



COLLECTION PROCEDURE
MANUAL OF INTERNAL
QUALITY ASSURANCE SYSTEM
OF FACULTY OF ANIMAL AND
AGRICULTURAL SCIENCES
UNIVERSITY OF DIPONEGORO

SPMI-FPP UNDIP	MP		
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SEMARANG
2015



Collection Procedure Manual of Internal Quality Assurance System of Faculty of Animal and Agricultural Sciences University of Diponegoro

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FACULTY OF ANIMAL AND AGRICULTURAL		COLLECTION PROCEDURE MANUAL OF INTERNAL QUALITY ASSURANCE SYSTEM	Approved by Dean
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PREFACE


The Faculty of Animal and Agriculture Sciences, University of Diponegoro has commitment to always improve the quality of education services through a quality assurance system. Quality assurance at FPP-UNDIP is conducted in stages, systematically, and planned. It is carried out by the Faculty Quality Assurance Team (TPMF).

A manifestation of FPP-UNDIP's commitment to quality assurance is the compilation of the Procedure Manual Collection (MP) as guide for all academics in carrying out their respective duties and functions in the Internal Quality Assurance System (SPMI).

The head of FPP-UNDIP would like to give his gratitude to parties who have provided suggestions and input in the preparation of this SPMI Policy, especially to TPMF. The head of FPP-UNDIP also hope that this SPMI Policy book will be useful for those who need it.

Semarang, April 2015
Dean

Prof. Dr. Ir. Mukh. Arifin, M.Sc.
NIP 196107261987031003

		PROCEDURE MANUAL OF CURRICULUM DEVELOPMENT	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

One of the components in the educational process to produce quality graduates, have high competence and strong competitiveness is the curriculum. The content and form of a curriculum reflect the nature or character of a higher education system and its graduates. With a curriculum that is carefully planned based on the vision and mission of the institution, a higher education institution will produce graduates who have a solid foundation of knowledge and personality, and are able and ready to develop in society.

1.2 Objectives

To provide guidelines in the curriculum development as an effort to achieve the vision and mission of the study program as well as the desired graduate profile.

1.3 Targets

The targets of this manual are the Department and Lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) The curriculum as stated in PP number 17 of 2010 article 27 is a set of plans and arrangements regarding the objectives, content, and learning materials as well as the methods used as guidelines for the implementation of learning activities to achieve higher education goals.
- 2) Competence is a set of intelligent, responsible actions that a person has as a condition to be considered capable by the community in carrying out tasks in certain fields of work.
- 3) Tracking Study is a study to obtain the required data from internal and/or external stakeholders as a reference for determining/drafting standards.
- 4) Stakeholders are groups or individuals whose support is needed for the welfare and survival of the organization, for example: users of graduates from the industrial or production sectors, the wider community, government, and universities themselves.
- 5) Dean is the Dean/Assistant Dean of FPP-UNDIP.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences, University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Dean (PD 1)
- 2) Lecturer (D)
- 3) Stakeholder (SH)

4.2 Procedure


- 1) The Dean forms a curriculum development team consisting of lecturers, where the curriculum developed is based on competence as mandated in PP Number 17 of 2010 article 97 paragraph (1).
- 2) The curriculum development team compiles the curriculum draft with the following stages:
 - a) Evaluation/self-assessment of the study program,
 - b) Tracking study of aluminum and input mining from stakeholders,
 - c) Compilation of graduate profiles according to employment,
 - d) Compilation of graduate competencies,
 - e) Determination of study materials,
 - f) Determination of courses and their weighting,
 - g) Determination of course syllabus,
 - h) Distribution of courses in the semesters.
- 3) The curriculum development team submits the curriculum draft to the Head of the Department.
- 4) The Dean socialized and asked for input from all lecturers on the curriculum draft in a workshop activity.
- 5) The approved curriculum draft becomes the curriculum that will be used by the Faculty of Animal and Agricultural Sciences of UNDIP.

5. CLOSING

This procedure is prepared with the expectation that all relevant parties can carry it out properly, so that the vision and mission of FPP-UNDIP can be realized.

**Flowchart
Procedure Manual of Curriculum Development**

No.	Activity	Relevant Parties			Time	Document
		KJ	D	SH		
1	The Dean forms a curriculum development team consisting of lecturers, where the curriculum developed is based on competence as mandated in PP Number 17 of 2010 article 97 paragraph (1).					
2	The curriculum development team compiles the curriculum draft with the following stages: a) Evaluation/self-assessment of the study program, b) Tracking study of aluminum and input mining from stakeholders, c) Compilation of graduate profiles according to employment, d) Compilation of graduate competencies, e) Determination of study materials, f) Determination of courses and their weighting, g) Determination of course syllabus, h) Distribution of courses in the semesters.				4 months	
3	The curriculum development team submits the curriculum draft to the Dean.					
4	The Dean socialized and asked for input from all lecturers on the curriculum draft in a workshop activity.				1 month	
5	The approved curriculum draft becomes the curriculum that will be used by the FPP-UNDIP.					

		PROCEDURE MANUAL OF COURSE SYLLABI CHANGES	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

The syllabus describes the content of the course. Because science is always developing, there is a possibility that the content of the course must also change, following the development of science. Thus, the course syllabus needs to be adjusted. Changes in the syllabus of the course are not only made by a Supporting Lecturer, but must involve the Peer Group. Therefore, a guideline is needed so that each party knows its role and what to do.

1.2 Objectives

To provide opportunities for lecturers/peer groups to make changes to the course syllabi.

1.3 Targets

The targets of this manual are students, academic administrative staff, and guardian lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Syllabi is a learning plan in a certain subject and/or group of subjects/themes which includes competency standards, basic competencies, subject/learning materials, learning activities, indicators of competency achievement for assessment, assessment, time allocation, and learning resources.
- 2) Teaching staff is staff assigned to administrative affairs of changing the course syllabi.

2.1 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Supporting Lecturer (DP)
- 2) Peer Group (PG)
- 3) Faculty (F)
- 4) Academic Administrative Staff (TAA)

4.2 Procedure

- 1) At the end of the academic year, the Peer Group evaluates the course syllabi based on the

needs/competencies of the graduates, the development of the field/course, input from alumni, members of the Peer Group, students, and users.


- 2) The Supporting Lecturer prepares a draft syllabi.
- 3) The Peer Group discusses the draft syllabi.
- 4) If there is input from the Peer Group, the Supporting Lecturer will revise the draft syllabi.
- 5) If the draft is acceptable, the Peer Group submits the draft syllabi to the Faculty.
- 6) The Faculty holds a meeting to evaluate the implementation of the end of the school year lectures and discuss changes in the course syllabi.
- 7) The approved changes in the syllabi are submitted to the Academic Administrative Staff.
- 8) The Academic Administrative Staff updates the syllabi and prints the FPP-UNDIP book, and uploads it on the website.

5. CLOSING

This procedure is prepared with the expectation that all relevant parties can carry it out properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Course Syllabi Changes

No.	Activity	Relevant Parties				Time	Document
		DP	PG	J	TAA		
1	At the end of the academic year, the Peer Group evaluates the course syllabi based on the needs/competencies of the graduates, the development of the field/course, input from alumni, members of the Peer Group, students, and users.		Start			The end of the academic year	
2	The Supporting Lecturer prepares a draft syllabi.					1 week	
3	The Peer Group discusses the draft syllabi.						
4	If there is input from the Peer Group, the Supporting Lecturer will revise the draft syllabi.						
5	If the draft is acceptable, the Peer Group submits the draft syllabi to the Faculty.						
6	The Faculty holds a meeting to evaluate the implementation of the end of the school year lectures and discuss changes in the course syllabi.						
7	The approved changes in the syllabi are submitted to the Academic Administrative Staff.						
8	The Academic Administrative Staff updates the syllabi and prints the FPP-UNDIP book, and uploads it on the website.						Finish

		PROCEDURE MANUAL OF NEW CURRICULUM IMPLEMENTATION	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

The approved New Curriculum must be implemented. There are usually changes in the New Curriculum compared to the Old Curriculum. To make the implementation run smoothly, it is necessary to develop a guideline in the form of a Procedure Manual of New Curriculum Implementation.

1.2 Objectives

To provide procedures for implementing the new curriculum as an effort to achieve the vision and mission of the study program as well as the desired graduate profile.

1.3 Targets

The targets of this manual are the Dean (PD 1), lecturers, and academic administrative staff.

2. DEFINITION AND SCOPE

2.1 Definition

The curriculum as stated in PP number 17 of 2010 article 27 is a set of plans and arrangements regarding the objectives, content, and learning materials as well as the methods used as guidelines for the implementation of learning activities to achieve higher education goals.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Dean (PD 1)
- 2) Lecturer (D)

4.2 Procedure


- 1) The Head of the Department forms a new curriculum implementation team consisting of lecturers.
- 2) The new curriculum implementation team prepares a draft of the implementation rules for the transition from the old curriculum to the new curriculum which includes:
 - a) The start of the new curriculum,
 - b) Conversion of courses,
 - c) Class implementation and remedial tests of old curriculum courses,
 - d) Supporting Lecturer of new curriculum courses.
- 3) The curriculum development team submits the draft of the implementation rules for the transition from the old curriculum to the new curriculum to the Dean.
- 4) The Dean socializes and asks all lecturers for input on the draft of the implementation rules for the transition from the old curriculum to the new curriculum in the Faculty meeting.
- 5) After the implementation rules for the transition from the old curriculum to the new curriculum are approved, the new curriculum can be implemented.

5. CLOSING

This procedure is prepared with the expectation that all relevant parties can carry it out properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of New Curriculum Implementation

No.	Activity	Relevant Parties		Time	Document
		KJ	D		
1	The Head of the Department forms a new curriculum implementation team consisting of lecturers	Start			
2	The new curriculum implementation team prepares a draft of the implementation rules for the transition from the old curriculum to the new curriculum which includes: a) The start of the new curriculum, b) Conversion of courses, c) Implementation of lectures and remedial tests of old curriculum courses, d) Supporting Lecturer of new curriculum courses.			2 months	
3	The curriculum development team submits the draft of the implementation rules for the transition from the old curriculum to the new curriculum to the Dean.				
4	The Dean socializes and asks all lecturers for input on the draft of the implementation rules for the transition from the old curriculum to the new curriculum in the Faculty meeting.			1 month	
5	After the implementation rules for the transition from the old curriculum to the new curriculum are approved, the new curriculum can be implemented.	Finish			

		PROCEDURE MANUAL OF COURSE DETERMINATION	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

At the beginning of the semester, each student is required to fill out a Study Plan Card (KRS) through the guidance and direction of the guardian lecturer. Students must determine the courses to be enrolled in that semester. Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Course Determination, so that there is uniformity in the course determination process.

1.2 Objectives

This manual is intended to provide guideline for students, academic administrative staff, and guardian lecturers regarding the course determination.

1.3 Targets

The targets of this manual are students, academic administrative staff, and guardian lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) KRS is an abbreviation of the Study Plan Card, which is a list containing the courses enrolled by students in a certain semester with units of credit (semester credit units).
- 2) Semester credit units (sks) are units used to express the amount of student study load, the amount of recognition for the success of student efforts, the amount of recognition for the success of a cumulative effort for a particular program, and the amount of effort to provide education for universities and especially for teaching staff:
 - One credit of academic load in the form of lectures is equivalent to student effort which includes 50 (fifty) minutes of face-to-face, 60 (sixty) minutes of structured activities, and 60 minutes of independent activities per week for one semester.
 - One credit of practicum activities is equivalent to 100 (one hundred) minutes of work in the laboratory per week for one semester.
 - One credit of Practical Field Work is equivalent to 240 (two hundred and forty) minutes of field work for one semester.
 - One credit of academic load in the form of seminars and capita selecta which requires students to provide presentations in the same forum as in lectures, which contains 50 (fifty) minutes of face-to-face meetings per week for one semester.
 - One credit of academic load in the form of research in the context of writing a thesis is a research assignment of 3 (three) to 4 (four) hours per week for one semester.
- 3) Academic administrative staff is an educational staff in the department whose job is to archive KRS.
- 4) Guardian Lecturer is a permanent lecturer in the vocational program or undergraduate program of the Faculty of Animal and Agricultural Sciences of University of Diponegoro

who is assigned the task of providing consideration, guidance, advice, and approval to the supervised students in determining student study plans and can provide counseling that supports the learning process.

- 5) Faculty is the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

2.3 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Student (MH)
- 2) Guardian Lerturer (DW)
- 3) Academic Administrative Staff (TAA)

4.2 Procedure


- 1) The students consult with the guardian lecturer to determine the courses to be enrolled.
- 2) The students fill out KRS online.
- 3) The guardian lecturer approves the determination of the course by conducting online verification of the completed KRS.
- 4) The guardian lecturer prints the approved KRS.
- 5) The students sign the KRS.
- 6) The guardian lecturer signs the KRS.
- 7) The students submit a copy of the KRS that has been approved by the guardian lecturer to the administrative staff.

Flowchart
Procedure Manual of Course Determination

No.	Activity	Relevant Parties			Time	Document
		MH	DW	TAA		
1	The students consult with the guardian lecturer to determine the courses to be enrolled.	Start	□		1 day	
2	The students fill out KRS online.	□				
3	The guardian lecturer approves the determination of the course by conducting online verification of the completed KRS.		□			
4	The guardian lecturer prints the approved KRS.		□			
5	The students sign the KRS.	□				KRS
6	The guardian lecturer signs the KRS.	□				KRS
7	The students submit a copy of the KRS that has been approved by the guardian lecturer to the administrative staf.		□	Finish		KRS

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

		PROCEDURE MANUAL OF COURSE SUBSTITUTION	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

At the beginning of the semester, each student is required to fill out a Study Plan Card (KRS) through the guidance and direction of the guardian lecturer. When the course has been carried out, for some reason, sometimes students think that the courses they are taking need to be substituted. Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Course Substitution, so that there is uniformity in the course substitution process.

1.2 Objectives

This manual is intended to provide guidelines for students, academic administrative staff, and guardian lecturers regarding the course substitution.

1.3 Targets

The targets of this manual are students, academic administrative staff, and guardian lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) KRS is an abbreviation of the Study Plan Card, which is a list containing the courses enrolled by students in a certain semester with units of credit (semester credit units).
- 2) Semester credit units (sks) are units used to express the amount of student study load, the amount of recognition for the success of student efforts, the amount of recognition for the success of a cumulative effort for a particular program, and the amount of effort to provide education for universities and especially for teaching staff:
 - One credit of academic load in the form of lectures is equivalent to student effort which includes 50 (fifty) minutes of face-to-face, 60 (sixty) minutes of structured activities, and 60 minutes of independent activities per week for one semester.
 - One credit of practicum activities is equivalent to 100 (one hundred) minutes of work in the laboratory per week for one semester.
 - One credit of Practical Field Work is equivalent to 240 (two hundred and forty) minutes of field work for one semester.
 - One credit of academic load in the form of seminars and capita selecta which requires students to provide presentations in the same forum as in lectures, which contains 50 (fifty) minutes of face-to-face meetings per week for one semester.

- One credit of academic load in the form of research in the context of writing a thesis is a research assignment of 3 (three) to 4 (four) hours per week for one semester.
- 3) Academic administrative staff are educational staff in the department whose job is to archive KRS.
 - 4) Guardian Lecturer is a permanent lecturer in the vocational program or undergraduate program of the Faculty of Animal and Agricultural Sciences of University of Diponegoro who is assigned the task of providing consideration, guidance, advice, and approval to the supervised students in determining student study plans and can provide counseling that supports the learning process.
 - 5) Faculty is the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Student (MS)
- 2) Guardian Lecturer (DW)
- 3) Academic Administrative Staff (TAA)

4.2 Procedure


- 1) The students ask for permission from the guardian lecturer to do the course substitution.
- 2) The guardian lecturer gives permission by opening access for students to do the course substitution online.
- 3) The students do the course substitution online.
- 4) The guardian lecturer approves the course substitution by verifying the KRS that has been changed online.
- 5) The guardian lecturer prints the approved KRS.
- 6) The students sign the KRS.
- 7) The guardian lecturer signs the KRS.
- 8) The students submit a copy of the KRS that has been approved by the guardian lecturer to the academic administrative staff.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

**Flowchart
Procedure Manual of Course Substitution**

No.	Activity	Relevant Parties			Time	Document
		MS	DW	TAA		
1	The students ask for permission from the guardian lecturer to do the course substitution after checking on the SIA online.	Start			1 day	
2	The guardian lecturer gives permission by opening access for students to do the course substitution online.					
3	The students do the course substitution online.					
4	The guardian lecturer approves the course substitution by verifying the KRS that has been changed online.					
5	The guardian lecturer prints the approved KRS.					KRS
6	The students sign the KRS.				1 day	KRS
7	The guardian lecturer signs the KRS.					
8	The students submit a copy of the KRS that has been approved by the guardian lecturer to the academic administrative staff					KRS

		PROCEDURE MANUAL OF COURSE CANCELLATION	Approved by:
Revision	Date	-	Dean

1. INTRODUCTION

1.1 Background

At the beginning of the semester, each student is required to fill out a Study Plan Card (KRS) through the guidance and direction of the guardian lecturer. When the course has been carried out, for some reason, sometimes students think that the courses they are taking need to be cancelled. Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Course Cancellation, so that there is uniformity in the course cancellation process.

1.2 Objectives

This manual is intended to provide guidelines for students, academic administrative staff, and guardian lecturers regarding the course cancellation.

1.3 Targets

The targets of this manual are students, academic administrative staff, and guardian lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) KRS is an abbreviation of the Study Plan Card, which is a list containing the courses enrolled by students in a certain semester with units of credit (semester credit units).
- 2) Semester credit units (sks) are units used to express the amount of student study load, the amount of recognition for the success of student efforts, the amount of recognition for the success of a cumulative effort for a particular program, and the amount of effort to provide education for universities and especially for teaching staff:
 - One credit of academic load in the form of lectures is equivalent to student effort which includes 50 (fifty) minutes of face-to-face, 60 (sixty) minutes of structured activities, and 60 minutes of independent activities per week for one semester.
 - One credit of practicum activities is equivalent to 100 (one hundred) minutes of work in the laboratory per week for one semester.
 - One credit of Practical Field Work is equivalent to 240 (two hundred and forty) minutes of field work for one semester.
 - One credit of academic load in the form of seminars and capita selecta which requires students to provide presentations in the same forum as in lectures, which contains 50 (fifty) minutes of face-to-face meetings per week for one semester.
 - One credit of academic load in the form of research in the context of writing a thesis is a research assignment of 3 (three) to 4 (four) hours per week for one semester.
- 3) Academic administrative staff is an educational staff in the department whose job is to archive KRS.
- 4) Guardian Lecturer is a permanent lecturer in the vocational program or undergraduate program of the Faculty of Animal and Agricultural Sciences of

University of Diponegoro who is assigned the task of providing consideration, guidance, advice, and approval to the supervised students in determining student study plans and can provide counseling that supports the learning process.

- 5) Faculty is the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Related Parties

- 1) Student (MH)
- 2) Guardian Lecturer (DW)
- 3) Academic Administrative Staff (TAA)

4.2 Procedure


- 1) The students consult and ask for permission from the guardian lecturer to do the course cancellation.
- 2) The guardian lecturer gives permission by opening access for students to do the course cancellation online.
- 3) The students do the course cancellation online.
- 4) The guardian lecturer approves the course cancellation by verifying the KRS that has been changed online.
- 5) The guardian lecturer prints the approved KRS.
- 6) The students sign the KRS.
- 7) The guardian lecturer signs the KRS.
- 8) The students submit a copy of the KRS that has been approved by the guardian lecturer to the academic administrative staff.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Course Cancellation

No.	Activity	Relevant Parties			Time	Document
		MH	DW	TAA		
1	The students ask for permission from the guardian lecturer to do the course cancellation.	Start			1 day	
2	The guardian lecturer gives permission by opening access for students to do the course cancellation online.					
3	The students do the course cancellation online.					
4	The guardian lecturer approves the course cancellation by verifying the KRS that has been changed online.					
5	The students print the approved KRS.					KRS
6	The students sign the KRS.					KRS
7	The guardian lecturer signs the KRS.					KRS
8	The students submit a copy of the KRS that has been approved by the guardian lecturer to the academic administrative staff.			Finish		KRS


		PROCEDURE MANUAL OF LECTURING ACTIVITIES		Approved by:
Revision	Date			Dean

Notes:

1. The lecturing activities need to be regulated
2. The lecturing activities are the implementation of several quality standards that are applied.

N o.	Activity	Relevant Parties				Time	Document
		MHS	LECTURE R	Teaching Division	PD 1/ Jur/Lab		
1.	The lecturer takes attendance list at the Academic Division.		<input type="checkbox"/>	<input type="checkbox"/>		Every meeting	Attendance list
2.	At the beginning of the meeting, the lecturer circulates the attendance list to students, and students fill in the attendance list.	<input type="checkbox"/>	<input type="checkbox"/>				
3.	At the end of the meeting, the lecturer takes the attendance list, checks the suitability of the number of students, and signs it.		<input type="checkbox"/>				
4.	The lecturer returns the attendance list to the Academic Division.			<input type="checkbox"/>			
5.	The Academic Division corrects and signs the attendance list			<input type="checkbox"/>			
6.	In weeks 8 and 16, the Academic Division recaps and reports the results of the recap to the Supporting Lecturer Team/PD1/Department/Lab to then publish a list of students who may take part in the Midterm Exam/Final Exam by			<input type="checkbox"/>		Weeks 8 and 16	List of students eligible for the exam The Midterm Exam/Final Exam

	issuing the Midterm Exam/Final Exam Card.						
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		PROCEDURE MANUAL OF CLASS SCHEDULE ARRANGEMENTS	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

Lectures are teaching and learning activities that involve students, supporting lecturers, and education staff as supporters. The implementation of good lectures is a must so that educational goals can be achieved. Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Class Schedule Arrangements, so that there is uniformity in the process of course determination.

1.2 Objectives

To ensure that lecturing activities can run in an orderly manner and in accordance with the learning process and objectives.

1.3 Targets

The targets of this manual are the study program, supporting lecturers, and education staff.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Academic Administrative Staff is an educational staff whose job is to organize and prepare lecture rooms and supporting facilities.
- 2) Supporting Lecturer is a lecturer in charge of giving lectures.
- 3) Semester credit units (sks) are units used to state the amount of student study load. One credit of academic load in the form of lectures is equivalent to student effort which includes 50 (fifty) minutes of face-to-face, 60 (sixty) minutes of structured activities, and 60 minutes of independent activities per week for one semester.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System

- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Assistant Dean I and academic subdivision (KAA)
- 2) Department (JUR)
- 3) Study program (PS)
- 4) Laboratorium (LAB)

4.2 Procedure

- 1) The Assistant Dean I invites the chairmen and secretaries of the department, study program, and the Head of Academic Subdivision. The Head of Education Subdivision and Academic Administrative Staff (KAA) prepares the lecture schedule, particularly the number of rooms, capacity, and flowcharts of enrolling courses.
- 2) The study program arranges class schedules and lists of courses offered in the upcoming semester and informs the department.
- 3) The Head of Department invites the chairmen and secretaries of study programs, laboratories to coordinate. The head of department provides information about the courses offered by the study program to the relevant laboratory.
- 4) Coordination meeting at the laboratory level. The head of the laboratory and the supporting lecturers allocate courses based on their expertise/competence, authority, and workload of the *tridarma* duties as well as additional workloads. The results of the coordination of the determination of laboratory course supporting lecturers are submitted to the department.
- 5) The department compiles the lists of course supporting lecturers proposed by the laboratories. The head of the department needs to review the appropriateness and suitability of the course supporting lecturers by considering the expertise/competence and the lecturer's task load. The results of the scheduling of courses and the supporting lecturers are submitted to the study program (softcopy and hardcopy).
- 6) The study program receives the class schedule that has been completed with the list of supporting lecturers from the department and reviews the schedule and completeness of the supporting lecturer team and submits it to the Assistant Dean I or the Head of Academic Subdivision.

- 7) The Head of Academic Subdivision compiles the entire class schedule for each study program and arranges it in a complete schedule regarding the room, class, time, and prepares the Dean's Circular regarding the class schedule to be consulted with the Assistant Dean for Academic Affairs.

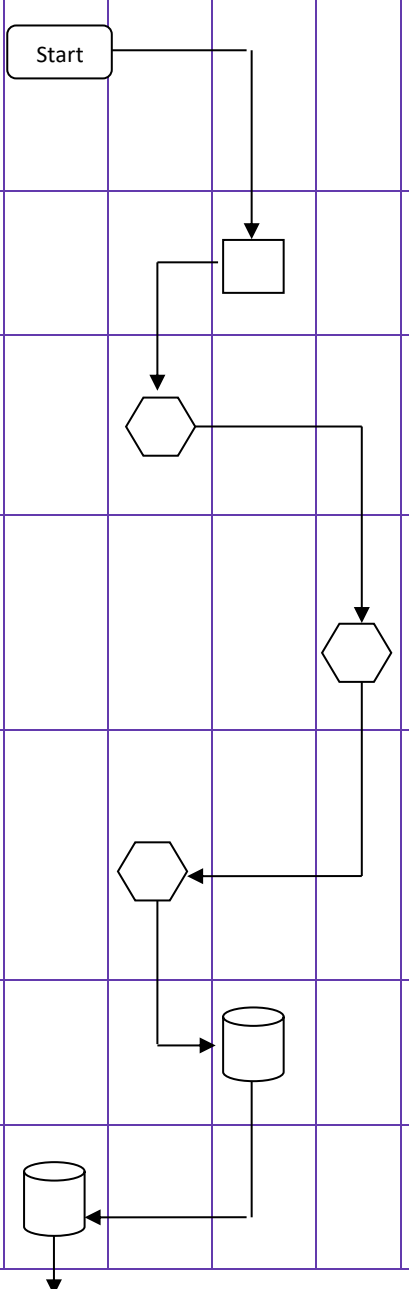
The Dean signs the Dean's Circular after receiving the initials of the Assistant Dean for Academic Affairs.


5. CLOSING


This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Class Schedule Arrangements

No.	Activity	Relevant Parties				Time	Document
		KAA	JUR	PS	LAB		
1	Coordination meeting of the Academic Division, PD I, Head of Academic Subdivision, Departments, and Study Programs to discuss the lecture plans of the semester.					In the middle of the semester	Flowcharts of courses of the study program
2	Preparing a class schedule plan and a list of courses offered next semester and an estimate of the number of classes.					1 week	List of Courses offered
3	Coordination meeting of Head and Secretary of Department, Head of Study Program, Head of Lab: dividing the courses offered by Study Program to the relevant labs					1 week	List of Courses offered
4	Laboratory coordination meeting: Head of Laboratory, course supporting lecturers, considering expertise, authority, workload of the <i>tridarma</i> duties, and additional workloads.					1 week	Lecturer teaching load matrix
5	Compilation of the allocation of supporting lecturers proposed by the lab and the study program schedule. The Head of Department reviews the appropriateness and suitability by considering the expertise and workload.						Lecturer teaching load matrix
6	Finalization of the lecture schedule, along with the supporting lecturers.					2 weeks	Softcopy of the course schedule document
7	Compilation of lecture schedules for all study programs in the faculty, along with information on the room, class, and time.					2 weeks	Softcopy of the depart. schedule document



8	Issuance of the Dean's Circular regarding the class schedule of all study programs.					1 week	Dean's Circular & hardcopy of the schedule
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		PROCEDURE MANUAL OF SCHEDULE/CLASSROOM CHANGES	Approved by:
Revision	Date		Dean

Notes:


- Changes in the use of time and classroom are changes from what has been regulated and approved in Circular, so that changes in classroom and time must be regulated.

No.	Activity	Relevant Parties				Time	Document
		LECTURER	Teaching Division	STUDY PROGRAM	JUR/PD 1		
1.	The lecturer asks for schedule information related to time and room that can be used as a substitution time and room to the Teaching Division.	<input type="text"/>	<input type="text"/>				Input from students or lecturers or others
2.	The lecturer (with the student's approval) fills out the application form to change the time and classroom.	<input type="text"/>					Time and classroom change form
3.	The lecturer submits the application form to change the time and classroom to the Teaching Division.						
4.	The Teaching Division changes the time and classroom and reports to PD1/Department, Study Program and Lab, and announces it to students.		<input type="text"/>			<input type="text"/>	New class schedule

A few things to note:

- Changes in time and room **MUST** be with the agreement of two parties between students and supporting lecturers, with the spirit for the common good.

2. The old schedule **MUST** be deleted immediately or marked “MOVED”, and reconnected with the new schedule.
3. The new schedule is the schedule that is used as a reference for the implementation of the **FINAL EXAM**.

		PROCEDURE MANUAL OF LECTURE IMPLEMENTATION	Approved by:
Revision	Date	..	Dean

1. INTRODUCTION

1.1 Background

Lectures are teaching and learning activities that involve students, supporting lecturers, and education staff as supporters. The implementation of good lectures is a must so that educational goals can be achieved. Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Lecture Implementation, so that there is uniformity in the lecture implementation process.

1.2 Objectives

To ensure that class activities can run in an orderly manner and in accordance with the learning process and objectives.

1.3 Targets

The targets of this manual are students, supporting lecturers, and education staff.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Academic Administrative Staff is an educational staff whose job is to organize and prepare lecture rooms and supporting facilities.
- 2) Supporting Lecturer is a lecturer in charge of giving lectures.
- 3) Semester credit units (sks) are units used to state the amount of student study load. One credit of academic load in the form of lectures is equivalent to student effort which includes 50 (fifty) minutes of face-to-face, 60 (sixty) minutes of structured activities, and 60 minutes of independent activities per week for one semester.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Student (MS)
- 2) Supporting Lecture (DP)
- 3) Academic Administrative Staff (TAA)








4.2 Procedure


- 1) The academic administrative staff prepares lecture tools/equipment, including LCD, stationery, and lecture attendance list.
- 2) The supporting lecturer fills out the attendance list and writes down the topics taught at the meeting.
- 3) The supporting lecturer provides lecture materials in accordance with the credits that have been determined by involving students actively.
- 4) During the lecture, each student is required to sign the lecture attendance list.
- 5) The lecturer submits the lecture attendance list to the academic administrative staff.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Lecture Implementation

No.	Activity	Relevant Parties			Time	Document
		MS	DP	TAA		
1	The academic administrative staff prepares lecture tools/equipment, including LCD, stationery, and lecture attendance list.				Referred to the credits	Lecture attendance list
2	The supporting lecturer fills out the attendance list and writes down the topics taught at the meeting.					Lecture attendance list
3	The supporting lecturer provides lecture materials in accordance with the credits that have been determined by involving students actively.					
4	The students sign the lecture attendance list.					Lecture attendance
5	The lecturer submits the lecture attendance list to the academic administrative staff.					Lecture attendance list

		PROCEDURE MANUAL OF ADDITIONAL LECTURE IMPLEMENTATION	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

For each course, lecturers are required to give lectures at least 12 (twelve) times in one semester. Due to obstacles or other busyness, sometimes lecturers cannot give lectures according to the schedule. If this happens, the lecturer is obliged to give lectures at another time. Therefore, there is a need for guideline in the form of a Procedure Manual of Additional Lecture Implementation of FPP-UNDIP, so that there is uniformity in the process of implementing additional lectures.

1.2 Objectives

- 1) To provide an explanation of the procedures for implementing additional lectures at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro of Semarang.
- 2) As a guideline for lecturers, students, and departmental committees in carrying out additional lecture activities at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

1.3 Targets

The targets of this manual are students, academic administrative staff, and guardian lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Supporting Lecturer is a lecturer in charge of giving lectures.
- 2) Academic Administrative Staff is an educational staff whose job is to organize and prepare lecture rooms and supporting facilities.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Student (MS)
- 2) Supporting Lecturer (DP)
- 3) Academic Administrative Staff (TAA)

4.2 Procedure


- 1) The supporting lecturer discusses additional lectures in class (see Lecture SOP).
- 2) The supporting lecturer together with the students determine the time for the implementation of additional lectures.
- 3) The supporting lecturer registers an additional class schedule and borrows a classroom to the Academic Administrative Staff.
- 4) The Academic Administrative Staff announces the schedule of additional lectures.
- 5) The lecturer carries out additional lectures according to the agreed schedule.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Additional Lecture Implementation

No .	Activity	Relevant Parties			Time	Document
		MH	DP	TAA		
1	The supporting lecturer discusses additional lectures in class (see Lecture SOP).	Start			1 day	
2	The supporting lecturer together with the students determine the time for the implementation of additional lectures.					
3	The supporting lecturer registers an additional class schedule and borrows a classroom to the Academic Administrative Staff.				1 day	Letter
4	Academic Administrative Staff coordinate.					Announcement
5	If it is available (Y), proceed to make an announcement, if not (N) return to the supporting lecturer.					
6	The Academic Administrative Staff announces the schedule of additional lectures.					
7	The lecturer carries out additional lectures according to the agreed schedule.		Finish		Referred to the credits	

		PROCEDURE MANUAL OF GUEST LECTURE	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

At the beginning of the semester, each student is required to fill out a Study Plan Card (KRS) through the guidance and direction of the guardian lecturer. When the course has been carried out, for some reason, sometimes students think that the courses they are taking need to be cancelled. Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Course Cancellation, so that there is uniformity in the course cancellation process.

1.2 Objectives

To provide opportunities for lecturers/and students to be able to hold guest lectures related to the field of Animal Science or Certain Courses.

1.3 Targets

The targets of this manual are students, academic administrative staff, and visiting lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Faculty is the Leader of FPP-UNDIP, particularly the Dean (Assistant Dean 1).
- 2) Academic Administrative Staff is an educational staff whose job is to organize and prepare lecture rooms and supporting facilities.
- 3) Guest lecturer is someone from external UNDIP environment and is an expert in a particular field to be later invited to transfer knowledge to students.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURE

4.1 Relevant Parties

- 1) Faculty (F)
- 2) Student (MS)
- 3) Guest Lecture (DT)
- 4) Academic Administrative Staff (TAA)

4.2 Procedure

- 1) The faculty sends an invitation letter to the desired guest lecturer.
- 2) After receiving approval from the guest lecturer, the department announces the implementation of the guest lecture to students.
- 3) On the day of the Guest Lecture activities, the Academic Administrative Staff prepares the things needed during the visit at the Faculty of Animal and Agricultural Sciences.
- 4) The students attend the Guest Lecture delivered by the Guest Lecturer.


5) The Academic Administrative Staff documents the Guest Lecture activities.

**Flowchart
Procedure Manual of Guest Lecture**

No	Activity	Relevant Parties				Time	Document
		J	DT	TAA	MS		
1	On the proposal of the department, the faculty sends an invitation letter to the desired guest lecturer.	Start					
2	After receiving approval from the guest lecturer, the department announces the implementation of the guest lecture to students and the guest lecture announcement invitation should be 1 week before the guest lecture is held.						
3	On the day of the Guest Lecture, the Academic Administrative Staff prepares the things needed during the visit at the FPP.						
4	The students attend the Guest Lecture delivered by the Guest Lecturer.						
5	The Academic Administrative Staff documents the Guest Lecture activities.						

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

		PROCEDURE MANUAL OF PRACTICUM	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

Practicum is one of the teaching and learning processes carried out in the laboratory. The purpose of the practicum is to apply the theory that has been obtained in lectures in practice in the laboratory. In accordance with the Animal and Agricultural Sciences curriculum, FPP-UNDIP students are required to carry out 5 (five) practicums, each one practicum in one semester. Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Practicum Implementation of FPP-UNDIP, so that there is uniformity in the practicum implementation process.

1.2 Objectives

To ensure the quality of practicum implementation in the Education Laboratory.

1.3 Target

The targets of this procedure manual are practitioners, laboratory staff, practicum assistants, and practicum supervisors.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Practitioner is a student who will carry out practicum.
- 2) Laboratory staff is an educational staff in charge of assisting practitioners in the preparation of tools and reagents in the implementation of practicum.
- 3) Practicum assistant is a student who is assigned the task of assisting the practicum supervisors in carrying out the practicum.
- 4) Practicum supervisor is a lecturer in the laboratory who is assigned the task of being a practicum supervisor.
- 5) Practicum report is a collection of experimental reports whose form and format are determined by the head of the laboratory.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURE

4.1 Relevant Parties

- 1) Practitioner (P)
- 2) Laboratory staff (L)
- 3) Practicum assistant (AP)
- 4) Practicum supervisor (DP)
- 5) Head of the laboratory (KL)

4.2 Procedure

Registration

- 1) The students register in the laboratory by showing KRS. Practicum registration requirements are regulated by each laboratory.

Practicum Preparation

- 2) The Head of the Laboratory divides each practicum group with 2-3 members and announces it.
- 3) The practitioners are allowed to file an objection to the group division no later than 3 days after the announcement.
- 4) Explanation of practicum material by practicum supervisors under the coordination of the Head of the Laboratory and distribution of practicum manuals and activity sheets to each practitioner.

Pre-test

- 5) The students take a pre-test conducted by the Student Assistant or Supervising Lecturer.
- 6) The Supervising Lecturer and Assistant determine the passing of the pre-test. If the prospective practitioner does not pass it, the practitioner must retake the pre-test.

Practicum Implementation

- 7) After passing the pre-test, the student proposes to borrow equipment from the laboratory staff.
- 8) The practitioners carry out the practicum under the supervision and guidance of the Supervising Lecturer and/or Assistant.
- 9) After completing the practicum, the Supervising Lecturer or Assistant gives an assessment.
- 10) The practitioners return the equipment to the laboratory staff.

Practicum Report

- 11) After completing the practicum, the practitioners compile a Practicum Report.
- 12) The practitioners submit the Practicum Report to the Supervising Lecturer or Assistant.
- 13) The Supervising Lecturer and/or Assistants review the Practicum Report and test the practitioner.
- 14) The Supervising Lecturer conducts an assessment of the practitioner.
- 15) The Supervising Lecturer submits the grade to the Head of the Laboratory.
- 16) The Head of the Laboratory recaps the final grade of the practicum.


5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Practicum

No .	Activity	Relevant Parties					Time	Doc.
		P	L	KL	DP	AP		
1	The students register in the laboratory by showing KRS.	Start					3 days	
2	The Head of the Laboratory divides each practicum group with 2-3 members and announces it.						1 day	
3	The practitioners are allowed to file an objection to the group division no later than 3 days after the announcement.						2 day	
4	Explanation of practicum material by practicum supervisors under the coordination of the Head of the Laboratory and distribution of practicum manuals and activity sheets to each practitioner.						3 hours	
5	The students take a pre-test conducted by the Student Assistant or Supervising Lecturer.						1 hour	
6	The Supervising Lecturer and Assistant determine the passing of the pre-test. If the prospective practitioner does not pass it, the practitioner must retake the pre-test.							
7	After passing the pre-test, the student proposes to borrow						4 hours	

	equipment from the laboratory staff.						
8	The practitioners carry out the practicum under the supervision and guidance of the Supervising Lecturer and/or Assistant.						
9	After completing the practicum, the Supervising Lecturer or Assistant gives an assessment.						
10	The practitioners return the equipment to the laboratory staff.						
11	After completing the practicum, the practitioners compile a Practicum Report.						
12	The practitioners submit the Practicum Report to the Supervising Lecturer or Assistant.						
13	The Supervising Lecturer and/or Assistants review the Practicum Report and test the practitioner.						
14	The Supervising Lecturer conducts an assessment of the practitioner.						
15	The Supervising Lecturer submits the grade to the Head of the Laboratory.						
16	The Head of the Laboratory recaps the final grade of the practicum.						

		PROCEDURE MANUAL OF BORROWING OF LABORATORY EQUIPMENT AND ITS UTILITIES/REAGENT RECEIPTS	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

The preparation of the Final Project/Thesis for FPP-UNDIP students is preceded by the implementation of research. The research is generally carried out in the laboratory. In its implementation, students also need laboratory equipment and reagents in the laboratory in the FPP-UNDIP environment. In this activity, many parties are involved, so that a guideline is needed in the form of a Procedure Manual of Borrowing of Places, Tools, Materials, Animals, and Reagents for Research, so that each party understands their role and what to do.

1.2 Objective

To provide opportunities for students to borrow laboratory equipment and its utilities and/or reagent receipts for research/final projects/scientific works.

1.3 Target

The targets of this manual are students, academic administrative staff, and guardian lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Supervising Lecturer is a lecturer assigned to provide guidance to students in conducting research.
- 2) Academic Administrative Staff is staff assigned to administrative affairs and preparing for the implementation of the final project.
- 3) Head of the Laboratory is the head of the laboratory who is appointed by the Head of the Department and is responsible for the management of the laboratory.
- 4) Laboratory staff is laboratory staff whose job is to assist practitioners in preparing tools and carrying out practicums.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.

- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURE

4.1 Relevant Parties

- 1) Head of the Laboratory (KL)
- 2) Laboratory Staff (L)
- 3) Supervising Lecturer (DP)
- 4) Student (MS)
- 5) Academic Administrative Staff (TAA)

4.2 Procedure

- 1) The students take the tool borrowing form in Academic Administration.
- 2) The students fill out the form and ask for approval from the Supervising Lecturer.
- 3) The students submit the form that has been approved by the Supervising Lecturer to the relevant Head of the Laboratory.
- 4) The Head of Laboratory gives approval/rejection decision within a maximum of 2 days after submission.
- 5) The students submit the form that has been approved by the Head of the Laboratory to the Laboratory Staff.
- 6) The Laboratory Staff provides services for borrowing tools and its utilities to the students.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart

Procedure Manual of Borrowing of Places, Tools, Materials, Animals, and Reagents for Research

No.	Activity	Relevant Parties					Time	Document
		MS	TAA	DP	KL	L		
1	The students take the tool borrowing form in Academic Administration.	Start						PTAR-1 Form
2	The students fill out the form and ask for approval from the Supervising Lecturer.							
3	The students submit the form that has been approved by the Supervising Lecturer to the relevant Head of the Laboratory.							
4	The Head of Laboratory gives approval/rejection decision within a maximum of 2 days after submission.						2 days	
5	The students submit the form that has been approved by the Head of the Laboratory to the Laboratory Staff.							
6	The Laboratory Staff provides services for borrowing tools and its utilities to the students.						Finish	



MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50275

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APPLICATION LETTER

**BORROWING OF PLACES, TOOLS, MATERIALS, ANIMALS, AND REAGENTS
FOR RESEARCH**

To Head of Laboratory
FPP UNDIP
Semarang

Dear Sir/Madam,

Regarding the (final project/research/scientific work/.....) to be conducted,
I, the undersigned:

Name :
NIM :

Request to be granted permission to borrow the laboratory/materials/tools/animals as well as
reagent receipts with the type and amount as attached from to

Thank you for your cooperation.

Semarang,

Acknowledged by
Supervising Lecturer

Proposer

.....
NIP

.....
NIM

Approved by
Head of Laboratory

.....
NIP



MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DEPARTMENT OF ANIMAL SCIENCE
 Tembalang Campus, Semarang 50239


BORROWING CARD OF MATERIALS/TOOLS/ANIMALS, AND REAGENT RECEIPTS FOR RESEARCH

No.	Name of Tool/Reagent/Utility	Number (Quantity)

Semarang,

Approved by Head of Laboratory NIP	Borrower,
---	------------------------

NOTES:
 The borrower is obliged to maintain the condition of the goods and is responsible for everything on the borrowed goods.

		PROCEDURE MANUAL OF SAMPLE ANALYSIS IN ANALYSIS AND INSTRUMENTATION LABORATORY	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

The preparation of the Final Project/Thesis for FPP-UNDIP students is preceded by the implementation of research. In the research, sample analysis is often required which can only be conducted at the Analysis and Instrumentation Laboratory of FPP-UNDIP. Therefore, a guideline is needed in the form of a Procedure Manual of Sample Analysis in Analysis and Instrumentation Laboratory, so that each party understands their role and what to do.

1.2 Objective

To provide guidance to students in applying for sample analysis at the Analysis and Instrumentation Laboratory, Faculty of Animal and Agricultural Sciences, UNDIP.

1.3 Target

The targets of this manual are Students, Academic Administrative Staff, Supervising Lecturers, and Technician.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Supervising lecturer is a lecturer who is assigned to guide a group of students in research assignments.
- 2) Technician or laboratory staff is a staff on duty in the instrumentation laboratory.

2.1 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURE

4.1 Relevant Parties

- 1) Student (MS)
- 2) Supervising Lecturer (DP)
- 3) Head of the Laboratory (KL)
- 4) Technician (T)

4.2 Procedure

- 1) The students make an application letter for sample analysis of research activities to the Head of the Analysis and Instrumentation Laboratory.
- 2) The supervising lecturer approves the application letter.
- 3) The students submit the approved application letter to the Head of the Analysis and Instrumentation Laboratory.
- 4) The Head of the Laboratory approves and recommends to the Technician to serve these needs.
- 5) The Technician schedules the letter and analyzes the samples.
- 6) The technician publishes/prints the analysis results with the approval of the Head of the Laboratory.
- 7) The technician submits the results of the analysis to the students.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart

Procedure Manual of Sample Analysis in Analysis and Instrumentation Laboratory

No.	Activity	Relevant Parties				Time	Document
		MS	DP	KL	T		
1	The students make an application letter for sample analysis of research activities to the Head of the Analysis and Instrumentation Laboratory.	Start					
2	The supervising lecturer approves the application letter.						
3	The students submit the approved application letter to the Head of the Analysis and Instrumentation Laboratory.						
4	The Head of the Laboratory approves and recommends to the Technician to serve these needs.						
5	The Technician schedules the letter and analyzes the samples.						
6	The technician publishes/prints the analysis results with the approval of the Head of the Laboratory.						
7	The technician submits the results of the analysis to the students.	Finish					



MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
UNIVERSITY OF DIPONEGORO
Tembalang Campus, Semarang 50275

=====

APPLICATION LETTER
SAMPLE ANALYSIS

To Head of Laboratory

Faculty of Animal and Agricultural Sciences
UNDIP

Dear Sir/Madam,

Regarding the (final project/research/scientific work) entitled
....., we need an
analysis of our samples in the Laboratory that you manage. We need an analysis for the attached
criteria.

Thank you for your help.

Acknowledged by
Supervising Lecturer

Semarang,
Proposer

.....
NIP

.....
NIM

Approved by
Head of Laboratory


.....
NIP



MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
UNIVERSITY OF DIPONEGORO
DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50275

LIST OF ANALYZED COMPONENTS

No.	Sample Name	Criteria

		PROCEDURE MANUAL OF LABORATORY ASSISTANT RECRUITMENT	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

In the practicum implementation, students/practitioners are guided by Instructors/Supervising Lecturers. Due to the limited number of Instructors in each laboratory, the Head of the Laboratory considers it necessary to recruit students to become Laboratory Assistants to assist in the practicum implementation. This Procedure Manual of Laboratory Assistant Recruitment is a reference in the laboratory assistant recruitment process.

1.2 Objective

To provide opportunities for students to become assistants in certain laboratories.

1.3 Targets

The targets of this manual is the Head/Secretary of the Department, Head of the Laboratory, Academic Administrative Staff, and students.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Faculty is the Leader of FPP-UNDIP, particularly Dean/Assistant Dean 1
- 2) Head of the Laboratory is the head of the laboratory who is appointed by the Head of the Department and is responsible for the management of the laboratory.
- 3) Academic Administrative Staff is a staff assigned to administrative affairs and preparing the implementation of the recruitment of laboratory assistants.

2.3 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.2 Relevant Parties

- 1) Head of the Laboratory (KL)
- 2) Supervising Lecturer/Instructor (DP)
- 3) Faculty (F)
- 4) Student (MS)

4.3 Procedure

- 1) The Head of the Laboratory and the Supervising Lecturers/Instructors hold a meeting to discuss the needs of the Laboratory Assistant they manage.
- 2) The Head of the Laboratory submits a proposal to the Department.
- 3) The Faculty announces the recruitment of assistants for practicum with a registration deadline of 1 week.
- 4) The students submit an application letter to the Faculty completed with attachments: (i) Curriculum vitae completed with self-description; (ii) latest KRS and transcript; (iii) 2 pieces 3 x 4 color photos.
- 5) The Faculty provides data on candidate assistants for selection to the Head of the Laboratory within 1 week since registration is closed.
- 6) The Head of the Laboratory together with the Supervising Lecturer/Instructor makes the selection.
- 7) The Head of the Laboratory provides the results to the Faculty within a maximum of 1 week after receiving the candidate data.
- 8) The faculty announces the list of accepted candidates through bulletin boards and websites.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Laboratory Assistant Recruitment

No.	Activity	Relevant Parties				Time	Document
		KL	DP	J	MS		
1	The Head of the Laboratory and the Supervising Lecturers/Instructors hold a meeting to discuss the needs of the Laboratory Assistant they manage.					At the beginning of the semester	
2	The Head of the Laboratory submits a proposal to the Department. The Department proposes the need for the practicum assistant to the Faculty.						
3	The Faculty announces the recruitment of assistants for practicum with a registration deadline of 1 week.					1 week	
4	The students submit an application letter to the Faculty completed with attachments: (i) Curriculum vitae completed with self-description; (ii) latest KRS and transcript; (iii) 2 pieces 3 x 4 color photos.						
5	The Faculty provides data on candidate assistants for selection to the Head of the Laboratory within 1 week since registration is closed.					1 week	
6	The Head of the Laboratory together with the Supervising Lecturer/Instructor makes the selection.					1 week	
7	The Head of the Laboratory provides the results to the Faculty within a maximum of 1 week after receiving the candidate data.						
8	The faculty announces the list of accepted candidates through bulletin boards and websites. Circular for the assistant from the Faculty for administrative and financial certainty.						

		PROCEDURE MANUAL OF LECTURE ASSISTANT RECRUITMENT	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

In the lecture implementation, sometimes Lecturers need student assistance as Assistants. In this case, the Supporting Lecturer must submit an Assistant application to the Faculty. Recruitment of students as Lecture Assistants is also very useful for students to train them to transfer knowledge to other students. This Procedure Manual of Lecture Assistant Recruitment is a reference in the lecture assistant recruitment process.

1.2 Objective

- 1) To provide opportunities for students to become assistants in certain courses
- 2) As a guideline in implementing the recruitment of course assistants at the Faculty of Animal and Agricultural Sciences of UNDIP

1.3 Target

The targets of this manual are the Dean/Assistant Dean 1, Supporting Lecturers, Academic Administrative Staff, and Students.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Supporting Lecturer of courses is a lecturer based on the Circular of the Dean of FPP UNDIP assigned to teach course material at FPP UNDIP.
- 2) Peer Group is a group of lecturers who have the same and or similar basic skills.
- 3) Faculty is the Dean and or Assistant Dean 1 of FPP-UNDIP

2.4 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.4 Relevant Parties

- 1) Supporting Lecturer (DP)
- 2) Peer Group (PG)
- 3) Faculty (F)
- 4) Student (MS)

4.5 Procedure


- 1) The Supporting Lecturer of courses proposes the need for course assistants who are taught in Peer Group meetings.
- 2) The Head of the Peer Group submits a proposal to the Faculty.
- 3) The Faculty announces the recruitment of assistants for courses with a registration deadline of 1 week.
- 4) The students submit an application letter to the Faculty completed with their transcript.
- 5) The Faculty provides data on candidate assistants for selection to the Head of the Peer Group within 1 week since registration is closed.
- 6) The Peer Group conducts the selection and provides the results to the Faculty within a maximum of 2 weeks after receiving the candidate data.
- 7) The Peer Group provides the results to the Faculty within a maximum of 1 week after receiving the candidate data.
- 8) The Faculty announces the list of accepted candidates through bulletin boards and websites.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Lecture Assistant Recruitment

No.	Activity	Relevant Parties				Time	Document
		DP	PG	J	MS		
1	The Supporting Lecturer of courses proposes the need for course assistants who are taught in Peer Group meetings.	Start				At the beginning of the semester	
2	The Head of the Peer Group submits a proposal to the Faculty.						
3	The Faculty announces the recruitment of assistants for courses with a registration deadline of 1 week.					1 week	
4	The students submit an application letter to the Faculty completed with their transcript.						
5	The Faculty provides data on candidate assistants for selection to the Head of the Peer Group within 1 week since registration is closed.					1 week	
6	Peer Group melakukan seleksi dan memberikan hasilnya ke Fakultas dalam waktu maksimal 2 minggu setelah menerima data calon.					1 week	
7	The Peer Group provides the results to the Faculty within a maximum of 1 week after receiving the candidate data.						
8	The Faculty announces the list of accepted candidates through bulletin boards and websites.			Finish			

		PROCEDURE MANUAL OF EXAM QUESTION PREPARATION	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

One form of assessment carried out on students is through examinations, both Midterm Exam and Final Exam. Every supporting lecturer is required to hold an exam. Therefore, supporting lecturers must prepare exam questions that refer to the syllabus of each course. To ensure that the questions are prepared properly, there is a guideline in the form of a Procedure Manual of Exam Question Preparation.

1.2 Objectives

- 1) To provide an explanation of the procedure for preparing exam questions at the Faculty of Animal and Agricultural Sciences of UNDIP.
- 2) As a guideline for lecturers and departmental committees in carrying out the preparation of exam questions at the Faculty of Animal and Agricultural Sciences of UNDIP.

1.3 Target

The target of this manual is supporting lecturers of courses.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) The activity of preparing exam questions is an activity related to the implementation of the (Midterm/Final) Exams, where the lecturer as the supporting lecturer of courses must prepare the questions or materials tested in the exam activities.
- 2) Faculty Manager is the Dean (Assistant Dean 1) of Animal and Agricultural Sciences who is responsible for managing the preparation of exam questions by forming an Examination Committee that takes care of the implementation of the exam.
- 3) Supporting Lecturer of courses are lecturers based on the Circular of the Dean of FPP UNDIP who is assigned to teach courses at FPP UNDIP, who in this PM is assigned with making questions.
- 4) Examination Committee is a committee proposed by the Faculty and determined by the Circular of the Dean of FPP UNDIP, who is in charge of assisting the implementation of the exam. The committee consists of lecturers and employees.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Dean (PD 1)
- 2) Supporting Lecturer (DP)
- 3) Examination Committee (PU)
- 4) Peer Grup (PG)

4.2 Procedure


- 1) The Dean (PD 1) forms an Examination Committee.
- 2) The Examination Committee makes an application letter for making questions intended for Supporting Lecturers
- 3) The Supporting Lecturers prepare exam questions based on the material that has been given during lectures.
- 4) The Supporting Lecturers submit the exam questions to the Examination Committee.
- 5) The Examination Committee submits the questions to the Peer Group for review. The Peer group has the right to approve and reject exam questions.
- 6) After being declared eligible, the exam questions are then submitted to the Examination Committee for printing.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Exam Question Preparation

No.	Activity	Relevant Parties				Time	Document
		KJ	PU	DP	PG		
1	The Dean (PD 1) and the Head of the Department form an Examination Committee.	Start				1 day	Circular
2	PD 1 makes an application letter for making questions intended for Supporting Lecturers.	□				1 day	Letter for making questions
3	The Supporting Lecturers prepare exam questions based on the material that has been given during lectures.			□		5 days	Questions
4	The Supporting Lecturers submit the exam questions to the Examination Committee.		□			1 day	Questions
5	The Examination Committee submits the questions to the Peer Group for review. The Peer group has the right to approve and reject exam questions.				◇	2 days	Questions
6	After being declared eligible, the exam questions are then submitted to the Examination Committee for printing.	Finish				1 day	Questions

		PROCEDURE MANUAL OF EXAM IMPLEMENTATION AND RULES	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

One form of assessment carried out on students is through examinations, both Midterm Exam and Final Exam. Both Midterm Exam and Final Exam are carried out simultaneously and scheduled. In their implementation, Midterm Exam and Final Exam involve the entire academic community at the Faculty of Animal and Agricultural Sciences. Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Exam Implementation and Rules, so that there is uniformity in the exam implementation and procedural process.

1.2 Objective

- 1) To provide an explanation of the rules and implementation of the exam at the Faculty of Animal and Agricultural Sciences of UNDIP.
- 2) As a guideline for department managers, lecturers, examination committees, and students in conducting exams at the Faculty of Animal and Agricultural Sciences of UNDIP.

1.3 Target

The targets of this manual are students, academic administrative staff, and guardian lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Examination is an evaluation activity for students on the lecture material that has been provided for a certain period which is carried out collectively every (middle/end) semester.
- 2) Exam Rules include the rules and sanctions imposed for students and invigilators during the exams to ensure order, regularity, and the quality of the exams.
- 3) Faculty Manager is the Dean (Assistant Dean 1) of the Faculty of Animal and Agricultural Sciences who is responsible for the implementation of the exam.
- 4) Examination Committee is a committee proposed by the Department and determined by the Dean of FPP UNDIP, which is in charge of assisting the implementation of the exam. The committee consists of lecturers and education staff.
- 5) Academic Administrative Staff is an educational staff who is responsible for procuring test cards.

- 6) Supporting Lecturer of courses are lecturers based on the Circular of the Dean of FPP UNDIP who is assigned to teach courses at FPP UNDIP, who in this PM is assigned with making questions.

2.1 SCOPE

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Dean (PD 1)
- 2) Examination Committee (PU)
- 3) Academic Administrative Staff (TAA)
- 4) Supporting Lecturer (DP)
- 5) Student (MS)

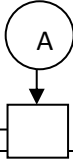

4.2 Procedure

- 1) The Dean forms an Examination Committee.
- 2) The Examination Committee prepares for the exam, including arranging the exam schedule, coordinating the preparation of exam questions, arranging the schedule for the invigilators and picket officers, and preparing the exam room.
- 3) The committee asks the students to submit their photographs.
- 4) The Academic Administrative Staff makes exam cards completed with student photographs, according to student attendance during lectures (minimum 75%).
- 5) During the examination, the students are required to bring the Exam Participant Card and sign the Test Grade List Form.
- 6) During the examination, the invigilators and students are required to obey the existing rules for order and smooth implementation of the exam.
- 7) After the examination, the Examination Committee collects answer sheets to be then submitted to the Supporting Lecturers.
- 8) The Supporting Lecturers correct the answer sheets and give grades to the Grade List form that has been provided.
- 9) The Supporting Lecturers submit the Grade List to the Examination Committee.

10)The examination committee coordinates the collection of grades according to the time limit that has been set and then handed back to the Head of the Department.


Flowchart
Procedure Manual of Exam Implementation and Rules

No.	Activity	Relevant Parties					Time	Document
		KJ	PU	MS	TAA	DP		
1	The Dean forms an Examination Committee.	Start					1 day	Circular
2	The Examination Committee prepares for the exam, including arranging the exam schedule, coordinating the preparation of exam questions, arranging the schedule for the invigilators and picket officers, and preparing the exam room.						5 days	Circular
3	The committee asks the students to submit their photographs.						5 days	Photograph
4	The Academic Administrative Staff makes exam cards completed with student photographs, according to student attendance during lectures (minimum 75%).						5 days	Exam Participant Card
5	During the examination, the students are required to bring the Exam Participant Card and sign the Test Grade List Form.						1 day	Exam Grade List
6	During the examination, the invigilators and students are required to obey the existing rules for order and smooth implementation of the exam.						1 day	Exam Rules
7	After the examination, the Examination Committee collects answer sheets to be then submitted to the Supporting Lecturers.						1 day	Minutes
8	The Supporting Lecturers correct the answer sheets and give grades to the Grade List form that has been provided.						7 days	Exam Grade List

9	The Supporting Lecturers submit the Grade List to the Examination Committee.						7 days	Exam Grade List
10	The examination committee coordinates the collection of grades according to the time limit that has been set and then handed back to the Head of the Department.						7 days	Exam Grade List

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

		PROCEDURE MANUAL OF PERMIT FOR NOT TAKING EXAM	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

One form of assessment carried out on students is through examinations, both Midterm Exam and Final Exam. Both Midterm Exam and Final Exam are carried out simultaneously and scheduled. At the time of the examination, there may be students who cannot take it for several reasons. The Head of the Faculty of Animal and Agricultural Sciences considers it necessary to give permission to students who cannot take the exam for several reasons. The justifiable reasons for not taking the exam include:

- Sick (as evidenced by a medical note from the hospital)
- Representing UNDIP in certain events that make UNDIP proud
- Work practice
- Other reasons that according to the Head of the Department deserve permission to be granted

Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Permit for Not Taking the Exam, so that there is uniformity in the application process and granting the permit.

1.2 Objectives

To provide opportunities for students to apply for permission to not take non-practical exams for certain reasons.

1.3 Targets

The targets of this manual are students, academic administrative staff, and guardian lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Academic Administrative Staff of the Department is departmental education staff whose job is to organize and prepare classrooms and supporting facilities.
- 2) Guardian lecturer is lecturer appointed by the Dean at the suggestion of the Head of the Department and assigned the task of guiding students with the aim of facilitating students to complete studies quickly and efficiently according to the individual conditions and potential of each student.
- 3) Faculty is the Head of the Faculty of Animal and Agricultural Sciences, particularly the Dean.

1.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro Akademik Bidang Pendidikan Universitas Diponegoro.

4. PROCEDURE

4.1 Relevant Parties

- 1) Student (MS)
- 2) Guardian Lecturer (DW)
- 3) Academic Administrative Staff (TAA)
- 4) Dean (PD 1)

4.2 Procedure


- 1) The student takes the application form of permit for not taking the exam in Academic Administration.
- 2) The student fills out the application letter and asks the Guardian Lecturer's signature to acknowledge the letter.
- 3) The student submits the application letter to the Academic Administration by attaching photocopies of KHS, KRS, and required certificates/recommendations (original).
- 4) The Academic Administrative Staff submits the letter to the Dean (Assistant Dean 1) within a maximum of 2 working days.
- 5) The Faculty conducts discussions within a maximum of 3 working days.
- 6) The Faculty approves/rejects the permit application to not take the exam.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Permit for Not Taking the Exam

No.	Activity	Relevant Parties				Time	Document
		MS	DW	TAA	KJ		
1	The student takes the application form of permit for not taking the exam in Academic Administration.	Start					
2	The student fills out the application letter and asks the Guardian Lecturer's signature to acknowledge the letter.						
3	The student submits the application letter to the Academic Administration by attaching photocopies of KHS, KRS, and required certificates/recommendations (original).						
4	The Academic Administrative Staff submits the letter to the Dean.					2 days	
5	The faculty conducts discussions.					3 days	
6	The Faculty approves/rejects the permit application for not taking the exam.						

		PROCEDURE MANUAL OF APPEAL AGAINST EXAM GRADE	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

At the beginning of the semester, each student is required to fill out a Study Plan Card (KRS) through the guidance and direction of the guardian lecturer. When the course has been carried out, for some reason, sometimes students think that the courses they are taking need to be cancelled. Therefore, it is necessary to have a guideline in the form of a Procedure Manual of Course Cancellation, so that there is uniformity in the course cancellation process.

1.2 Objective

To provide opportunities for students to file objections to the results of the judiciary or Final Project mentoring services.

1.3 Target

The targets of this manual are students, academic administrative staff, and guardian lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Faculty is the Head of FPP-UNDIP, particularly the Dean (Assistant Dean 1).
- 2) Academic Administrative Staff of the Department is departmental education staff whose job is to organize and prepare classrooms and supporting facilities.
- 3) Guardian lecturer is lecturer appointed by the Dean at the suggestion of the Head of the Department and assigned the task of guiding students with the aim of facilitating students to complete studies quickly and efficiently according to the individual conditions and potential of each student.

2.1 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System

- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro Akademik Bidang Pendidikan Universitas Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Student (MS)
- 2) Academic Administrative Staff (TAA)
- 3) Faculty (F)
- 4) Guardian Lecturer (DW)
- 5) Supporting Lecturer/Supervisor of the Final Project (DP)

4.2 Procedure

- 1) The student takes the application letter/form at the Academic Administration of FPP-UNDIP.
- 2) The student submits a signed letter along with photocopies of the KRS and KHS to the Academic Administrative Staff.
- 3) The Academic Administrative Staff submits the letter to the Head of the Department within a maximum of 2 days.
- 4) The Head of the Department will contact the Guardian Lecturer, Supervisor of the Final Project/Supporting Lecturer of the relevant course within 3 working days.
- 5) The Department, Guardian Lecturer, and Supervisor of the Final Project/Supporting Lecturer of the course hold a meeting to verify student complaints.
- 6) The Faculty issues an Answer Letter on the Appeal against Exam Grade within a maximum of 1 working day from the verification meeting, which is signed by the Dean/Assistant Dean 1, Supervisor of the Final Project/Supporting Lecturer, and Lecturer Guardian.
- 7) If the Faculty approves the appeal, the Academic Administrative Staff will make changes to the OL KHS/KRS status within a maximum of 1 day after the approval circular.
- 8) Whether approved or not, the Academic Administrative Staff delivers an Answer Letter to the student, with a copy to the Guardian Lecturer and Supervisor of the Final Project/Supporting Lecturer of the course.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Appeal against Exam Grade

No.	Activity	Relevant Parties					Time	Document
		MS	TAA	J	DW	DP		
1	The student takes the application letter/form at the Academic Administration of FPP-UNDIP.	Start						BN-1 Form
2	The student submits a signed letter along with photocopies of the KRS and KHS to the Academic Administrative Staff.							BN-1 Form, KRS, KHS
3	The Academic Administrative Staff submits the letter to the Faculty.						2 days	BN-1 Form, KRS, KHS
4	The Dean will contact the Guardian Lecturer, Supervisor of the Final Project/Supporting Lecturer of the relevant course.						3 days	
5	The Dean, Guardian Lecturer, and Supervisor of the Final Project/Supporting Lecturer of the course hold a meeting to verify student complaints.							
6	The Faculty issues an Answer Letter on the Appeal against Exam Grade, which is signed by the Dean/Assistant Dean 1, Supervisor of the Final Project/Supporting Lecturer, and Lecturer Guardian.						1 day	
7	If the Faculty approves the appeal, the Academic Administrative Staff will make changes to the KHS/KRS status.						1 day	
8	Whether approved or not, the Academic Administrative Staff delivers an Answer Letter to the student, with a copy to the Guardian Lecturer and	Finish						

	Supervisor of the Final Project/Supporting Lecturer of the course.							
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MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
UNIVERSITY OF DIPONEGORO

=====

APPLICATION LETTER
APPEAL AGAINST EXAM GRADE

To
Dean of the Faculty of Animal and Agricultural Sciences
University of Diponegoro

I, the undersigned,

Name :

NIM :

Hereby submit an appeal against the exam grade of the (course/final project*) as follows:

No.	Course Name	Code	Credits	Notes

Thank you for your attention.

Semarang,

.....
NIM

*) Cross out the unnecessary word



**MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
UNIVERSITY OF DIPONEGORO**

=====

ANSWER LETTER
APPEAL AGAINST EXAM GRADE

Based on the verification meeting that was held on:

Day :

Date :

Time :

it was decided that the appeal filed by the student:

Name :

NIM :

approved/disapproved*) so that there are/there are no*) changes in course/final project exam grade of the student above as presented on the following table:

No.	Course Name	Code	Credits	Previous Grade	New Grade

Semarang,

Guardian Lecturer

Course Lecturer
Coordinator of
the Final Project


Head of the Department/
Secretary of the Department

.....
NIP

.....
NIP

.....
NIP

*) Cross out the unnecessary word

		PROCEDURE MANUAL OF THE PREPARATION OF THE STRATEGIC PLAN	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

The FPP-UNDIP Strategic Plan is a guideline and direction for the implementation of the *tridarma* which will be achieved in a certain period by considering the achievements of the *tridarma* of FPP-UNDIP to date. The FPP-UNDIP Strategic Plan is prepared through various stages, including interaction with stakeholders and the participation of all academic community at FPP-UNDIP. The preparation of the Strategic Plan will involve many parties, so a guideline is needed so that its implementation can run well.

1.2 Objectives

To develop a strategic plan for the Faculty of Animal and Agricultural Sciences to be able to achieve the Vision and carry out the Mission.

1.3 Target

The target of this manual is lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

Working committee is a committee appointed by the Dean (or PD 1) and has the task of preparing the Faculty strategic plan.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro Akademik Bidang Pendidikan Universitas Diponegoro

4. PROCEDURE

4.1 Relevant Parties

- 1) Faculty (F)
- 2) Committee (P)
- 3) Lecturer (D)
- 4) University (U)

4.2 Procedure

- 1) The Faculty forms a committee consisting of representatives from the department.

- 2) The Committee evaluates the current conditions, vision, and mission to be achieved.
- 3) The Committee divides the tasks into groups for the preparation of the strategic plan which includes elements of *tridarma* and supporting facilities.
- 4) The small groups conduct discussions in their respective groups.
- 5) The Committee holds a meeting to discuss the strategic plan resulting from small group discussions.
- 6) The Committee compiles the results of the discussion into a strategic plan draft to the Faculty.
- 7) The Committee submits the strategic plan draft to the Faculty.
- 8) The Faculty holds workshops consisting of lecturers and staff to discuss the strategic plan.
- 9) The Faculty makes revisions to the strategic plan from the results of discussions at faculty meetings.
- 10) The Faculty presents the revised strategic plan to the faculty meeting for approval.
- 11) The Faculty prints the strategic plan and submits it to the university.
- 12) The Faculty disseminates the strategic plans to lecturers, students, alumni, users, and the public through available media.


5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of the Preparation of the Strategic Plan

No.	Activity	Relevant Parties				Time	Document
		F	P	D	U		
1	The Faculty forms a committee consisting of representatives from the department.	Start					
2	The Committee evaluates the current conditions, vision, and mission to be achieved.		□				
3	The Committee divides the tasks into groups for the preparation of the strategic plan which includes elements of <i>tridarma</i> and supporting facilities.		□				
4	The small groups conduct discussions in their respective groups.		□				
5	The Committee holds a meeting to discuss the strategic plan resulting from small group discussions.		□				
6	The Committee compiles the results of the discussion into a strategic plan draft to the Faculty.		□				
7	The Committee submits the strategic plan draft to the Faculty.	□	□				
8	The Faculty holds workshops consisting of lecturers and staff to discuss the strategic plan.	□		□			
9	The Faculty makes revisions to the strategic plan from the results of discussions at faculty meetings.	□					
10	The Faculty presents the revised strategic plan to the faculty meeting for approval.	□		□			
11	The Faculty prints the strategic plan and submits it to the university.	□			□		
12	The Faculty disseminates the strategic plans to lecturers,	Finish					

	students, alumni, users, and the public through available media.						
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		PROCEDURE MANUAL OF THE PREPARATION OF THE DEPARTMENT STRATEGIC PLAN	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

The FPP-UNDIP Strategic Plan is a guideline and direction for the implementation of the tridarma which will be achieved in a certain period by considering the achievements of the tridarma of FPP-UNDIP to date. The FPP-UNDIP Strategic Plan is prepared through various stages, including interaction with stakeholders and the participation of all academic community at FPP-UNDIP. The preparation of the Strategic Plan will involve many parties, so a guideline is needed so that its implementation can run well.

1.2 Objectives

To develop a strategic plan for the Faculty of Animal and Agricultural Sciences to be able to achieve the Vision and carry out the Mission.

1.3 Target

The target of this manual is lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

Working committee is a committee appointed by the Dean (or PD 1) and has the task of preparing the Faculty strategic plan.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURE

4.1 Relevant Parties

- 1) Faculty (F)
- 2) Committee (P)
- 3) Lecturer (D)

4.2 Procedure

- 1) The Faculty forms a committee consisting of representatives from research groups.
- 2) The Committee evaluates the current conditions, vision, and mission to be achieved.
- 3) The Committee divides the tasks into groups for the preparation of the strategic plan which includes elements of *tridarma* and supporting facilities.
- 4) The small groups conduct discussions in their respective groups.
- 5) The committee holds a meeting to discuss the strategic plan resulting from small group discussions.
- 6) The committee compiles the results of the discussion into a strategic plan draft to the Department.
- 7) The committee submits the strategic plan draft to the Faculty.
- 8) The Faculty holds workshops consisting of lecturers and staff to discuss the strategic plan.
- 9) The Faculty makes revisions to the strategic plan from the results of discussions at department meetings.
- 10) The Faculty presents the revised strategic plan to the department meeting for approval.
- 11) The Faculty prints the strategic plan and submits it to the faculty and university levels.
- 12) The Faculty disseminates the strategic plans to lecturers, students, alumni, users, and the public through available media.

5. CLOSING


This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of the Preparation of the Department Strategic Plan

No.	Activity	Relevant Parties				Time	Document
		J	P	D	F		
1	The Faculty forms a committee consisting of representatives from research groups.						
2	The Committee evaluates the current conditions, vision, and mission to be achieved.						
3	The Committee divides the tasks into groups for the preparation of the strategic plan which includes elements of <i>tridarma</i> and supporting facilities.						
4	The small groups conduct discussions in their respective groups.						
5	The committee holds a meeting to discuss the strategic plan resulting from small group discussions.						
6	The committee compiles the results of the discussion into a strategic plan draft to the Department.						
7	The committee submits the strategic plan draft to the Faculty.						
8	The Faculty holds workshops consisting of lecturers and staff to discuss the strategic plan.						
9	The Faculty makes revisions to the strategic plan from the results of discussions at department meetings.						
10	The Faculty presents the revised strategic plan to the department meeting for approval.						
11	The Faculty prints the strategic plan and submits it to the faculty and university levels.						



12	The Faculty disseminates the strategic plans to lecturers, students, alumni, users, and the public through available media.	Finish					
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		PROCEDUR MANUAL OF FIELD WORK PRACTICE	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

Field Work Practice is one of the courses included in the Final Project group. It is carried out in factories/industries in 1 month. This course aims for the students to apply academic (cognitive) abilities to solving existing unclompllicated problems in the industry, practicing skills (psychomotor) in the field to introduce the chemical industry early which will become their field of work in the future. Since many parties are involved in the implementation of the Field Work Practice, so there needs to be a guide in the form of the Procedure Manual of Field Work Practice. Therefore, there is uniformity in the process of implementing the Field Work Practice.

1.2 Objectives

Ensuring the process of implementing the Field Work Practice as one of a series of final project can be conducted in an orderly manner and in accordance with the planned quality.

1.3 Targets

The targets of this manual are students, academic administrative staff, guardian lecturers, supervisors, Field Work Practice Coordinators, and Head of the Department.

2. DEFINITION AND SCOPE

2.2 Definition

- 1) Field Work Practice is one of a series of the final project of the students that is independent under the guidance of the Field Work Practice supervisors. Field Work Practice is carried out by a group of 2 or 3 students.
- 2) Field Work Practice Coordinator is a lecturer assigned by the Department to manage the distribution of supervisors, examiners, and all activities related to the implementation of the Field Work Practice performed by the students.
- 3) Supervisors are lecturers assigned to provide guidance to students in conducting the Field Work Practice.
- 4) Academic administrative staff are educational staff assigned to manage administrative matters and assist the smooth implementation of the Field Work Practice.

2.3 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURES

4.3 Relevant Parties

- 1) Students (MS)
- 2) Guardian Lecturers (DW)
- 3) Field Work Practice Coordinator (KPK)
- 4) Supervisors (DPB)
- 5) Academic Administrative Staff (TAA)
- 6) Factories (P)
- 7) Examiners (DPU)

4.4 Procedures

- 1) Students ask for a certificate showing that they have met the requirements to apply for the Field Work Practice to the Guardian Lecturer.
- 2) Students register in groups (2 students per group) to the Field Work Practice Coordinator at the predetermined time by showing the certificate from the Guardian Lecturer.
- 3) The Field Work Practice Coordinator determines the prospective of the Field Work Practice Supervisor.
- 4) The prospective Supervisor may approve or disapprove the assignment to guide the Field Work Practice.
- 5) The group of students who have obtained the approval of the guidance prepare a proposal for the Field Work Practice under the guidance of the Supervisor.
- 6) The Field Work Practice Coordinator write a cover letter for Academic Administration. Then, the Academic Administration prepare an application for the Field Work Practice to the target factory.
- 7) Academic Administrative Staff shall make an application for the Field Work Practice to the target factory. This letter is signed by the Head of the Department.
- 8) Academic Administrative staff sends the letter to the target factory.
- 9) If the request is not granted, the students come back to the Supervisors to prepare a new proposal.
- 10) The students carry out the Field Work Practice at a predetermined time by bringing the Letter of Assignment.

- 11) Students write the Field Work Practice Report under the guidance of the Supervisors.
- 12) After completing the report, students register to take the Field Work Practice Examination at the Administration Office of the Department at the predetermined time by submitting the Field Work Practice Report.
- 13) Academic Administrative Staff submit a list of participants for the Field Work Practice Examination to the Field Work Practice Coordinator.
- 14) The Field Work Practice Coordinator determines the Examiner.
- 15) Students take the Field Work Practice Examination at a predetermined time.
- 16) If the students do not pass, they must repeat the examination in the next period.
- 17) If the students pass, then the Examiner submits the test scores to the Academic Administrative Staff

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of the Field Work Practice

No	Activity	Relevant Parties							Time	Document
		DW	MS	KPK	DPP	TAA	P	DPU		
1	Students ask for a certificate showing that they have met the requirements to apply for the Field Work Practice to the Guardian Lecturer	□	Start						1 day	PK-1 Form
2	Students register in groups (2 students per group) to the Field Work Practice Coordinator at the predetermined time by showing the certificate from the Guardian Lecturer			□					3 days	
3	The Field Work Practice Coordinator determines the prospective of the Field Work Practice Supervisor			□					1 day	PK-2 Form
4	The prospective Supervisor may approve or disapprove the assignment to guide the Field Work Practice			Y □ ◇						PK-2 Form
5	The group of students who have obtained the approval of the guidance prepare a proposal for the Field Work Practice under the guidance of the Supervisor		□		□					Proposal
6	The Field Work Practice Coordinator write a cover letter for Academic Administration. Then, the Academic Administration prepare an application for the Field Work Practice to the target factory.		A □	□		□			1 day	PK-3 Form
7	Academic Administrative Staff shall make an application for the Field Work Practice to the target factory. This letter is signed by the Head of the Department					□			2 days	PK-4 Form
8	Academic Administrative staff sends the letter to the target factory					B □				PK-4 Form
9	If the request is not granted, the students come back to the Supervisors to prepare a new proposal				A ◇	T □	B ◇			

ATTACHMENT

PK-1 Form



MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50239

COVER LETTER Field Work Practice

To
Coordinator of Field Work Practice
Faculty of Animal and Agricultural Sciences UNDIP
In Semarang

The undersigned is the Guardian Lecturer of the student:

Name :

N I M :

Has fulfilled the requirements to apply for the Field Work Practice. Please allow the application to be processed further.

Thank for your attention.

Semarang,
Guardian Lecturer,

NIP.



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DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50239

=====

COVER LETTER OF SUPERVISOR APPOINTMENT
Field Work Practice

To

Field Work Practice Supervisor
Student of Animal and Agricultural Sciences UNDIP
In S E M A R A N G

Dear Sir/Madam,

We ask for your willingness to provide Field Work Practice guidance to the following students:

- N a m e / N I M :
- N a m e / N I M :
- Factory :
- Start date of guidance :

Thank for your attention.

Semarang,
KP Coordinator

NIP.



MINISTRY OF EDUCATION AND CULTURE
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DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50239

=====

LETTER OF ASSIGNMENT OF FIELD WORK PRACTICE

To
Academic Administrative Staff
Faculty of Animal and Agricultural Sciences UNDIP
In S E M A R A N G

We ask the Academic Administrative Staff to proceed a letter of assignment for the following students:

N a m e / N I M :

N a m e / N I M :

to be used for Field Work Practice at:

Factory :

Time :

Thank for your attention.

Semarang,
KP Coordinator

NIP.



MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50239

=====
Subject : Application for Field Work Practice
Attachment : 1 (satu)

To
.....
.....
.....
.....

Dear Sir/Madam,



MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50239

LETTER OF ASSIGNMENT OF FIELD WORK PRACTICE

Number:

The Dean of the Faculty of Animal and Agricultural Sciences, Diponegoro University assigned the following students:

- 1. Name :
- 2. NIM :
- 3. Department :
- 4. Home Address :

To carry out Field Work Practice for ... (.....) month, start atat the factory of

We hope all relevant agencies can provide assistance as needed, and report to us if the student concerned does not carry out the duties of the Field Work Practice properly.

Semarang,
p.p. Dean
Dean,

NIP.



**MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50239**

CONSULTATION SHEET

Field Work Practice

NAME :

NIM :

Factory :

Start date of guidance:

Supervisor :

No.	Date	CONSULTATION	Signature		Notes
			Student	Lecturer	

Declared finished at:
Supervisor,

NIP.



**MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50239**

FIELD WORK PRACTICE ASSESSMENT

Name :

NIM :

Factory :

Title of the Special Task :

FIELD WORK PRACTICE REPORT


No	ASSESSED COMPONENTS	MAX. SCORE	SCORE
1	Report Substance	80	
2	Guidance Process	20	
Total		100	

SPECIAL TASK REPORT

ASSESSMENT	ASSESSED COMPONENTS	MAX. SCORE	SCORE
Report Substance	Title/Topic	5	
	Introduction	10	
	Theoretical Framework	15	
	Problem-solving	25	
	Conclusions & Recommendations	10	
	References	5	
Guidance Process	Language and Report Display	5	
	Discussion and problem mastery	15	
	Guidance activeness	10	
TOTAL SCORE (in numbers)		100	

Semarang,
Supervisor,

NIP.

		PROCEDURE MANUAL OF PRACTICAL FIELD WORK (KKL)	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

Practical Field Work is one of the courses included in the Final Project group. It is carried out in factories/industry within 1 month. The course of Practical Field Work aims for students to apply academic (cognitive) abilities to solving uncomplicated problems in the industry, practicing skills (psychomotor) in the field to introduce the chemical industry early which will become their field of work in the future. Since many parties are involved in the implementation of the Field Work Practice, so there needs to be a guide in the form of the Procedure Manual of Practical Field Work. Therefore, there is uniformity in the process of implementing the Practical Field Work.

1.2 Objectives

Ensuring that the process of Practical Field Work implemented by the students as one of a series of final project can be conducted in an orderly manner and in accordance with the planned quality.

1.3 Targets

The targets of this manual are students, academic administrative staff, and guardian lecturer.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Practical Field Work (KKL) is one of a series of the final project of the students that is independent under the guidance of the Head of the Department and the KKL supervisor. KKL is carried out by all students in the same class of the year.
- 2) The industries include factories, companies, and or state-owned enterprises that run business in the livestock sector.
- 3) Supervisors are lecturers assigned to provide guidance to students in the implementation of KKL.
- 4) Administrative Staff are staff assigned to administrative matters related to the implementation of KKL.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. LECTURE IMPLEMENTATION

4.1 Relevant Parties

- 1) Students (MS)
- 2) Dean (PD 1)
- 3) Administrative Staff (TA)
- 4) Industry (I)
- 5) Supervisor (DP)

4.2 Procedure


- 1) Students submit a draft proposal to the Head of the Department.
- 2) The Dean (PD 1) assesses the feasibility of the industry to be visited and provides input for improving the proposal of the KKL activities.
- 3) The Dean (PD 1), on behalf of the Dean of the Faculty of Animal and Agricultural Sciences, submits an application for the implementation of the KKL to the target industry.
- 4) If the industry does not agree, then the students come back to consult the Dean (PD 1) to determine the industry to be visited.
- 5) If the factory agrees, then the Dean (PD 1) appoints the KKL supervisor.
- 6) The Dean (PD 1) instructs the Administrative Staff to process the Circular (SK) of KKL activities and the Letter of Assignment for the KKL supervisor.
- 7) Students carry out KKL at a predetermined time under the guidance of the Supervisor.
- 8) After completing the KKL, students write the KKL report and KKL trip report under the guidance of the Supervisor.
- 9) After being approved by the Supervisor, students submit the KKL report and KKL trip report to the Administrative Staff.
- 10) The Supervisor assess the reports and submits the list of the scores to the Administrative Staff.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

**Flowchart
Procedure Manual of Practical Field Work**

No	Activity	Relevant Parties					Time	Document
		MS	KJ	TA	I	DP		
1	Students submit a draft proposal to the Head of the Department the Faculty of Animal and Agricultural Sciences with PS approval.	Start					1 day	Proposal Draft
2	The departments and the faculty under PS consideration assess the feasibility of the company/institution to be visited and provide input for improving the proposal.		Decision				1 day	Proposal
3	The Dean, on behalf of the Faculty of Animal and Agricultural Sciences, submits a letter of application for the implementation of the KKL to the intended company/institution.		Process		Process		1 day	Dean's Letter
4	If the industry/agencies do not agree, then the student come back to consulting the PS to propose the company/institution to be visited.				Decision		1 day	Letter from company/new proposal
5	If the factory agrees, then the Dean (PD 1) appoints the KKL supervisor on consideration of the Department.		Process				2 days	Proposal
6	The faculty instructs the Administrative Staff to process the Circular (SK) of KKL activities and Letter of Assignment for the KKL supervisors. The ratio of DKKL and students is 1:20.			Process			1 day	SK SPPD
7	Students carry out KKL at a predetermined time under the guidance of the Supervisor.	Process				Process	5 days	SK, SPPD, Proposal
8	After completing the KKL, students write the KKL report and KKL trip report under the guidance of the Supervisor.	Process				Process	5 days	Report Draft
9	After being approved by the Supervisor, students submit the KKL report and KKL trip report to the Administrative Staff.	Process		Process			5 days	Report
10	The Supervisor assess the reports and submits the list of the scores to the Administrative Staff.			Process		Process	2 days	Score List
				Finish				

		PROCEDURE MANUAL OF FINAL PROJECT	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

The Final Project (TA) in the Undergraduate Program at the FPP-UNDIP is essentially research. The research is intended to give students experience to carry out a series of activities experiments to answer a problem related to the field of Animal Husbandry based on scientific principles and research methodologies. The activity starts from problem identification, problem formulation, hypotheses, designing experiments, methods, analysis, to drawing conclusions. The type of research conducted in accordance with the field of Animal Husbandry is experimental research, which can be classified in the field of fundamental research and applied research. In line with the field studied, the method of analysis or data processing can be carried out descriptively, statistically, or modeling. Since many parties are involved in the implementation of the Field Work Practice, so there needs to be a guide in the form of the Procedure Manual of Field Work Practice. Therefore, there is uniformity in the process of implementing the Field Work Practice.

1.2 Objectives

Ensuring that the process of guiding, writing, and examination of final assignment/thesis can take place in an orderly manner and in accordance with the planned quality.

1.3 Targets

The targets of this manual are students, academic administrative staff, guardian lecturers, supervisors, Field Work Practice Coordinators.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Final Project/Thesis is one of a series of final project of the students who are independent under the guidance of the Final Project/Thesis Supervisors. The Final Project/Thesis is a continuation activity of the Research Proposal. The writing of the Final Project/Thesis is carried out by a group of 1 - 2 students; which is the same group as the Research Proposal group.
- 2) Research Coordinator is a lecturer assigned by the Department to manage the distribution of supervisors, examiners, and all activities related to the implementation of Student Research.
- 3) Supervisors are lecturers who are assigned to provide guidance to students in conducting research to the writing of the research reports or the Final Projects/Thesis.
- 4) Academic administrative staff are educational staff assigned to administrative matters assist the implementation of Student Research.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURES

4.1 Relevant Parties

- 1) Students (MS)
- 2) Guardian Lecturers (DW)
- 3) Research Coordinator (KP)
- 4) Supervisors (DPB)
- 5) Academic Administrative Staff (TAA)
- 6) Examiners (DPU)

4.2 Procedures

- 1) Students who have passed the Research Proposal examination can conduct research under the guidance of a Supervisor.
- 2) If the research has been completed, students prepare a research report under the guidance of a Supervisor.
- 3) If the Research Proposal has been completed and approved by the Supervisor, the students register themselves in the Administration Office of the Department to take the Research Examination.
- 4) Academic Administrative Staff submit a list of participants for the Research Examination to Research Coordinator.
- 5) The Research Coordinator determines the Examiner.
- 6) Students take the Research Examination at the appointed time.
- 7) If the students do not pass, they must repeat the examination in the next period.
- 8) If the students pass, then the Examiner submits the test scores to the Academic Administrative Staff

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

**Flowchart
Procedure Manual of Final Project**

No	Activity	Relevant Parties						Time	Document
		DW	MS	KP	DPP	TAA	DPU		
1	Students who have passed the research proposal examination can conduct research under the guidance of a supervisor. During the implementation of research in the laboratory, students are required to fill out a Daily Journal.								TA-1 Form
2	If the research has been completed, students prepare a research report under the guidance of a Supervisor.								
3	If the Research Proposal has been completed, the Supervisor submits the Assessment Sheet of the Final Project Guidance to the Academic Administrative Staff.								TA-2 Form
4	Students register in the Administration Office of the Department to take the Research examination.						1 day		
5	Academic Administrative Staff submit a list of participants for the Research Examination to Research Coordinator.						1 day		
6	The Research Coordinator determines the Examiner.						1 day		
7	Students take the Research Examination at the appointed time.						1 day		
8	If the students do not pass, they must repeat the examination in the next period.								
9	If the students pass, then the Examiner submits the test scores to the Academic Administrative Staff.							TA-3 Form	



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DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50275

TA-1 Form

DAILY JOURNAL

No.	Date	Time	Activity	Observation Results	Notes	Laboratory Assistant Signature



MINISTRY OF EDUCATION AND CULTURE
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DEPARTMENT OF ANIMAL SCIENCE
 Tembalang Campus, Semarang 50275

ASSESSMENT SHEET
FINAL PROJECT GUIDANCE

Name :

NIM :

Title :

.....

.....

No.	Assessment Component	Max. Score	Score
1	Title	5	
2	Background, Problem Formulation, and Objectives	10	
3	Literature Review	10	
4	Methodology	10	
5	Discussion Knowledge	40	
6	Relation of Title, Purpose, and Conclusion	20	
7	References	5	
Total		100	

Semarang,

Supervisor

NIP.



**MINISTRY OF EDUCATION AND CULTURE
FACULTY OF ANIMAL AND AGRICULTURAL SCIENCES
DEPARTMENT OF ANIMAL SCIENCE
Tembalang Campus, Semarang 50275**

**ASSESSMENT SHEET
FINAL PROJECT EXAMINATION**

Name :


NIM :

Title :

Assessment	Assessment Component	Max. Score	Score
Report Substance (40%)	Title	2,5	
	Background, Purpose, and Benefits	5,0	
	Literature Review	10,0	
	Methodology	7,5	
	Discussion Knowledge	7,5	
	Relation of Title, Purpose, and Conclusion	2,5	
	References	5,0	
Seminar (60 %)	Presentation	15,0	
	Material Mastery	30,0	
	Ability to express/defend opinions	15,0	
Total		100	

Semarang,
Examiner

NIP.

		PROCEDURE MANUAL OF RESEARCH IMPLEMENTATION BY LECTURERS WITH THE DEPARTMENT'S DIPA FUNDS	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

One of the duties of the lecturer is to carry out research. Research requires a lot of funding. There are currently many offers of research funds through various research schemes, but not all lecturers are able to obtain these funds. Therefore, FPP-UNDIP provides funds for research for lecturers. In order for this research funding by the department to run smoothly, it is necessary to have an implementation guideline, which is the Procedure Manual of Research Implementation by Lecturers with the Department's DIPA Funds.

1.2 Objective

To provide procedures for conducting research with the DIPA FPP-UNDIP funds carried out by lecturers.

1.3 Target

The target of this manual is lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Faculty Research is research with funding from FPP-UNDIP.
- 2) Research Group is a research group compiled by the Dean based on the same field group.
- 3) Administrative Staff is an educational staff assigned to take care of research administration.
- 4) Research Topic is the title of the research that will be conducted.
- 5) Publication is the dissemination result of the research.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURE

4.1 Relevant Parties

- 1) Research Group (KP)
- 2) Head of the Department (KJ)
- 3) Dean (D)

4.2 Procedure

- 1) At the beginning of the fiscal year, the Head of the Department announced a research offer

for lecturers with funding from the Department.


- 2) The lecturers are grouped into several groups with the same research field, each chaired by a chairperson.
- 3) Each research group submits a research proposal.
- 4) Each research coordinator signs a Research Implementation Agreement.
- 5) Each research group conducts the research in the laboratory.
- 6) Each research group compiles research reports and scientific articles.
- 7) Each research group disseminates their research results in journals or seminars.
- 8) Each research group submits research reports along with proof of dissemination results to the Dean.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Research Implementation by Lecturers with the Department's DIPA Funds

No.	Activity	Relevant Parties			Time	Document
		KP	KJ	D		
1	At the beginning of the fiscal year, the Head of the Department announced a research offer for lecturers with funding from the Department.	↓	←	←	February	
2	The lecturers are grouped into several groups with the same research field, each chaired by a chairperson.	↓				
3	Each research group submits a research proposal.	→	→	→		
4	Each research coordinator signs a Research Implementation Agreement.	↓			6 months	Research Implementation Agreement
5	Each research group conducts the research in the laboratory.	↓				
6	Each research group compiles research reports and scientific articles.	↓				
7	Each research group disseminates their research results in journals or seminars.	↓				
8	Each research group submits research reports along with proof of dissemination results to the Dean.	→	→	→		

		PROCEDURE MANUAL OF COMMUNITY SERVICE IMPLEMENTATION BY LECTURERS WITH THE DEPARTMENT'S DIPA FUNDS	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

One of the duties of the lecturer is to carry out community service. Community service activities require a lot funding. Currently, there are many offers of funds for these activities through various funding schemes, but not all lecturers are able to obtain these funds. Therefore, FPP-UNDIP provides funds for community service for lecturers. In order for community service funding by the department to run smoothly, it is necessary to have an implementation guideline, which is the Procedure Manual of Community Service Implementation by Lecturers with the Department's DIPA Funds.

1.2 Objective

To provide procedures for implementing community service with FPP-UNDIP DIPA funds carried out by lecturers.

1.3 Target

The target of this manual is lecturers.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) Community Service is a community service activity with funds from DIPA of FPP-UNDIP.
- 2) Administrative Staff is a staff assigned to take care of the administration of community service.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURE

4.1 Relevant Parties

- 1) Dean (PD 1)
- 2) Lecturer (D)
- 3) Community Service Coordinator (KP)
- 4) Administrative Staff (TA)

4.2 Procedure

- 1) The Dean forms a team for community service activities.
- 2) The Team makes proposals for community service activities.
- 3) The Administrative staff makes a draft of the Decree on Community Service.
- 4) Community service activities are carried out by the core team and members at a predetermined place and time.
- 5) The Team makes a report on the community service activities.
- 6) The Team submits community service reports after being approved by the Dean and submitted to Administrative Staff.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Community Service Implementation by Lecturers with the Department's DIPA Funds

No.	Activity	Relevant Parties				Time	Document
		KJ	D	KP	TA		
1	The Dean forms a team for community service activities.	Start					
2	The Team makes proposals for community service activities.		□				
3	The Administrative staff makes a draft of the Circular on Community Service.				□		Circular
4	Community service activities are carried out by the core team and members at a predetermined place and time.		□			3 months	
5	The Team makes a report on the community service activities.		□				
6	The Team submits community service reports after being approved by the Dean and submitted to Administrative Staff.				Finish		



**PROCEDURE MANUAL OF DEPARTMENT/FACULTY
MEETING IMPLEMENTATION**

Approved by:

Revision

Date

Dean

Notes:

1. Since the meeting must be held as effectively as possible, its implementation must be regulated.
2. The results of the meeting need to be informed to the Head of the Faculty.

No.	Activity	Relevant Parties			Time	Document
		Meeting participants	Chairman of the meeting	Head of the Faculty		
1.	Meeting invitations must be received at least a week and no later than 3 days before the meeting schedule and must be notified to the Head of the Faculty.	□ ←	□	→ □	3-7 days	Meeting Invitation Letter (invitation content is determined)
2.	The chairman of the meeting must start the meeting ON TIME according to the invitation.		↓ □ ↓			
3.	The chairperson of the meeting takes the attendance of the participants.		□ ↓		5 minutes	Meeting attendance list
4.	The chairman of the meeting reads the agenda of the meeting.		□ ↓		10 minutes	
5.	Discussion of the meeting agenda in one meeting is limited to a maximum of 1 hour. (if it does not reach	□ ←	□	→ □	1 hour	


	a conclusion, it will be postponed to another meeting).					
6.	Before the meeting is closed, it is agreed that the next meeting is necessary, and it must be determined when it will be held.					
7.	The meeting is closed by the chairman of the meeting.					
8.	The results of the meeting which are written in the minutes are then summarized to be distributed to the meeting participants and the Head of the Faculty no later than 3 days after the meeting.				3 days	Minutes/summary of the meeting

A few things to note:

1. The meeting schedule should be chosen on the day and time that will not disturb academic activities
2. Each meeting participant should be active in preparing meeting materials

		PROCEDURE MANUAL OF QUALITY WEEK IMPLEMENTATION		Approved by: Dean
Revision	Date			

No.	Activity	Relevant Parties				Time	Document
		Dean (PD 1)	TPMF (and GPM)	Head of Dept./SP/Lab	Education Division		
1.	Order the implementation of the quality week.	□					Order for the implementation of quality evaluation
2.	Coordinate and plan the implementation.		□			1 week	
3.	The Dean issues a letter of assignment for its implementation.	□				1 week	Letter of Assignment
4.	The Dean (PD 1) informs the implementation of the quality week.		□	□	□	1 week	Quality evaluation form
5.	TPMF and the team conduct the quality week.		□			2 weeks	Quality evaluation form
6.	TPMF and the team summarize and report the results to the Dean (PD 1).	□				1 weeks	Result report
7.	The Dean (PD 1) announces the results of quality monitoring to the academic community and reports to the UNDIP Rector.	□		□	□	1 week	Report Letter

		PROCEDURE MANUAL OF STUDENT COMPLAINT SUBMISSION AND HANDLING	Approved by:
Revision	Date		Dean

1. INTRODUCTION

1.1 Background

One of the main duties of the Faculty is in terms of service to students. In practice, sometimes there are shortcomings that cause poor service. FPP-UNDIP always strives to improve services to students. The best way to find out the lack of services that have been carried out is with suggestions/complaints/protests from students. FPP-UNDIP facilitates suggestions/complaints/protests from students through various mechanisms. In order for students to understand the procedure for giving suggestions/complaints/protests, FPP-UNDIP considers it necessary to develop a guideline in the form of a Procedure Manual of Student Complaint Submission and Handling.

1.2 Objective

To ensure that students can complain about their dissatisfaction with the service and learning system at FPP-UNDIP.

1.3 Targets

The targets of this manual are Students, Academic Administrative Staff, and the Faculty.

2. DEFINITION AND SCOPE

2.1 Definition

- 1) QAG (Quality Assurance Group) consists of several lecturers who in this case are given the duty of compiling incoming complaints to be reported to the Head of the Department.
- 2) Academic Administrative Staff is an educational staff assigned the duty of administering and collecting complaint forms written by students.
- 3) Complaints are complaints written by students relating to the teaching-learning process, lecturers, services, and facilities at FPP-UNDIP.
- 4) Suggestion Box is a box provided by the Department to accommodate student complaint forms and the forms are collected every day.

2.2 Scope

This Procedure Manual applies at the Faculty of Animal and Agricultural Sciences of the University of Diponegoro.

3. LEGAL FOUNDATION

- 1) Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
- 2) Regulation of the Rector of University of Diponegoro Number 209/PER/UN7/2012 concerning Academic Regulations in the Education Sector of University of Diponegoro.

4. PROCEDURE

4.1 Relevant Parties

- 1) Student (MS)
- 2) QAG
- 3) Academic Administrative Staff (TAA)
- 4) Dean (PD 1)

4.2 Procedure

Complaint Submission to the Complaint/Suggestion Box

- 1) The students write complaints and submit them through the Suggestion Box.

Complaint Handling by the Faculty

- 2) The Academic Administrative Staff collects the forms in the Suggestion Box.
- 3) The Complaints are submitted to QAG for evaluation and compilation.
- 4) The QAG summarizes the complaints received and submitted to the Dean (PD 1).

Complaint Resolution

- 5) The Dean (PD 1) together with the QAG and related parties discussed the problems complained of to find solutions.
- 6) The Dean (PD 1) formulates a solution.

5. CLOSING

This Procedure Manual is prepared with the expectation that all relevant parties can implement it properly, so that the vision and mission of FPP-UNDIP can be realized.

Flowchart
Procedure Manual of Student Complaint Submission and Handling

No.	Activity	Relevant Parties				Time	Document
		MS	TAA	KJ	KJ		
1	The students write complaints and submit them through the Suggestion Box.	Start					
2	The Academic Administrative Staff collects the forms in the Suggestion Box.		□				
3	The Complaints are submitted to QAG for evaluation and compilation.		□	□			
4	The QAG summarizes the complaints received and submitted to the Dean (PD 1).			□	□		
5	The Dean (PD 1) together with the QAG and related parties discussed the problems complained of to find solutions.			□	□		
6	The Dean (PD 1) formulates a solution.				Finish		

