- c. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly


2. Evaluation of the First Four Years of Study Period

At the end of the first four years, dating from the time a student is enrolled in the Faculty of Veterinary Medicine, Airlangga University, the student's results of study are evaluated to determine whether he/she **can continue their studies or have to leave the Faculty**. Students may continue their studies in the following semester, if they satisfy the following requirements :

- a. A student has taken at least half of the total credits programmed into the curriculum for the first four years
- b. A student has achieved a Grade Point Average (GPA) of ≥ 2.00 . If within the four years the student is able to collect more than half the number of credits programmed, then the evaluation considers half of the number of credits from subjects with the highest scores
- c. Matters that have not been regulated in this Procedure Guidelines will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly
- d. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

3. Evaluation of Maximum Study Period

- a. Students are given the opportunity to complete Bachelor of Veterinary Medicine program within eight semesters and for a maximum of 14 semesters;
- b. Students are deemed to have to leave the Faculty if they cannot complete the Bachelor of Veterinary Medicine program for a maximum of fourteen semesters;
- c. The decision to leave the Faculty was determined based on the Decree of the Rector of Airlangga University, following a proposal from the Dean of the Faculty of Veterinary Medicine, Airlangga University;
- d. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Evaluation of Study Results	Doc. No. : 1.1.03.002
	Reviewed by : Vice Dean I	Published/Revised : 6/5
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2008, 07/06/2010, 26/07/2013, 30/07/2015


1. Students are declared to have passed the S1 Veterinary Study Program, Airlangga University if they satisfy the following requirements :

- a. A student has taken all programmed courses
- b. Grade Point Average (GPA) ≥ 2.00
- c. A student does not have grade E
- d. A student does not have a grade D more than 25% of the programmed courses
- e. A student has reached the TOEFL/ELPT score in accordance with the applicable Rector's Decree
- f. A student has been verified by the Dean for graduation
- g. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

2. Students are declared to have to **leave the Faculty**, if they do not satisfy the following requirements :

- a. Students do not satisfy the requirements in the evaluation of the first two years
- b. Students do not satisfy the requirements in the final study evaluation within the maximum study period, dating from when they were enrolled as students of the S1 Veterinary Medicine Program of Airlangga University
- c. Students have received three notices from Vice Dean I
- d. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

*

	Procedure Guidelines : Academic Activities of Short Semester	Doc. No. : 1.1.04
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-UA	Date(s) of Revision : - 09/07/2017

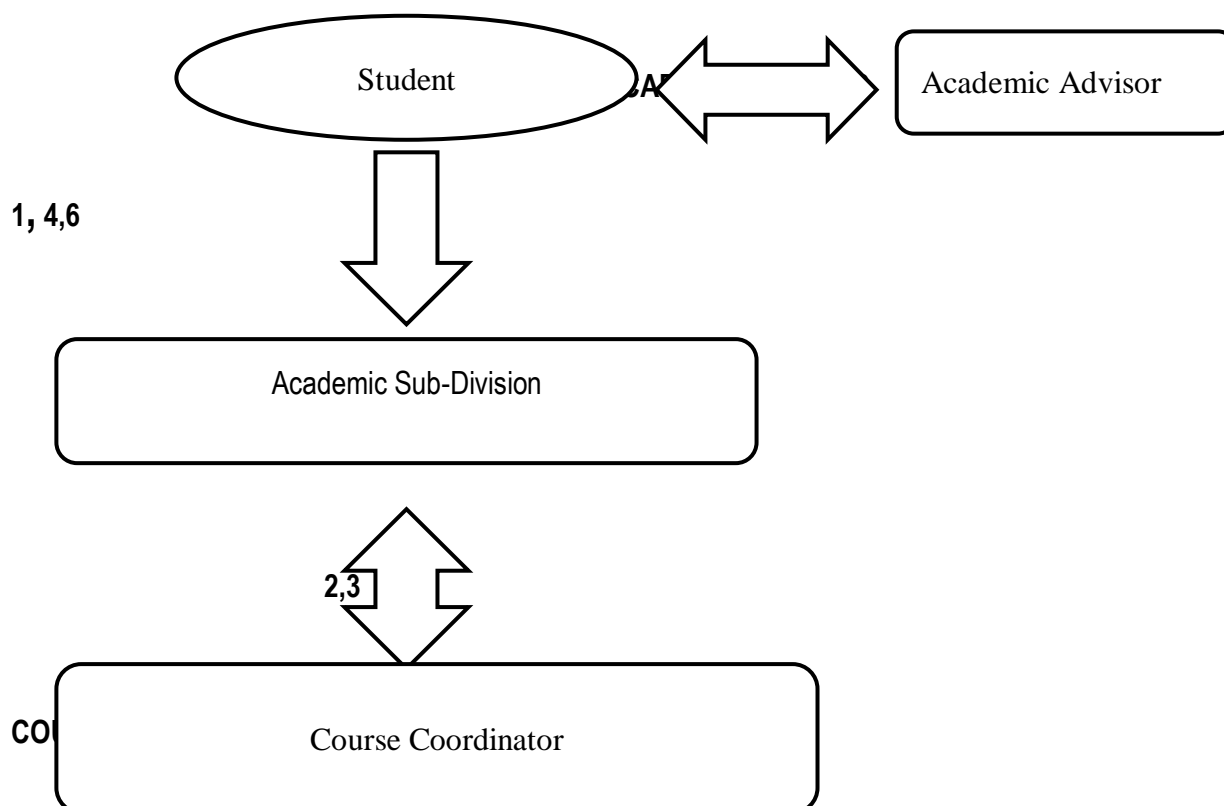
I. Objective :

Provide standard and written guideline for short-semester academic activities for S1 students of Faculty of Veterinary Medicine of UA to streamline the study period.

II. Scopes :

1. Student enrolment for short semester
2. Teaching – learning activities of short semester
3. Evaluation of teaching-learning process of short semester

III. Flowchart of short semester academic activities of S1 students of FKH UA for Religion subject



IV. Information on short-semester academic activities in a subject without prerequisite or without practicum for S1 students of FKH of Airlangga University based on a flow chart :

12. Enrolment of students who take the short semester at SBAK
13. Short Semester Learning Process Activities (PBM) by PJMK
14. Implementation of Short Semester Lectures
15. Evaluation of Short Semester learning outcomes (UTS and UAS) by PJMK
16. Taking KHS, KHP on SBAK
17. Academic consultation activities (KRS and KRP) and Revised Study Plan Card (KPRS) with academic advisor
18. Study Result Card (KHS), Achievement Card (KHP), Study Plan Card (KRS), Achievement Plan Card (KRP) and Revised Study Plan Card (KPRS) can be accessed through AUCC (Airlangga University Cybercampus)

V. Records :

4. Educational Guide for Undergraduate Program of the Faculty of Veterinary Medicine of UA
5. Academic Consultation Report Book of FKH UA
6. Academic Policy

VI. Supporting Documents :

10. Form 1.1.01.002.011. Study Result Card
11. Form 1.1.01.005.012a. Evaluation Instrument of Lecturer's Performance in lecture

VII. Reviewed by :

Vice Dean I of Faculty of Veterinary Medicine of UA

Disetujui oleh :

Dean of Faculty of Veterinary Medicine of UA

Revised :

Year(s) : 2017


By : The Quality Assurance Unit of FKH-UA

VIII. Identification of changes :

- a. **Manual to guideline**
- b. **Retakers with grade D to retakers with grade D**
- c. **Assistant Dean I to Vice Dean 1**
- d. **Head Office to Management Office of UA**
- e. **SPP to SOP**
- f. **And comply with the pre-determined schedule to at least 3 times in a semester and recorded in Academic Consultation Report Book.**
- g. **Coordinator Team of Semester Activities to Head of Academic Section**


IX. Note :

Matters that have not been regulated in this Procedure Guideline will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly


	Work Instruction : Student Enrolment for Short Semester	Doc. No. : 1.1.04.001
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2017

Short semester enrolment for courses in Semester 6 for students of FKH-UA are conducted at SBAK as follows :

1. Courses that can be taken by students in the short semester program is not more than 1 course
2. Students who program the short semester must enrol at SBAK
3. Short semester enrolment deadline is 1 week after being announced at SBAK
4. Short semester can be implemented if the number of students enrolled in a mandatory subject is at least 40 students while in an elective subject is at least 15 students
5. After the enrolment process is closed, the time and place for the short semester lectures will be released at SBAK


	Work Instruction : Short Semester	Doc. No. : 1.1.04.002
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 18/01/2017

1. List of short semester participants in a subject in Semester 6 complies with the name and number of students who have enrolled at SBAK
2. Short semester is 4 weeks long (1 month)
3. Students must dress politely and neatly (not allowed to wear T-shirts and sandals) during short semester lectures
4. Students must behave politely to lecturers and education staff
5. Students must attend short semester lectures in accordance with a predetermined schedule
6. Students must turn off their cellphone (HP) during a short semester lecture
7. Students are not permitted to smoke, eat and drink during a short semester lecture
8. Students must sign in the attendance list provided by the PJMK (Subject Coordinator)
9. Lateness of more than 15 minutes results in not being allowed to attend a lecture
10. Attendance in lecture is 100% to be allowed to participate in an exam
11. For students who violate the exam rules (cheating, collusion, etc.), the lecturer has the right to reprimand and if it is ignored, the lecturer is obliged to exclude the students and the test is marked zero and is included in the calculation of the final grade
12. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Implementation of Short Semester Lectures	Doc. No. : 1.1.04.003
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH- UA	Date(s) of Revision : - 09/07/2017

Lecturers' activities in conducting short semester lectures at the Faculty of Veterinary Medicine of UA include the following stages:

1. Short semester lectures are carried out in accordance with the SAP and timetable of lectures
2. During the short semester lecture activities, lecturers must wear polite and neat clothes, do not smoke and turn on their cellphones
3. Lecturers must fill in the attendance list of lecturers and circulate students' attendance lists during short semester lectures
4. Lecturer's attendance in short semester lectures must be in accordance with SAP and schedule of lectures
5. Lateness in lecturer attendance must not be longer than 15 minutes and if it exceeds the allotted time, students can report to the Head of Academic Section
6. Lecturers must use learning media such as Projector and LCD Slides
7. Lecturers must provide opportunities for students to have a discussion during lectures
8. After the short semester lecture dismisses, the Lecturer must submit the attendance list of lecture for lecturers and students who have been checked, non-attendance students are crossed out before leaving the room submitted to SBAK for processing
9. Matters that have not been regulated in this work instruction will be completed and if there are errors, they will be corrected later and this work instruction is to be used properly

	Work Instruction : Learning Evaluation of Short Semester –Mid-term and Final Exams	Doc. No. : 1.1.04.004
	Reviewed by : Vice Dean I	Published/Revised : 1/-
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-UA	Date(s) of Revision : - 09/07/2017

Lecturers' activities in short semester learning evaluations (Mid-term and final exams) at the Faculty of Veterinary Medicine of UA include the following stages :

1. Lecturers are required to provide Mid-term and final exams according to the specified short semester schedule
2. Schedules and hints for Mid-term and final exams questions must be informed to students in the course outline
3. The questions have been prepared no later than 1 week before the the short semester Mid-term and final exams examinations take place
4. Lecturers must circulate students' attendance list and check student's valid identity (Student ID Card (KTM) or proof of loss from the authorities) before or during the exam
5. Lecturers must exclude students who are not listed in the attendance list of examinees
6. Lecturers have the right to give a reprimand three times for students who violate the exam rules (cheating, collusion, etc.), if it is ignored, the lecturers are obliged to exclude students from the Mid-term and final exams by issuing a documentation and the test of the students is marked zero
7. The scores of Mid-term and final exams are combined with weighting in accordance with the Education Guidebook of FKH UA to be processed in 7 grades
8. Processing the scores using the Standard Reference Assessment (PAP) in accordance with the Education Guidebook of FKH UA
9. The processing results of the final grades are uploaded to the AUCC by PJMK in addition to submission of grade hardcopy to the SBAK no later than 2 weeks after the UAS. The test score recapitulation by PJMK uses the format in accordance with the form specified is submitted to SBAK to be processed into KHS
10. Submission of final grade recapitulation must be in accordance with a predetermined timeframe, 2 weeks after the exam ends. If there is a delay, the Board of Faculty members will determine further policy



Form :
RECAPITULATION OF FINAL GRADE

Doc. No. : 1.1.02.006.001

Reviewed by :
Vice Dean I

Published/Revised : 5/3

**Faculty of Veterinary
Medicine**

Managed By :
Head of the Quality Assurance Unit of FKH-Unair

Date(s) of Revision : 11/07/2008, 8/06/2009,
07/06/2010

Course/Practicum Name :
Course/Practicum Code :
Number of Credits :

Semester :
Academic Year :

No.	Student ID	Name of Students	Quiz I	Assignment	Practicu m	Softskill	Mid-term Exam	Final Exam	Final Grade*		Remedial Grade**	
									Numbers	Letters	Numbers	Letters
Average Point of Class (X)												
SD												

Note :

*) Scoring Processes is based on Standard Reference Assessment (PAP)

Surabaya,
Course Coordinator

(.....)
NIP.



	Form : ATTENDANCE LIST OF LECTURER	Doc. No. : 1.1.02.002.002
	Reviewed By : Vice Dean I	Published/Revised : 5/2
Faculty of Veterinary Medicine	Managed By : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision: 11/07/2008

Study Program :
 Course :


Class :
 Name of Lecturer :

Meeting	Day/ Date	Realization of SAP		Number of Present Students	Students' Signature (Name)	Lecturer's Signature (Name)	Initial of Head of Academic	Overseen by Vice Dean I
		Title of Chapters	Details					

Surabaya,
 On behalf of Dean
 Vice Dean I

(.....)

NIP.....

	Form : LIST OF PARTICIPANTS OF ASSIGNMENT / QUIZ / MID-TERM EXAM / FINAL EXAM	Doc. No. : 1.1.02.004.003
	Reviewed By : Vice Dean I	Published/Revised : 5/2
Faculty of Veterinary Medicine	Managed By : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : 11/07/2008, 07/06/2010


Name of Course/Practicum:
 Code of Course/Practicum :
 Number of Credits :

Semester :
 Academic Year :
 Room :

No.	Student ID	Name of Students	N/R	Grade	Signatures
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Surabaya,
 Course Coordinator

(.....)
 NIP.....

	Form : ATTENDANCE LIST OF SUBJECT/PRACTICE	Doc. No. : 1.1.02.002.004
	Reviewed By : Vice Dean I	Published/Revised : 5/3
Faculty of Veterinary Medicine	Managed By : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : - 23/06/2005, 11/07/2008

Name of Course/Practicum :

Code of Course/Practicum :

Number of Credits :

Semester :

Academic Year :

Room :

No	Student ID	Name of Students	N/R	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Ss	Rekap Kehadiran

Surabaya,
 Course Coordinator

(.....)
 NIP.....



Form :
OVERVIEW OF OBJECTIVE/ESSAY QUESTIONS

Doc. No. : 1.1.02.003.005

Reviewed By :
Vice Dean I

Published/Revised :
5/2

**Faculty of Veterinary
 Medicine**

Managed By :
Head of the Quality Assurance Unit of FKH-Unair

Date(s) of Revision : **11/07/2008**

Name of Course/Practicum : Semester :

Code of Course/Practicum : Academic Year :

Number of Credits :

Examination Time :

Examination Duration :

Test Type :

Number of Questions :

Lecturer(s) : 1..... 2..... 3..... 4..... 5..... 6.....


No.	Main Explanation	Sub-Topics	Levels of Competence and Difficulty				Number of Questions	Percentage (%)
			C 1	C 2	C 3	C 4,5,6		
Number of Questions								
Percentage (%)								

Information : C1: Cognitive process of remembering; C2 : Cognitive process of understanding; C3 : Cognitive process of implementing; C 4,5,6 : Cognitive process of analyzing, synthesizing, and evaluating

Course Coordinator

Surabaya,

(.....)
 NIP.....

	Form : STUDY PLAN CARD	Doc. No. : 1.1.01.002.006a
	Reviewed by : Vice Dean I	Published/Revised : 5/4
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : 11/07/2008, 07/06/2010, 21/06/2017

Student's Name :

Semester : **ODD**

Student ID :

Academic Year :

.....

Address :

Academic Advisor :

.....

Semester I

Semester III

No.	Codes	Course Name	SKS	N/R
1.	AGI601	Islam	2	
2.	AGP10 1	Protestantism		
3.	AGK10 1	Catholicism		
4.	AGH10 1	Hinduism		
6.	AGB10 1	Buddhism		
7.	AGC10 1	Confucianism		
8.	NOP10 1	Civic Education		2
9.	SOP10 1	Pancasila (State of Ideology)	2	
9.	BAE12 0	Indonesian Language	2	
10.	BIA101	Basic Veterinary Anatomy	3	
11.	BIK101	Lecture of Veterinary Biochemistry	3	
12.	BIK102	Practical Veterinary Biochemistry	1	
13.	BIP101	Veterinary Embryology	2	
14.	KHR10 1	Introduction to Veterinary Science	2	
Total			19	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

No.	Codes	Subjects	SKS	N/R
1.	BIA301	Applied Anatomy and Capita Selecta	2	
2.	FAT401	Veterinary Pharmacology	3	
3.	BIG102	Animal Genetics	2	
4.	BIM105	Bacteriology and Micology	3	
5.	BIM201	Virology	2	
6.	BIM204	Veterinary Parasitology	2	
7.	KHT30 1	Animal Feed Technology	3	
8.	KHR10 3	Poultry & Non Ruminant Sciences	2	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
Total			19	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

Semester V

No.	Codes	Course name	SKS	N/R
1.	PNH4 97	Advanced Research Methodology	2	
2.	KHD4 01	Veterinary Clinical Diagnosis	3	
3.	KHD3 03	Poultry Health Management	2	
4.	FAF30 0	Veterinary Pharmacy Sciences	3	
5.	KHU1 04	Veterinary Systemic Pathology	3	
6.	KMV3 01	Veterinary Public Health	2	
7.	MNG4 01	Hazard Analysis and Critical Control Points (HACCP)	2	
8.	KHD3 04	Aquatic Animal Health Science/Diseases	2	
Total			19	
9	KKV42 0	Field Work Experience Learning Together with Society (KKN-BBM)	3	
Total			22	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

Semester VII

No.	Codes	Course name	SKS	N/R
1.	LKM40 5	Environmental Health	2	
2.	KHB40 2	Veterinary Special Surgery (Applied Surgery)	3	
3.	KHU40 1	Veterinary Clinical Pathology	3	
4.	KHD40 2	Vet Medicine II	3	
5.	KHO40 1	Lecture of Obstetrics and Infertility	3	
6.	KHO40 2	Practical of Obstetrics & infertility	2	
7.	KME41 7	Veterinary Epidemiology & Economics	2	
8	KHD40 2	Small Animal Internal Medicine	3	
	LKM10 6	Wild Animal	2	
9.	PKA40 1	Veterinary Acupuncture		
	KUH40 1	Veterinary Forensic		
	KHL42 1	Bioproduct, Biosafety and Biosecurity		
Total			20	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

Note : 1. Circle number of credits programmed

Surabaya,

2. Total number of credits taken(.....) SKS


Academic Advisor's Signature

Student's Signature

(.....)

(.....) NIP.....

Student ID.....

	Form : STUDY PLAN CARD	Doc. No. : 1.1.01.002.006b
	Reviewed by : Vice Dean I	Published/Revised : 5/4
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : 11/07/2008,07/06/2010 21/06/2017

Student's Name :

Semester : **EVEN**

Student ID :

Academic Year :

Address :


Academic Advisor :

Semester II

No.	Codes	Course Name	SKS	N/R
1.	KHU10 1	Lecture of Veterinary Physiology	3	
2.	KHU10 2	Practical of Veterinary Physiology	1	
3.	PHH10 1	Philosophy of Science	2	
4.	BIA201	Veterinary Topography Anatomy	3	
5.	BIA102	Lecture of Histology	2	
6.	BIA104	Practical of histology	2	
7.	NUV10 1	Animal Feed and Nutrition Science	2	
8.	KHR10 2	Ruminant Science	2	
Total			17	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	


Semester IV

No.	Codes	Course name	SKS	N/R
1.	FAT402	Veterinary Pharmacotherapy and Toxicology	3	
2.	KHD201	Bacterial and Fungal Diseases	3	
3.	KHD202	Viral Diseases	3	
4.	KHU103	General Veterinary Pathology	3	
5.	BIR201	Lecture of Physiology and Technology Reproduction	3	
6.	BIR102	Practical of Physiology and Technology Reproduction	1	
7.	KHD205	Parasitic diseases	3	
8.	PNH496	Basic Research Methodology	2	
Total			21	
Field/Off-campus Activities (Ternak Besar, Perunggasan, Pet & Wild Animal)			4 Weeks	

	Form : CHECKLIST FOR RETRIEVAL OF ACADEMIC REGULATION DOCUMENTS	Doc. No. : 1.1.01.002.007
	Reviewed by : Vice Dean I	Published/Revised : 5/3
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : 11/07/2008,07/06/2010


Surabaya,
 SBAK

(.....)
 NIP.....

 Faculty of Veterinary Medicine	Form : CHECKLIST FOR RE-ENROLMENT	Doc. No. : 1.1.01.002.008
	Reviewed by : Vice Dean I	Published/Revised : 5/3
	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : 11/07/2008,07/06/2010

(.....)

NIP.....

 Faculty of Veterinary Medicine	Form : MINUTE FOR STUDENTS NOT ALLOWED TO PARTICIPATE IN UAS	Doc. No. : 1.1.02.005.009
	Reviewed by : Vice Dean I	Published/Revised : 5/3
	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : - 11/07/2008,07/06/2010

Based on the academic rules of FKH-Unair regarding the minimum student attendance in lectures (75%) and practicum (100%), students listed below are not permitted to attend the UAS :


- | | |
|--------|---------|
| 1..... | 6..... |
| 2..... | 7..... |
| 3..... | 8..... |
| 4..... | 9..... |
| 5..... | 10..... |

Surabaya,.....

Course Coordinator

(.....)

NIP.....

	Form : REVISED STUDY PLAN CARD	Doc. No. : 1.1.01.002.010a
	Reviewed by : Vice Dean I	Published/Revised : 5/4
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : 11/07/2008, 07/06/2010

Student's Name : Semester : **ODD**

Student ID : Academic Year :

Address : Academic Advisor :

Semester I

Semester III

No.	Codes	Course name	SKS	N/R
1.	AGI601	Islam	2	
2.	AGP10 1	Protestantism		
3.	AGK10 1	Catholicism		
4.	AGH10 1	Hinduism		
6.	AGB10 1	Buddhism		
7.	AGC10 1	Confucianism		
8.	NOP10 1	Civic Education		2
9.	SOP10 1	Pancasila (State of Ideology)	2	
10.	BAE12 0	Indonesian Language	2	
11.	BIA101	Basic Veterinary Anatomy	3	
12.	BIK101	Lecture of Veterinary Biochemistry	3	
13.	BIK102	Practical Veterinary Biochemistry	1	
14.	BIP101	Veterinary Embryology	2	
15.	KHR10 1	Introduction to Veterinary Science	2	
Total			19	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

No.	Codes	Course name	SKS	N/R
1.	BIA301	Applied Anatomy and Capita Selecta	2	
2.	FAT401	Veterinary Pharmacology	3	
3.	BIG102	Animal Genetics	2	
4.	BIM105	Bacteriology and Micology	3	
5.	BIM201	Virology	2	
6.	BIM204	Veterinary Parasitology	2	
7.	KHT30 1	Animal Feed Technology	3	
8.				
	KHR10 3	Poultry & Non Ruminant Sciences	2	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
-	-	-	-	
Total			19	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

Semester V

Semester VII

No.	Codes	Course name	SKS	N/R
1.	PNH497	Advanced Research Methodology	2	
2.	KHD401	Veterinary Clinical Diagnosis	3	
3.	KHD303	Poultry Health Management	2	
4.	FAF300	Veterinary Pharmacy Sciences	3	
5.	KHU104	Veterinary Systemic Pathology	3	
6.	KMV301	Veterinary Public Health	2	
7.	MNG401	Hazard Analysis and Critical Control Points (HACCP)	2	
8.	KHD304	Aquatic Animal Health Science/Diseases	2	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

No.	Codes	Course name	SKS	N/R
1.	LKM405	Environmental Health	2	
2.	KHB402	Veterinary Special Surgery (Applied Surgery)	3	
3.	KHU401	Veterinary Clinical Pathology	3	
4.	KHD402	Vet Medicine II	3	
5.	KHO401	Lecture of Obstetrics and Infertility	3	
6.	KHO402	Practical of Obstetrics & infertility	2	
7.	KME417	Veterinary Epidemiology & Economics	2	
8.	KHD402	Small Animal Internal Medicine	3	
9.	LKM106	Wild Animal	2	
	PKA401	Veterinary Acupuncture		
	KUH401	Veterinary Forensic		
	KHL421	Bioproduct, Biosafety and Biosecurity		
Total			20	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

Note : 1. Circle number of credits programmed Surabaya,


2. Total number of credits taken(.....) SKS

Academic Advisor's Signature

Student's Signature

(.....)(.....) NIP.....

Student ID.....

 Faculty of Veterinary Medicine	Form : REVISED STUDY PLAN CARD	Doc. No. : 1.1.01.002.010b
	Reviewed by : Vice Dean I	Published/Revised : 5/4
	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : 11/07/2008,07/06/2010

Student's Name : Semester : **EVEN**

Student ID : Academic Year :

Address : Academic Advisor :

Semester II

No.	Codes	Course name	SKS	N/R
1.	KHU101	Lecture of Veterinary Physiology	3	
2.	KHU102	Practical of Veterinary Physiology	1	
3.	PHH101	Philosophy of Science	2	
4.	BIA201	Veterinary Topography Anatomy	3	
5.	BIA102	Lecture of Histology	2	
6.	BIA104	Practical of histology	2	
7.	NUV101	Animal Feed and Nutrition Science	2	
8.	KHR102	Ruminant Science	2	
Total			17	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

Semester IV


No.	Codes	Course name	SKS	N/R
1.	FAT402	Veterinary Pharmacotherapy and Toxicology	3	
2.	KHD201	Bacterial and Fungal Diseases	3	
3.	KHD202	Viral Diseases	3	
4.	KHU103	General Veterinary Pathology	3	
5.	BIR201	Lecture of Physiology and Technology Reproduction	3	
6.	BIR102	Practical of Physiology and Technology Reproduction	1	
7.	KHD205	Parasitic diseases	3	
8.	PNH496	Basic Research Methodology	2	
Total			21	
Field/Off-campus Activities (Large Livestock, Poultry, Pet & Wild Animal)			4 Weeks	

Semester VI

No.	Codes	Course name	SKS	N/R
1.	AGI401	Applied Islam	2	
	AGP401	Applied Protestantism		
	AGK401	Applied Catholicism		
	AGH401	Applied Hinduism		
	AGB401	Applied Buddhism		
	AGC401	Applied Confucianism		
2.	KHB401	Veterinar General Surgery Veterinary Science 9Pre-peri and post surgery)	2	
3.	KLV301	Large Animal Internal	2	

Semester VIII

No.	Codes	Course name	SKS	N/R
1.	PNH498	Seminar	3	
2.	PNH499	Thesis	5	
3.				

	Form : Study Result Card	Doc. No. : 1.1.01.002.011
	Reviewed by : Vice Dean I	Published/Revised : 5/3
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : - 11/07/2008,07/06/2010

Student's Name : Semester : **EVEN / ODD**

Student ID : Academic Year :

Academic Advisor :

No.	Course Code	Course Name	N/R	Grade	Credits	Weight
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Total						
Cumulative GPA :		Current Semester GPA :				
Cumulative Credits :		Maximum Credits to Be Taken Next Semester :				

Sighted : Surabaya,.....


Vice Dean I Academic Advisor

(.....) (.....)

NIP..... NIP.....

Information :

- L1 : Student
- L2 : Academic Advisor
- L3 : Students' Parents / Guardian
- L4 : Faculty Archive

	Form : EVALUATION OF LECTURER'S PERFORMANCE IN LECTURE	Doc. No. : 1.1.01.005.012a
	Reviewed by :	Published/Revised

	Vice Dean I	: 5/2
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : - 23/06/2005, 07/06/2010

The evaluation of lecturer's performance in this course is intended to ensure that the lecturers' performance in teaching each semester has been carried out properly in accordance with their main tasks and roles. This evaluation is also intended to identify good practices in order to improve the quality of the learning process.

Considering the importance of this Information to improve the quality of teaching and learning process, please fill it out properly.

Lecturer's Name :

Subjects :

Put a cross (X) on the appropriate box.

N o	Rated aspects	Scales			
		1	2	4	5
Lecture planning					
1	The lecturer delivers lecture objectives	<input type="checkbox"/> Not clear	<input type="checkbox"/> Not really clear	<input type="checkbox"/> Fairly clear	<input type="checkbox"/> Very clear
2	Course outline is delivered at the start of the subject by the lecturer	<input type="checkbox"/> None	<input type="checkbox"/> Yes, only scheduled	<input type="checkbox"/> Yes, scheduled and list of references	<input type="checkbox"/> Yes, complete

3	Lecturer uses the latest textbooks and literature (≤ 5 years)	<input type="checkbox"/> None	<input type="checkbox"/> Yes, a few	<input type="checkbox"/> Yes, many	<input type="checkbox"/> All
4	Lectures are equipped with teaching materials/dictates/handouts	<input type="checkbox"/> None	<input type="checkbox"/> Yes, only handout	<input type="checkbox"/> Yes, dictate	<input type="checkbox"/> Yes, learning materials
Lecture process					
5	Lecture is conducted on time and at the specified schedule	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	<input type="checkbox"/> Always
6	Materials delivered conform to the plan in course outline	<input type="checkbox"/> Not matched	<input type="checkbox"/> Less matched	<input type="checkbox"/> Fairly matched	<input type="checkbox"/> Very matched
7	Clarity in delivering lecture by the lecturer	<input type="checkbox"/> Not clear	<input type="checkbox"/> Not really clear	<input type="checkbox"/> Fairly clear	<input type="checkbox"/> Very clear
8	The lecturer gives examples or real-life applications related to lecture materials	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	<input type="checkbox"/> Always
9	The use of a wide range of learning media (whiteboard, props, OHP, LCD Projector, film, etc)	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	<input type="checkbox"/> Always
1	The lecturer's ability in	<input type="checkbox"/> Not	<input type="checkbox"/> Not	<input type="checkbox"/> Fairly	<input type="checkbox"/> Very skillful

0	integrating the use of a wide range of learning media	skillful	really skillful	skillful	
1 1	Presentation of learning media used	<input type="checkbox"/> Bad	<input type="checkbox"/> Not really good	<input type="checkbox"/> Good	<input type="checkbox"/> Very good


1 2	The lecturer demonstrates attention to the students' needs (e.g., give opportunity to ask a question, respond to a question/comment)	<input type="checkbox"/> Bad	<input type="checkbox"/> Not really good	<input type="checkbox"/> Good	<input type="checkbox"/> Very good
1 3	Teaching method used by the lecturer to improve students' understanding	<input type="checkbox"/> Incapable	<input type="checkbox"/> Less capable	<input type="checkbox"/> Fairly capable	Very capable
1 4	The lecturer uses teaching method that can increase interaction among students and between students and the lecturer	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	Always
1 5	In general, are you satisfied with the lecturer's role as a learning facilitator?	<input type="checkbox"/> Not satisfied	<input type="checkbox"/> Less satisfied	<input type="checkbox"/> Satisfied	Very Satisfied
<input type="checkbox"/> Evaluation					
1	The lecturer explains	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	Always

6	learning assessment		m		
17	The fairness between score proportion and assignment/evaluation required	<input type="checkbox"/> Not match ed	<input type="checkbox"/> Less match ed	<input type="checkbox"/> Fairly match ed	Very matched
18	The lecturer provides constructive feedback to the students' works (assignments, exams, quizzes, etc).	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	Always
19	The lecturers inform clues of exam questions and details of assignment provided	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	Always
20	In general, how satisfied are you to the evaluation process provided by the lecturer?	<input type="checkbox"/> Not satisfied ed	<input type="checkbox"/> Less satisfied ed	<input type="checkbox"/> Satisfied ed	Very Satisfied

WRITTEN COMMENTS

1. Based on your experience, what was the best thing done by the lecturer?

2. What is your suggestion to improve the lecturer's performance?

	Form : EVALUATION OF LECTURER'S PERFORMANCE IN PRACTICUM	Doc. No. : 1.1.01.005.012B
	Reviewed by : Vice Dean I	Published/Revised : 5/2
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : 23/06/2005, 07/06/2010

The evaluation of lecturer's performance in this lecture is intended to ensure that the lecturer's/assistant's performance in practicum each semester has been carried out properly in accordance with their main tasks and roles. This evaluation is also intended to identify good practices in order to improve the quality of the practicum.

Considering the importance of this Information to improve the quality of the learning process, please fill it out properly.

Lecturer's Name :

Subjects :

Put a cross (X) on the appropriate box.

No	Rated Aspects	Scales			
		1	2	4	5
Perencanaan Praktikum					
1.	The lecturer/Assistant delivers lecture	<input type="checkbox"/> Not clear	<input type="checkbox"/> Not really clear	<input type="checkbox"/> Fairly clear	<input type="checkbox"/> Very clear

	objectives				
2.	Course outline is delivered at the start of the subject by the lecturer/assistant	<input type="checkbox"/> None	<input type="checkbox"/> Yes, only schedules	<input type="checkbox"/> Yes, schedules and list of references	<input type="checkbox"/> Yes, complete
3.	Practicum is equipped with worksheet and practicum guide	<input type="checkbox"/> None	<input type="checkbox"/> Not really complete	<input type="checkbox"/> Fairly complete	<input type="checkbox"/> Very complete
4.	The lecturer's explanation regarding code of conduct, rules and practicum procedure	<input type="checkbox"/> Not clear	<input type="checkbox"/> Not really clear	<input type="checkbox"/> Fairly clear	<input type="checkbox"/> Very clear
<input type="checkbox"/> Practicum process					
5.	Practicum is conducted on time and at the specified schedule	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	<input type="checkbox"/> Always
6.	The lecturer/assistant holds a pretest before practicum	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	<input type="checkbox"/> Always
7.	Clarity in delivering practicum materials by the	<input type="checkbox"/> Not clear	<input type="checkbox"/> Not really clear	<input type="checkbox"/> Fairly clear	<input type="checkbox"/> Very clear

	lecturer/assistant				
8.	The lecturer/assistant are skillful in operating practicum instruments	<input type="checkbox"/> Not skillful	<input type="checkbox"/> Not really skillful	<input type="checkbox"/> Fairly skillful	<input type="checkbox"/> Very skillful
9.	The use of a wide range of learning media (whiteboard, props, OHP, LCD Projector, film, etc)	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	<input type="checkbox"/> Always
10.	The lecturer/assistant demonstrates attention to the students' needs (e.g., give opportunity to ask a question, respond to a question/comment)	<input type="checkbox"/> Bad	<input type="checkbox"/> Not really good	<input type="checkbox"/> Good	<input type="checkbox"/> Very good


11	In general, are you satisfied with the lecturer/assistant's role as a practicum facilitator?	<input type="checkbox"/> Not satisfied	<input type="checkbox"/> Less satisfied	<input type="checkbox"/> Satisfied	<input type="checkbox"/> Very Satisfied
<input type="checkbox"/> Evaluasi					
12	The lecturer explains	<input type="checkbox"/> Never	<input type="checkbox"/> Seldom	<input type="checkbox"/> Often	<input type="checkbox"/> Always

	learning assessment in practicum		m		
13	Practicum assessment is done comprehensively	<input type="checkbox"/> Never	<input type="checkbox"/> Yes, only written test	<input type="checkbox"/> Yes, only practicu m test	<input type="checkbox"/> Yes, written and practic um tests
14	The lecturers inform clues of written and practicum exams	<input type="checkbox"/> Never	<input type="checkbox"/> Seldo m	<input type="checkbox"/> Often	<input type="checkbox"/> Always
15	In general, how satisfied are you to the evaluation process provided by the lecturer/assistant in practicum?	<input type="checkbox"/> Not satisfi ed	<input type="checkbox"/> Less satisfie d	<input type="checkbox"/> Satisfie d	<input type="checkbox"/> Very Satisfie d

WRITTEN COMMENTS

1. Based on your experience, what was the best thing done by the lecturer?

2. What is your suggestion to improve the lecturer's performance?

	Form : STATEMENT OF DIFFICULTY IN KRS/KPRS CONSULTATION WITH ACADEMIC ADVISOR	Doc. No. : 1.1.01.005.013
	Reviewed by : Vice Dean I	Published/Revised : 5/3
Faculty of Veterinary Medicine	Managed by : Head of the Quality Assurance Unit of FKH-Unair	Date(s) of Revision : 11/07/2008,07/06/2010

Signing below,

Name :

Student ID :

Study program :

acknowledges that some attempts to meet academic advisor have been made, on :

1. Day at on

2. Day at on

3. Day at on

4. Day at on

5. Day at on

6. Day at on

and/or has reached out to him/her by phone on,

at....., at phone number

....., but has not succeeded

This statement is made in truth and to be used accordingly.

Sighted : Surabaya,.....

Lecturer in Academic Advisor Section

(.....) (.....)

NIP.

Student ID