



**MANUAL PROCEDURE  
WORK INSTRUCTION FORM**

**SEMINAR – THESIS**

**FACULTY OF VETERINARY MEDICINE  
UNIVERSITAS AIRLANGGA**

QUALITY ASSURANCE UNIT  
FACULTY OF VETERINARY MEDICINE  
UNIVERSITAS AIRLANGGA

Organizing Team

DEAN : Dean of Faculty of Veterinary Medicine Universitas Airlangga  
Prof. Dr. Pudji Srianto, drh., M.Kes

HEAD : Vice Dean I  
Prof. Dr. Fedik Abdul Rantam, drh.


MEMBERS : Prof. Dr. Sri Pantja Madyawati, drh., M.Si  
Dr. Erma Safitri, drh., M.Si  
Dr. Tita Damayanti Lestari, drh., M.Sc.

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	<b>MANUAL PROCEDUREMANUAL PROCEDURES : SEMINAR AND THESIS</b>	<b>Number : 1.2.01</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 5</b>
		<b>Pages :</b>
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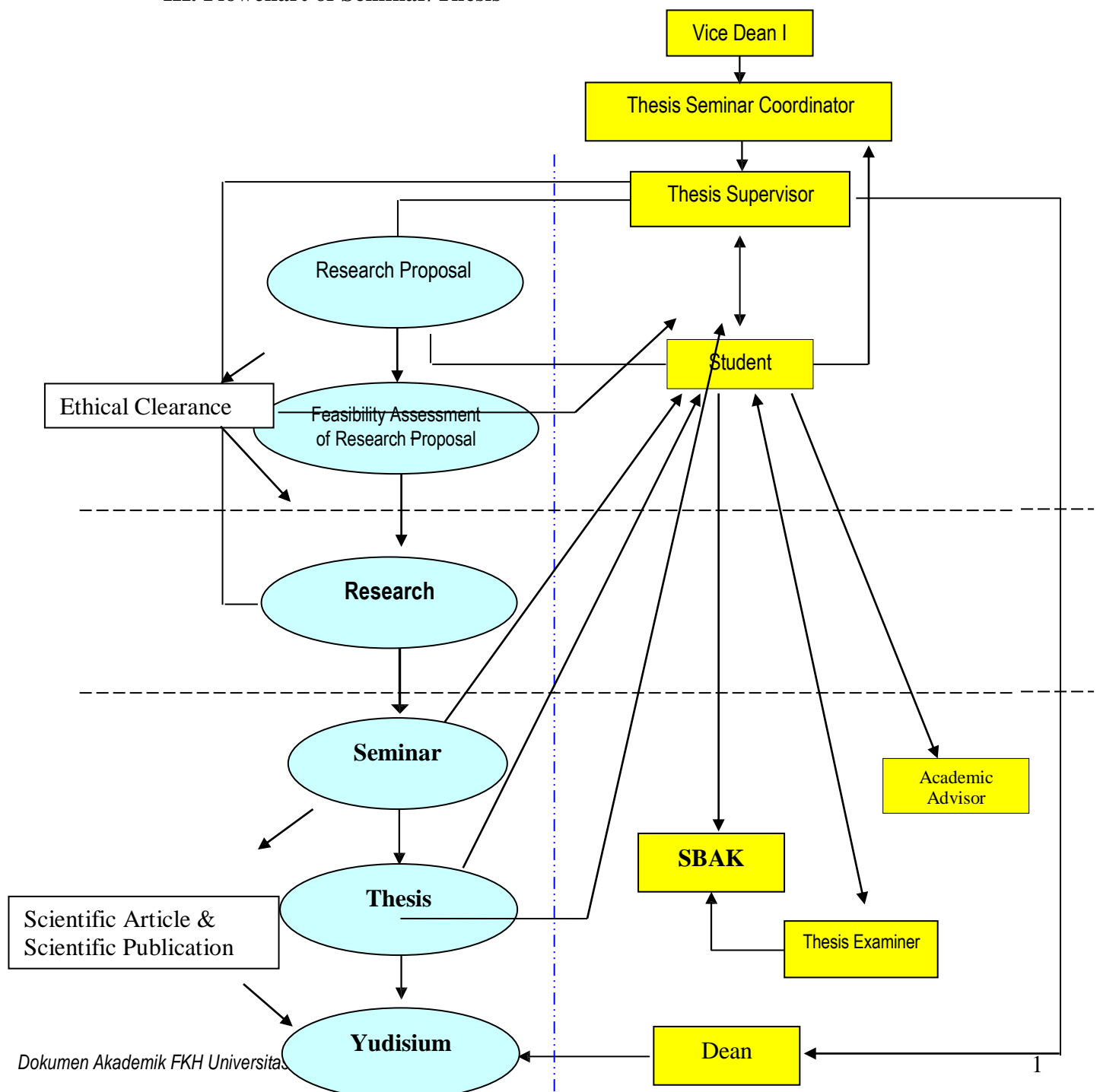
**I. Purpose :**

To provide guidelines for the procedure of seminar and thesis as a part of academic activities at Faculty of Veterinary Medicine UNAIR.

**II. Scope :**

1. Thesis Seminar Coordinator
2. Research Proposal Feasibility Assessment
3. Ethical Clearance
4. Research
5. Seminar
6. Thesis
7. Scientific Article
8. Scientific Publication
9. Judicium

**III. Flowchart of Seminar/Thesis**



#### IV. Provision

1. Policy of appointing Research Supervisor for thesis is arranged by Vice Dean I
  - 1.1. Vice Dean I is assisted by Thesis Seminar Coordinator.
  - 1.2. Thesis Seminar Coordinator determines the composition of Thesis Supervisor and Co-Supervisor for each semester 5 student.
  - 1.3. Dean issues a decree regarding the thesis supervisor
2. Determination of research title:
  - 2.1. The title of the thesis research plan is submitted by the student to the two supervisors.
  - 2.2. Student consultation with supervisor is documented in the Consultation Form.
  - 2.3. The proposal for thesis research plan (research topic and duration of the study) is discussed with the two supervisors.
  - 2.4. A copy of the proposal must be received by the Thesis Seminar Coordinator in semester VI.
  - 2.5. Feasibility of Thesis Research Proposals is assessed by the Supervisory Committee and the Examining Committee.
  - 2.6. The final decision on the results of the assessment of the Research Proposal is documented in the Report of Feasibility Assessment of Proposal.
  - 2.7. A copy of the Report of Feasibility Assessment of Research Proposal is submitted to the Seminar Thesis Coordinator
  - 2.8. Should the student do a research internship on a research conducted by a lecturer, the lecturer has the right to get a copy of the Research Approval Form.
3. Prior to conducting a research, students must obtain an ethical clearance and attach the copy of the ethical clearance letter on the paper of the seminar result.
4. Research for thesis :
  - 4.1. In carrying out research, students must comply with the regulations regarding the use of research facilities / infrastructures.
  - 4.2. In carrying out research, students must be monitored and evaluated by the Thesis Supervisor, and the process is then documented in Monitoring and Evaluation Research Form.
5. Writing Research Result Reports:
  - 5.1. The writing of research reports must be completed within a maximum of 3 (three) months after the study is completed.
  - 5.2. In writing research reports, students must consult with the two supervisors at least 2 (two) times.
  - 5.3. Consultation of thesis writing is documented in the Consultation Form for Preparing Research Reports for Dissemination
6. Seminar of Research Result:
  - 6.1. Students can register for their research result seminars after obtaining permission from Academic Advisor regarding the number of credit that must be completed.
  - 6.2. The research result seminar can be carried out after the two supervisors examine and approve the student research report paper.
  - 6.3. The Terms and Procedures of the Research Results Seminar are regulated in the Guidelines for Research Results Seminar
  - 6.4. Determination of the Assessment Committee is governed by the Thesis Seminar Coordinator, after examining the requirements of the research result seminar.
7. Thesis Examination:
  - 7.1. Thesis examination can be carried out after the paper of the student research results is corrected according to the suggestions given by the Examining Committee and the Supervisory Committee
  - 7.2. Approval from the Examining Committee and the Supervisory Committee is included in the Seminar Paper Correction Form.
  - 7.3. Thesis examination must be completed in semester 8 (eight)
  - 7.4. The Terms and Procedures of Thesis Examination are regulated in the Thesis Manual ProcedureManual Procedures
8. Scientific Articles
  - 8.1. The writing of scientific articles from the results of thesis research must be made after the thesis examination.
  - 8.2. In writing scientific articles, students must consult with the two supervisors at least 2 (two) times
  - 8.3. Scientific articles written place the student as the first author, followed by both the supervisors and the three examiners.
9. Scientific Publication
  - 9.1. The writing of scientific publications from the results of thesis research must have

- been made after the thesis examination.
- 9.2. In writing scientific publications, students must consult with the two supervisors at least 2 (two) times
  - 9.3. The written scientific publication must be accepted in the appropriate journal (as one of the requirements to be able to register for the Bachelor's Judicium).
  - 9.4. Student names must still be the first author, followed by both the supervisors and the three examiners.
  - 9.5. Should the lecturer owning the research wants to be the first author, then the lecturer still has to include the student as a member of the researcher (Co-Author), with the terms of *Re-working* on the article.
  - 9.6. *Re-working* means that there will be changes made on the scientific article that will be published, both the title and the addition of markers that will be observed.
10. Bachelor Judicium:
    - 10.1. Dean of Faculty of Veterinary Medicine UNAIR determines the graduands.
    - 10.2. Judicium is held 1 (one) month before graduation
    - 10.3. Judicium is regulated in Judicium Procedure for Bachelor of Veterinary Medicine
  11. Matters that have not been arranged will be determined later

## **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

## **VI. Supporting Documents**

1. Form of Research Proposal Consultation
2. Form of Acceptance Report of Feasibility Assessment of Proposal
3. Form of Research Approval
4. Form of Monitoring and Evaluation of the Research
5. Guidelines for Procedure of Research Result Seminar
6. Form of Correction of Seminar Paper
7. Guidelines for Thesis Procedure
8. Procedure for Yudisium of Bachelor of Veterinary Medicine

**VII. Reviewed by** : Vice Dean I of Faculty of Veterinary Medicine UNAIR


**Approved by** : Dean of Faculty of Veterinary Medicine UNAIR

### **Revision**

Year : 2018  
By : Quality Assurance Unit

## **VIII. Identification of Changes :**

Thesis Seminar Coordinator Team is changed into Thesis Seminar Coordinator

	<b>MANUAL PROCEDUREMANUAL PROCEDURES : PROCEDURE OF PROPOSAL PRESENTATION</b>	<b>Number : 1.2.02</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
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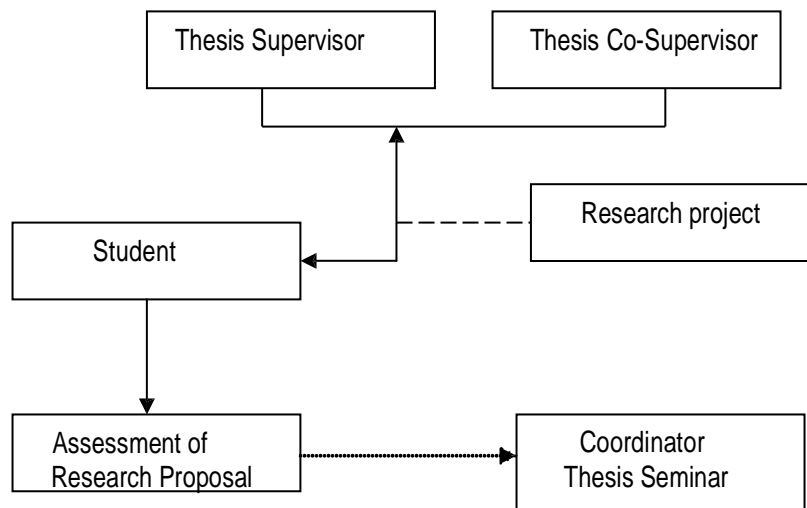
**I. Purpose :**

To provide guidelines for the procedure of the discussion of research proposal between student and thesis supervisors.

**II. Scope :**

1. Thesis Seminar Coordinator
2. Feasibility Assessment of Research Proposal
3. Research
4. Seminar
5. Thesis
6. Judicium

**III. Flowchart of Guidelines for Research Proposal Discussion**





#### **IV. Description of Activities**

1. Discussing the proposal with the student is the responsibility of the Thesis Supervisor.
2. The two supervisors must be present during the discussion of the proposal.
3. Should the student do a research internship in a research project conducted by a lecturer, the discussion of the proposal must also be attended by the lecturer
4. Approval given by a lecturer conducting a research to a student wishing to do a research internship is written in Research Internship Approval Form.
5. The date and time of the Feasibility Assessment of Research Proposal is agreed upon between the student and both the supervisors (Advisory Committee) and the Examining Committee.
6. The student must have submitted the research proposal paper no later than 7 (seven) days before the date of the discussion of the proposal to the Supervisory Committee and the Assessment Committee.
7. Assessment of Research Proposal is conducted for 1 (one) hour led by the Chair of the Assessment Committee.
8. Assessment of Research Proposal is documented in the Proposal Assessment Form.
9. Student presents his research proposal for 15 (fifteen) minutes.
10. The Supervisory and Assessment Committee, jointly, provide input and direction regarding title, method, location and duration of the study, and the plan for the seminar and thesis examination until they are agreed upon.
11. The result of the Feasibility Assessment of Research Proposal is documented in the Assessment Report Form signed by the Chairperson of the Assessment Committee.
12. A copy of the Assessment Report Form must be submitted to the Thesis Seminar Coordinator after the assessment has been conducted.
13. Should a student do a research internship in a research project conducted by a lecturer, the student must give a copy of Research Proposal Approval Form to the lecturer.
14. Should a student conduct independent research (ideas, preparation of proposal) and the research is fully carried out by the student himself, the student has the right to put his name as the first author followed by the thesis supervisor as the second and third author.
15. Should a student do a research internship on a research project conducted by a lecturer, the publication rights are regulated in the Manual ProcedureManual Procedures of research internship for the writing of the thesis (1.2.03)
16. Matters that have not been regulated in this Manual ProcedureManual Procedures will be determined later.

#### **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

#### **VI. Supporting Document**

1. Manual ProcedureManual Procedures on Research Internship
2. Form of Research Proposal Approval.
3. Form of Research Proposal Assessment.
4. Form of Proposal Assessment Report.
5. Form of Research Internship Approval.
6. Form of Publication Approval

#### **VII. Reviewed by :** Vice Dean I Faculty of Veterinary Medicine UNAIR

**Approved by :** Dean Faculty of Veterinary Medicine UNAIR


#### **Revisi**

**on** Year : 2016

**By** : Quality Assurance Unit

#### **VIII. Identification of Change :**

Thesis Seminar Coordinator Team is changed into Thesis Seminar Coordinator

	<b>MANUAL PROCEDURES : RESEARCH INTERNSHIP RULES AND REGULATIONS</b>	<b>Number : 1.2.03</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
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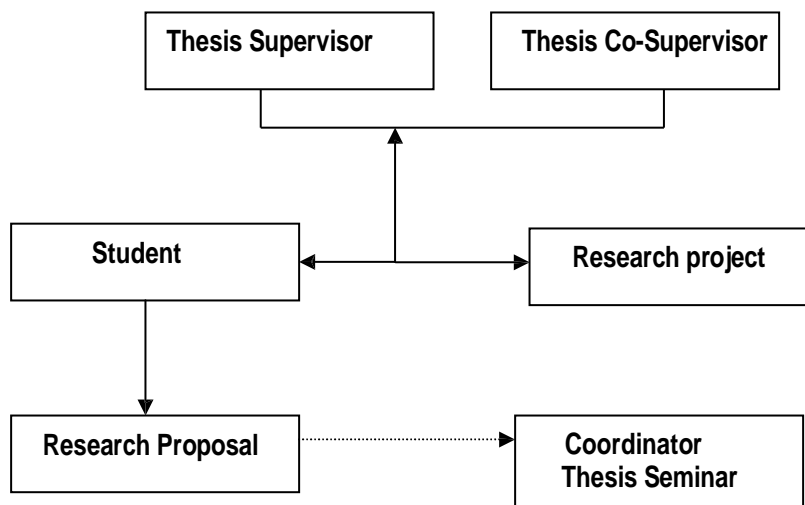
**I. Purpose :**

To provide guidelines for the procedure of the research internship for the writing of thesis at Faculty of Veterinary Medicine Universitas Airlangga

**II. Scope :**

1. Thesis Seminar Coordinator
2. Feasibility Assessment of Research Proposal
3. Research
4. Seminar
5. Thesis
6. Judicium

**III. . Flowchart of lecturer’s research for thesis writing**



#### **IV. Description of activities**

1. The student must already have a thesis supervisor
2. The format of the paper, the substance of the proposal, and the use of good and correct Indonesian Language must be approved by the thesis supervisor and co-supervisor.
3. Should a student do research internship on a research project conducted by a lecturer who is not his thesis supervisor, the proposal paper must be consulted with the thesis supervisor.
4. Approval given by a lecturer conducting a research to a student wishing to do a research internship is written in Research Internship Approval Form.
5. The thesis supervisor is entitled to monitor the research.
6. Lecturers who hold a research project that meet the requirements to examine Seminar and Thesis can be appointed as examiners.
7. Should a student do a research internship on a research conducted by a lecturer, the lecturer has the right for the scientific publication for the research result and it is documented in a Publication Approval Form.
8. Matters that have not been regulated will be determined later.

#### **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine

#### **VI. Supporting Documents**

1. Form of Research Internship Approval.
2. Form of Publication Approval

**VII. Reviewed by** : Vice Dean I Faculty of Veterinary Medicine UNAIR

**Approved by** : Dean Faculty of Veterinary Medicine UNAIR


#### **Revisi**

**on** Year : 2016  
**By** : Quality Assurance Unit  
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**a**  
**h**

#### **VIII. Identification of Change :**

Thesis Seminar Coordinator Team is changed into Thesis Seminar Coordinator



	<b>SEMINAR/THESIS FORM: SEMINAR-THESIS SUPERVISOR CONSENT REQUEST</b>	<b>Number : 1.2.04.000.009</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages: Validation : 2018</b>

I the undersign

Name :  
NIP :

Name :  
NIP :

Is willing/not willing to become the Thesis Supervisor/Co-Supervisor for the following student

Name :  
Student Number :  
Study Program :  
Batch :

Reason :

Surabaya,  
Thesis Supervisor

Surabaya,  
Thesis Co-Supervisor

( )  
NIP.


( )  
NIP.

	<b>SEMINAR/THESIS FORM: RESEARCH PROPOSAL CONSULTATION</b>	<b>Number : 1.2.04.000.010</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 2</b>
		<b>Pages : Validation : 2018</b>

Student Name :  
 Student Number :  
 Semester :  
 Research Title :

Thesis Supervisor :  
 Thesis Co-Supervisor :

No.	Date	Discussion Topics	Discussion Results	Signature Supervisor Name

	<b>SEMINAR/THESIS : PUBLICATION APPROVAL</b>	<b>Number : 12.02.000.002</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>


Data used in the thesis writing as a requirement to graduate from Faculty of Veterinary Medicine Universitas Airlangga are obtained from the research conducted by a lecturer. Hence,

Student Name :  
Student Number :  
Research Title :  
  
Date of Examination :  
Research Supervisor :

Do not object that the research result is published and invite the research supervisor as the “*First Author*”.

Surabaya,  
Student

( \_\_\_\_\_ )  
St. Number.

	<b>MANUAL PROCEDURES : FEASIBILITY ASSESSMENT OF RESEARCH PROPOSAL</b>	<b>Number : 1.2.04</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
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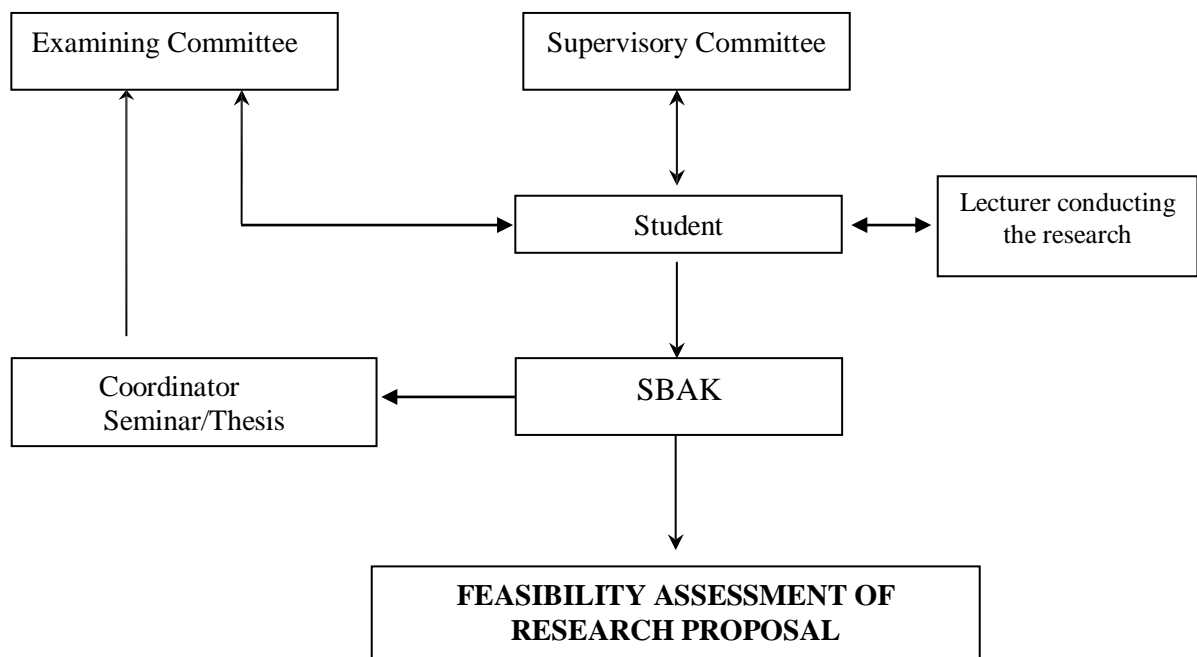
**I. Purpose :**

To provide guidelines for the procedure of Feasibility Assessment of Research Proposal at Faculty of Veterinary Medicine Universitas Airlangga.

**II. Scope :**

1. Thesis Seminar Coordinator
2. Feasibility Assessment of Research Proposal
3. Research
4. Seminar
5. Thesis
6. Judicium

**III. Flowchart of Feasibility Assessment of Research Proposal**





#### **IV. Description of activities**

1. Obtaining approval from the thesis supervisor and the lecturer conducting to perform the Feasibility Assessment of Research Proposal
2. Submitting 5 (five) copies of the Research Proposal paper.
3. Registering the Feasibility Assessment of Research Proposal examination to Thesis Seminar Coordinator.
4. Thesis Seminar Coordinator appoints the Examining Committee and issues a letter requesting the processing of the Feasibility Assessment of Research Proposal to SBAK.
5. Students must check with the Examining Committee to schedule the specific date and time for the Feasibility Assessment of Research Proposal and it is documented in the Examination Request Form.
6. Requirements for seminar examination must be submitted to SBAK **no later than 7 (seven) days** prior to the date of the seminar examination
7. SBAK (Academic Sub-Division) processes the administration of the seminar in accordance with the SBAK Flow Chart.
8. Matters that have not been regulated will be determined later.

#### **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

#### **VI. Supporting Documents**

1. Form of Thesis Supervisor Approval.
2. Form of Follow-Up Request
3. Form of Feasibility Assessment of Research Proposal Request.

#### **VII. Reviewed by :** Vice Dean I Faculty of Veterinary Medicine UNAIR


**Approved by :** Dean Faculty of Veterinary Medicine UNAIR

#### **Revision**

Year : 2018  
By : Quality Assurance Unit

#### **VIII. Identification of change :**

Thesis Seminar Coordinator team is changed into Thesis Seminar Coordinator

	<b>MANUAL PROCEDURES : IMPLEMENTATION OF FEASIBILITY ASSESSMENT OF RESEARCH PROPOSAL</b>	Number : 1.2.05
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision : 4
		Pages :
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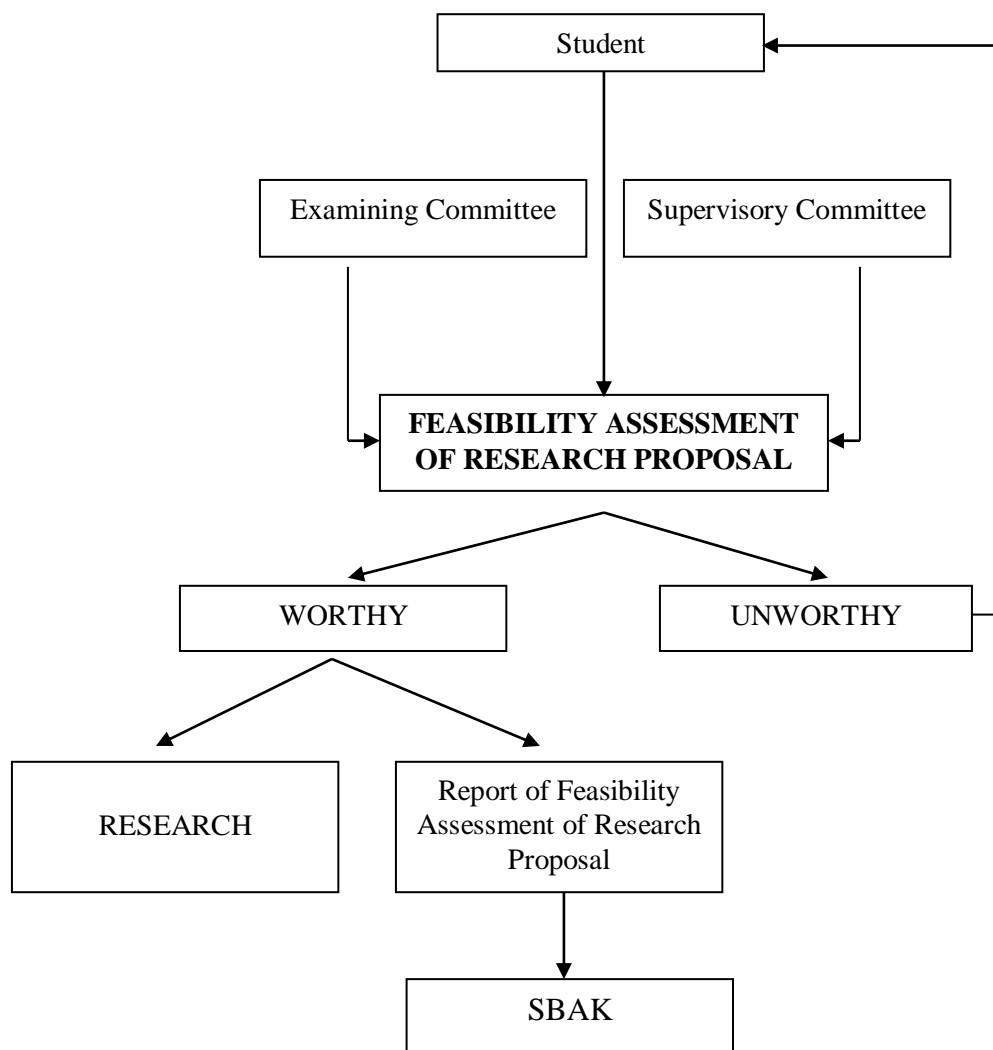
**I. Purpose :**

To provide the guidelines for the procedure of the implementation of Feasibility Assessment of Research Proposal at Faculty of Veterinary Medicine Universitas Airlangga.

**II. Scope :**

1. Thesis Seminar Coordinator
2. Implementation Feasibility Assessment of Research Proposal
3. Research
4. Seminar
5. Thesis
6. Judicium

**III. Flowchart of Implementation of Feasibility Assessment of Research Proposal**



#### **IV. Description of Activities**

1. Terms for the Feasibility Assessment of Research Proposal examination is arranged in accordance with the education handbook
2. Student presenting the paper should arrive 15 minutes prior to the examination of the Feasibility Assessment of the research proposal begins and already arrange and prepare the equipment for the presentation. The student should dress in white tops and black pants for male and black skirt for female and also wear alma mater suits.
3. All participants in the Feasibility Assessment of Research Proposal Examination (student, supervisors, examiners) are required to deactivate / silence cellphones
4. Feasibility Assessment of Research proposal Examination is attended by all supervisors and examiners. It can still be carried out if it is attended by at least 1 supervisor and 3 examiners or 2 supervisors and at least 2 examiners (Chair of examining Committee must be present)
5. Feasibility Assessment of Research Proposal Examination is guided by the head of the Examining Committee.
6. The time allocation is 15 minutes for the paper presentation and 45 minutes for the Question and Answer session.
7. Each examiner is given an opportunity of 10 minutes maximum to ask questions.
8. The thesis supervisor is given a 5-minute opportunity.
9. The student is given a 5-minute extra time opportunity.
10. The Examining and Supervisory Committee must score the students based on the assessment grid provided in Research Proposal Assessment Form.
11. After the examination, the head of the Examining Committee reconfirms the score given and determines the feasibility of the Research Proposal.
12. The final decision on the results of the Feasibility Assessment of Research Proposal is documented in the Research Proposal Feasibility Report Form.
13. Form of Feasibility Assessment of Research Proposal from each examiner and Form of Feasibility Assessment of Research Proposal Report are submitted by the head of the Examining Committee to SBAK.
14. Research is immediately carried out should the Student Research Proposal is declared feasible
15. Thesis Supervisors must monitor and evaluate the research as outlined in the Research Evaluation and Monitoring Form
16. At the end of the research period, the student must consult with the thesis supervisor and it is documented in the Form of Consultation for Research Reports for Dissemination.
17. Matters that have not been regulated will be determined later.

#### **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

#### **VI. Supporting Documents**


1. Form of Feasibility Assessment of Research Proposal.
2. Form of Feasibility Assessment of Research Proposal Report
3. Form of Research Evaluation and Monitoring
4. Form of Consultation for Research Proposal Dissemination

**VII. Reviewed by** : Vice Dean I Faculty of Veterinary Medicine UNAIR  
**Approved by** : Dean Faculty of Veterinary Medicine UNAIR

**Revisi**  
**on** Year : 2013  
**By** : Quality Assurance Unit


#### **VIII. Identification of change :**

Thesis Seminar Coordinating Team is changed into Thesis Seminar Coordinator

	<b>WORK INSTRUCTION : RESEARCH COVER LETTER</b>	Number : 1.2.05.001
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision : -
		Pages :
		Validation : 2018

The following steps are the process of acquiring a research cover letter for students who will conduct research:

1. Student makes an application letter to conduct research to Vice Dean I
2. The research Proposal is attached to the application letter.
3. Vice Dean I gives a disposition to the SBAK
4. SBAK then make the cover letter and student is able to get it at SBAK

	<b>PROPOSAL FEASIBILITY FORM : APPROVAL FROM RESEARCH PROPOSAL SUPERVISOR</b>	<b>Number : 1.2.04.000.001</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

The undersigned, the thesis supervisor, has approved the Research Proposal Plan proposed by

Student Name :  
Student Number :  
Research Proposal Title :

Research Location :  
Research Duration : To  
Fund :  
Seminar Plan :  
Thesis Plan :

Surabaya,  
Thesis Supervisor


Surabaya,  
Thesis Co-Supervisor

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.

Supervisor owning the research

( \_\_\_\_\_ )  
NIP.

	<b>PROPOSAL FEASIBILITY FORM: REQUEST LETTER FOR RESEARCH PROPOSAL ASSESSMENT EXAMINATION</b>	<b>Number : 1.2.04.000.002</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

### **REQUEST LETTER FOR RESEARCH PROPOSAL ASSESSMENT EXAMINATION**

No :  
Sube : Feasibility Assessment of Research Proposal

Dear  
Academic Division  
Faculty of Veterinary Medicine Universitas Airlangga

Kindly further process the following student for Feasibility Assessment of Research Proposal Examination :

Student Name :  
Student Number :  
Research Title :


Thesis Supervisor :  
Thesis Co-Supervisor :  
Head of Examining Committee :  
Secretary :  
Members :

The mentioned student together with the Supervisory Committee and Examining Committee will determine the specific day and date of the examination.

Upon the completion of the examination process, the copy of the Feasibility Assessment of Research Proposal Report is submitted to SBAK within 7 (seven) days after the examination.

Surabaya,  
Thesis Seminar Coordinator,

( \_\_\_\_\_ )  
NIP.

	<b>PROPOSAL FEASIBILITY FORM : REQUEST TO ASSESS RESEARCH PROPOSAL FEASIBILITY</b>	<b>Number : 1.2.04.000.003</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

Student Name :  
Student Number :  
Research Title :

Thesis Supervisor :  
Thesis Co-Supervisor :  
Head of Examining Committee :  
Secretary :  
Member :

Feasibility Assessment of Research Proposal Examination will be held on:

Day :  
Date :  
Time :  
Venue :

Surabaya,  
Thesis Supervisor,

Surabaya,  
Thesis Co-Supervisor,

(\_\_\_\_\_  
NIP.

(\_\_\_\_\_  
NIP.

Surabaya,  
Head of Examining  
Committee,


Surabaya,  
Secretary of Examining  
Committee,

Surabaya,  
Member of Examining  
Committee,

(\_\_\_\_\_  
NIP.

(\_\_\_\_\_  
NIP.

(\_\_\_\_\_  
NIP.

	<b>PROPOSAL FORM: PROPOSAL CORRECTION APPROVAL SHEET</b>	<b>Number : 1.2.04.000.0004</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2016</b>

Thesis Supervisor and Examining Committee approved the proposal proposed by:

Student Name :  
Student Number :  
Proposal Title :

Proposal Seminar Date :

Thesis Supervisor and Examining Committee declared that suggestions and corrections have been incorporated in the proposal.

Examining Committee of Proposal Feasibility,

Head,

Member,

Member

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.


Thesis Supervisor,

Thesis Co-Supervisor,

( \_\_\_\_\_ )  
NIP

( \_\_\_\_\_ )  
NIP.



	PROPOSAL FEASIBILITY FORM: <b>EXAMINING COMMITTEE          OF RESEARCH PROPOSAL          FEASIBILITY</b>	Document Number : <b>1.2.04.000.005</b>	Student Name :	
	Reviewed By : <b>Vice Dean I</b>	Issued/Revision : <b>1/3</b>	Student Number	
<b>Faculty of          Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit          Faculty of Veterinary Medicine -UNAIR</b>	Issued Date/Revision: <b>2018</b>	Proposal Title	

**Put a check (✓) and give comments on the box provided**

**A Field of Research**

- Animal Diseases / Veterinary Public Health
- Production / Animal Reproduction
- Animal Feed
- Others

**2 Type of Research**

- Experimental Research
- Laboratory Exploration Research
- Survey
- Others

**B Paper Format**

- 1. Paper size in accordance with the Thesis Guidelines
- 2. Font and font size in accordance with the Thesis Guidelines
- 3. Chapter division in accordance with the Thesis Guidelines
- 4. Reference Format in accordance with the Thesis Guidelines

**Yes**

**No**

**Suggestions**

**C Proposal Substance**

- 1. Clear and concise Title
- 1.1. Containing Independent Variable
- 1.2. Containing Dependent Variable
- 1.3. Containing Research Object
- 1.4. Containing supporting information (aim/benefit/etc)

**Yes**

**No**

**Suggestions**

<b>C Proposal Substance</b>	<b>Yes</b>	<b>No</b>	<b>Suggestion</b>
2. Research background is clear and sharp	<input type="checkbox"/>	<input type="checkbox"/>	
2.1. Statement of the problem is in line with Proposal Title	<input type="checkbox"/>	<input type="checkbox"/>	
2.2. Description and supporting statement of the problem	<input type="checkbox"/>	<input type="checkbox"/>	
2.3. Explanation on why the problem has not been resolved	<input type="checkbox"/>	<input type="checkbox"/>	
2.4. Solution of the problem is in line with Proposal Title	<input type="checkbox"/>	<input type="checkbox"/>	
3. Brief and clear theoretical foundation, in line with the solution to the problem	<input type="checkbox"/>	<input type="checkbox"/>	
4. Formulation of the problem is concise and clear	<input type="checkbox"/>	<input type="checkbox"/>	
4.1. Using Interrogative sentence	<input type="checkbox"/>	<input type="checkbox"/>	
4.2. In line with background and theoretical foundation	<input type="checkbox"/>	<input type="checkbox"/>	
5. Research Purpose is in line with Formulation of the problem	<input type="checkbox"/>	<input type="checkbox"/>	
6. Research benefit is in line with research purpose	<input type="checkbox"/>	<input type="checkbox"/>	
7. The literature review is relevant to the title	<input type="checkbox"/>	<input type="checkbox"/>	
7.1. Explaining research object	<input type="checkbox"/>	<input type="checkbox"/>	
7.2. Explaining independent variable	<input type="checkbox"/>	<input type="checkbox"/>	
7.3. Explaining dependent variable	<input type="checkbox"/>	<input type="checkbox"/>	
8. Research method is clear and detailed	<input type="checkbox"/>	<input type="checkbox"/>	
8.1. Explaining the location and time of the research	<input type="checkbox"/>	<input type="checkbox"/>	
8.2. Explaining experimental design	<input type="checkbox"/>	<input type="checkbox"/>	
8.3. Catalogue of the chemical materials is mentioned	<input type="checkbox"/>	<input type="checkbox"/>	
8.4. Research procedures are clear and detailed	<input type="checkbox"/>	<input type="checkbox"/>	
8.5. Statistical Analysis exists (unless it is exploration)	<input type="checkbox"/>	<input type="checkbox"/>	
<b>C Proposal Substance</b>	<b>Yes</b>	<b>No</b>	<b>Suggestions</b>

9. The writing of reference citation follows Thesis Guideline	<input type="checkbox"/>	<input type="checkbox"/>	
9.1. Reference citation is relevant with the proposal	<input type="checkbox"/>	<input type="checkbox"/>	
9.2. No citation from pocketbook or manual book	<input type="checkbox"/>	<input type="checkbox"/>	
9.3. No citation from internet other than journals	<input type="checkbox"/>	<input type="checkbox"/>	
9.3. All citations are in line with References	<input type="checkbox"/>	<input type="checkbox"/>	
9.4. Relevant references need to be added	<input type="checkbox"/>	<input type="checkbox"/>	
9.5. References need to be omitted	<input type="checkbox"/>	<input type="checkbox"/>	
9.6. Reference updates $\leq 10$ years	<input type="checkbox"/>	<input type="checkbox"/>	
9.7. Journal (MKH, etc) in Reference $\geq 40$ %	<input type="checkbox"/>	<input type="checkbox"/>	

**D Using a good and correct Indonesian**

**Yes**

**No**

**Suggestions**

1. Using standard and consistent terms	<input type="checkbox"/>	<input type="checkbox"/>	
2. No repetitive and redundant sentences	<input type="checkbox"/>	<input type="checkbox"/>	
3. No bias sentences	<input type="checkbox"/>	<input type="checkbox"/>	


**E Results of Examination (Choose one)**

1. Worthy without correction
2. Worthy with corrections as suggested
3. Not worthy, re-write the proposal

**Comments and Suggestions :**

Surabaya,  
Examining Committee

(.....)  
NIP.

	<b>PROPOSAL FEASIBILITY FORM: FEASIBILITY ASSESSMENT OF RESEARCH PROPOSAL REPORT</b>	Doc.No : <b>1.2.04.000.006</b>
	Reviewed By : <b>Vice Dean I</b>	Issued/Revision : <b>1/5</b>
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Issued Date /Revision: 2018

On this Day : ....., Date ....., Time : ..... WIB, an examination of Feasibility Assessment of Research Proposal was held for

Student Name :  
Student Number :  
Proposal Title :

Supervisory Committee	Name	Decision (Circle the appropriate number)
Supervisor		1. Worthy without correction
		2. Worthy with corrections as suggested
		3. Not worthy, must re-write the proposal
Co-supervisor		1. Worthy without correction
		2. Worthy with corrections as suggested
		3. Not worthy, must re-write the proposal

Examining Committee	Name	Decision (Circle the appropriate number)
Examiner I		1. Worthy without correction
		2. Worthy with corrections as suggested
		3. Not worthy, must re-write the proposal
Examiner II		1. Worthy without correction
		2. Worthy with corrections as suggested
		3. Not worthy, must re-write the proposal
Examiner III		1. Worthy without correction
		2. Worthy with corrections as suggested
		3. Not worthy, must re-write the proposal


**Final Decision of Examining Committee (Circle the appropriate number)**

1. Worthy without correction
2. Worthy with corrections as suggested
3. Not worthy, must re-write the proposal

Surabaya,  
Head of Examining Committee /  
Examining Committee\* :


(.....)  
NIP

\*Cross the unnecessary one

	<b>WORK INSTRUCTION : ETHICAL CLEARANCE</b>	Number : 1.2.01.001
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	Revision : -
		Pages :
		Validation : 2018

Students who will conduct research are required to conduct Ethical clearance with the following process:

1. Student downloads the format for ethical clearance on the website of [fkh.unair.ac.id](http://fkh.unair.ac.id)
2. Student registers in the finance department (Ms. Jumini) by attaching the Research Proposal
3. Confirmation of the schedule is set every Tuesday or Thursday
4. Student conducts ethical clearance
5. Submit ethical clearance revisions to the *Ethical clearance* secretariat
6. Student receives a certificate of ethical clearance

	<b>SEMINAR/THESIS FORM RESEARCH MONITORING AND EVALUATION</b>	<b>Number : 1.2.04.000.007</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>


Student Name :  
 Student Number :  
 Research Title :

Thesis Supervisor :  
 Thesis Co-Supervisor :

**Objects of Monitoring and Evaluations :**

**Suggestion :**


**Note :**  
 If extra space is needed, use an additional sheet

	<b>SEMINAR/THESIS FORM : CONSULTATION OF RESEARCH PROPOSAL DISSEMINATION</b>	<b>Number : 1.2.04.000.008</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2019</b>

Student Name :  
 Student Number :  
 Semester :  
 Research Title :

Thesis Supervisor :  
 Thesis Co-Supervisor :

No	Date	Discussion Topics	Discussion Results	Signature Supervisor Name

	<b>THESIS FORM: INVITATION LETTER FOR RESEARCH PROPOSAL FEASIBILITY ASSESSMENT</b>	<b>Number : 1.2.04.000.009</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

**INVITATION LETTER FOR RESEARCH PROPOSAL  
FEASIBILITY ASSESSMENT**

Number :  
Subject : Feasibility Assessment of Research Proposal

Dear (examiner)  
Faculty of Veterinary Medicine  
Universitas Airlangga

Respectfully request the presence of Mr/Ms (name of examiner) as an examiner on the event of Feasibility Assessment of Research Proposal which will be held on :

Day / Date :  
Time :

Venue :  
Thesis Proposal Title :


Student Name :  
St. Number :  
Examiner I (Head) :  
Examiner II (Secretary) :  
Examiner III (Member) :  
Examiner IV (Thesis Supervisor) :  
Examiner V (Thesis Co-Supervisor) :

I would like to express my sincere gratitude for your presence. Looking forward to hearing from you.

Surabaya,  
Vice Dean I  
Faculty of Veterinary Medicine

( )  
NIP.



	<b>PROPOSAL EXAMINATION FORM: PROPOSAL EXAMINATION REPORT</b>	<b>Number : 1.2.04.000.010</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : -</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

## PROPOSAL EXAMINATION REPORT

On the Day ..... Month..... Year ..... an examination of research proposal under the name of ..... Undergraduate Student of Faculty of Veterinary Medicine Unair was conducted.

Nama : .....  
Student Number: .....  
Study Program : .....

The proposal examination was conducted by the examining committee as follows:

No.	Examining Committee	Name of Examiner	Signature	Remarks *)
1	Head of Examining Committee			Present / Not present
2	Secretary			Present / Not present
3	Member			Present / Not present
4	Supervisor I			Present / Not present
5	Supervisor II			Present / Not present

Thank you for your attention and cooperation.

Note :


\*) Cross out one

Knowing,  
Vice Dean I

Surabaya,  
Head Examiner

Prof. Dr. Fedik Abdul Rantam, drh.  
NIP. 195910031987011001

.....  
NIP. ....

	<b>PROPOSAL FORM: PROPOSAL CORRECTION</b>	<b>Number : 1.2.04.000.011</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : -</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

Student Name :  
 Student Number :  
 Proposal Title :


Name of Supervisor/ Co-supervisor :  
 Name of Examiner 1 / 2 / 3 :

Page	Paragraph, line	Correction Note

Surabaya,  
 Supervisor/Examiner,

( \_\_\_\_\_ )  
 NIP.

- \*) Attached is reviewed proposal that needs to be corrected by the student.
- \*\*\*) submitted to supervisor and Examining Committee by SBAK together with proposal paper

	<b>MANUAL PROCEDURES :</b> <b>PROCEDURES OF SEMINAR OF RESEARCH RESULT</b>	<b>Number : 1.2.06</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

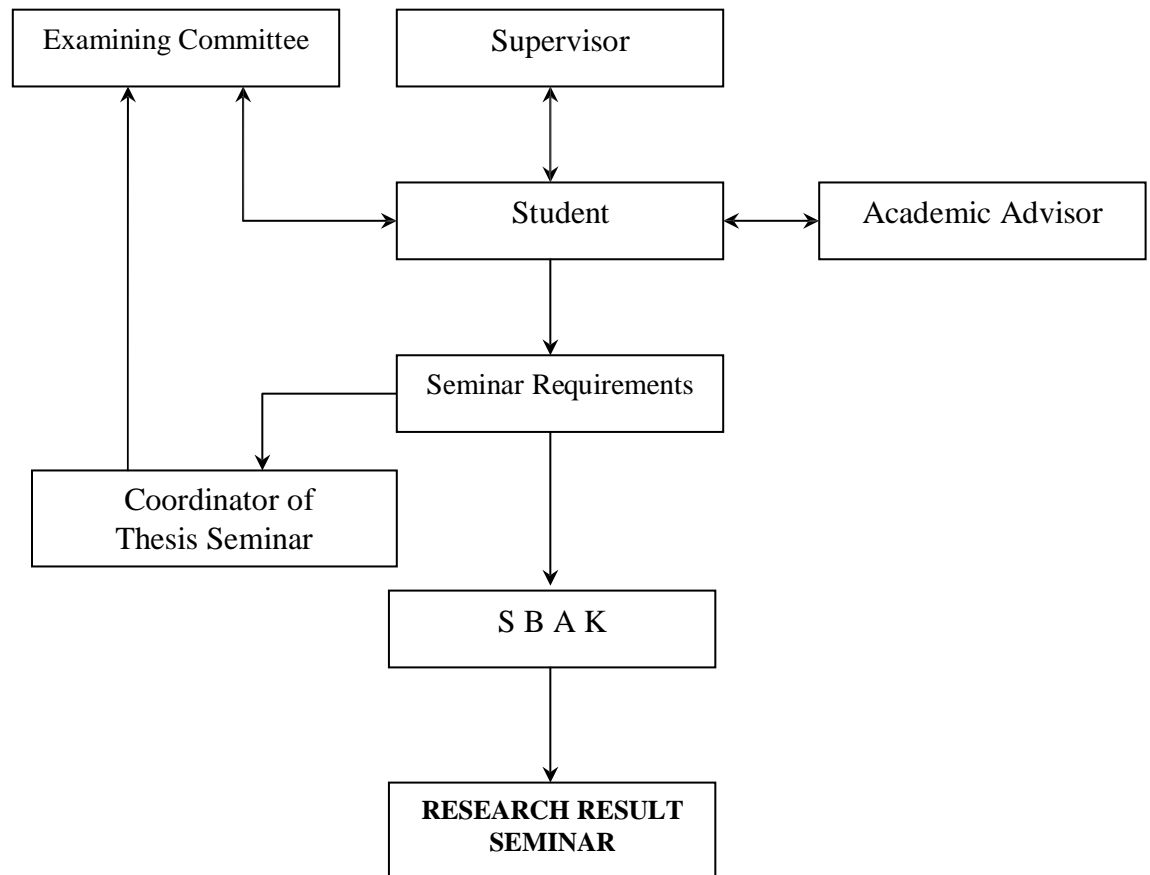
**I. Purpose :**

To provide guidelines for the procedure of research result seminar at Faculty of Veterinary Medicine UNAIR.

**II. Scope :**

1. Thesis Seminar Coordinator
2. Feasibility Assessment of Research Proposal
3. Research
4. Seminar
5. Thesis
6. Judicium

**III. Flowchart of procedures of seminar of research result**



#### **IV. Description of activities**

1. Obtaining permission from Academic Advisor regarding the academic requirements:
  - 1.1 the total number of credits taken (142 credits) from semester I to semester VII.
  - 1.2 No E grade
  - 1.3 D grades are less than 20% of the total courses.
  - 1.4 The cumulative GPA is greater than or equal to 2.00 (two).
2. Obtaining the approval from the thesis supervisor for the research seminar
3. Presenting the research results seminar at least 15 (fifteen) times.
4. Submitting the following forms:
  - 4.1 Research Proposal Approval Form
  - 4.2 Research monitoring and evaluation Form
  - 4.3 Monitoring and evaluation of research writing consultation Form
5. Submitting 5 (five) copies of the research results paper.
6. Registering for the seminar to the Thesis Seminar Coordinator.
7. Thesis Seminar Coordinator appoints the Examining Committee and issues a letter requesting the processing of the seminar to SBAK.
8. Students must check with the Examining Committee to schedule the specific date and time for the seminar of Research result and it is documented in the Seminar Request Form.
9. Requirements for seminar examination must be submitted to SBAK **no later than 7 (seven) days** prior to the date of the seminar examination
10. SBAK processes the administration of the seminar in accordance with the SBAK Flow Chart.
11. Matters that have not been regulated will be determined later.

#### **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

#### **VI. Supporting Documents**

1. Form of Academic Advisor Permission for the seminar
2. Form of Supervisor Approval for the seminar
3. Form of Seminar Attendance List
4. Form of Research Proposal Approval
5. Form of Research Monitoring and Evaluation
6. Form of Research Result Writing Consultation
7. Form of Follow-Up Request

**VII. Reviewed by :** Vice Dean I Faculty of Veterinary Medicine UNAIR

**Approved by :** Dean Faculty of Veterinary Medicine UNAIR


Revision

Year : 2016

By : Quality Assurance Unit

#### **VIII. Identification of change :**

Thesis Seminar Coordinator team is changed into Thesis Seminar Coordinator

	<b>MANUAL PROCEDURES : SEMINAR RULES AND REGULATION</b>	<b>Number : 1.2.07</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

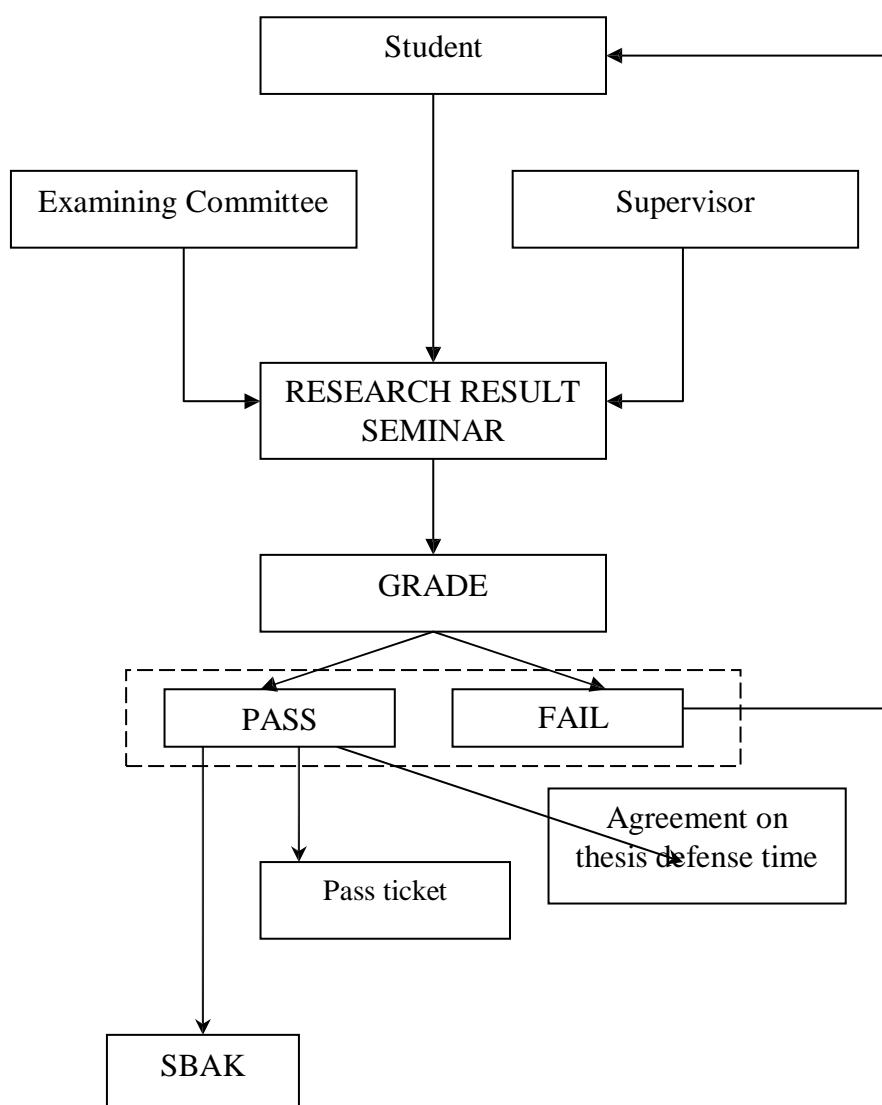
**I. Purpose :**

To provide guidelines for the rules and regulations for the research result seminar at Faculty of Veterinary Medicine UNAIR.

**II. Scope :**

1. Thesis Seminar Coordinator
2. Research
3. Requirements for Research Result Seminar
4. Research Result Seminar
5. Thesis

**III. Flowchart for Seminar Rules and Regulations**



**IV. Description of activities**

1. Requirements for seminar are arranged in Education Handbook for students of Faculty of Veterinary Medicine
2. Student presenting the paper should arrive 15 minutes prior to the start of the seminar and already arrange and prepare the equipment for the presentation. The student should dress in white tops and black pants for male and black skirt for female and also wear alma mater suits.

3. All participants in the seminar (student, supervisors, examiners) are required to deactivate / silence cellphones
4. The seminar is attended by all supervisors and examiners. The seminar can still be conducted if it is attended by at least 1 supervisor and 3 examiners or 2 supervisors and at least 2 examiners (Chairperson of examining Committee must be present)
5. The seminar is guided by the head of the Examining Committee.
6. The time allocation is 15 minutes for the paper presentation and 45 minutes for the Question and Answer session.
7. Each examiner is given an opportunity of 10 minutes maximum to ask questions.
8. The thesis supervisor is given a 5-minute opportunity.
9. The student is given a 5-minute extra time opportunity.
10. Grade given by the examining committee and supervisory committee to the student is documented on the Research result seminar assessment form
11. The Examining and Supervisory Committee must grade the students based on the assessment grid provided in Research Result seminar Assessment Form.
12. After the examination, the head of the Examining Committee reconfirms the grade given and calculates all the grades from the Examining and supervisory committee and announces the result immediately in the form of a letter grade.
13. Grade given by the examining and supervisory committee is documented on the seminar report form and exam passing ticket.
14. Exam passing ticket form is given to the student as part of the requirements for the Thesis Examination.
15. Grade from each examiner, Seminar Examination Report Form and Thesis Examination Schedule Form are submitted by the chairperson of the seminar examination to the Academic Sub-division by using Thesis document submission form.
16. The thesis examination schedule is mutually agreed by the student, supervisory committee, and examining committee.
  - 16.1. The thesis examination schedule is set after the result (grade) of the seminar is announced
  - 16.2. The schedule is permanent and cannot be changed unilaterally
  - 16.3. The agreement is documented in the Thesis Examination Schedule Form
17. Seminar paper must be corrected if it is recommended by the supervisor or examiner as stated on to proposal paper correction form
18. Upon the correction of the proposal as stated in proposal paper correction form, student complete proposal paper correction approval form
19. Matters that have not been regulated will be determined later.

## **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

## **VI. Supporting Documents**

1. Form of Research result seminar assessment
2. Form of seminar examination report
3. Form of examination passing ticket form
4. Form of Thesis document submission
5. Form of Thesis Examination Schedule

## **VII. Reviewed by : Vice Dean I Faculty of Veterinary Medicine UNAIR**

**Approved by : Dean Faculty of Veterinary Medicine UNAIR**


### **Revision**

Year : 2016

By : Quality Assurance Unit

## **VIII. Identification of change :**

1. Thesis Seminar Coordinator team is changed into Thesis Seminar Coordinator

	<b>SEMINAR FORM: LETTER REQUESTING THE PROCESSING OF RESEARCH RESULT SEMINAR</b>	<b>Number : 1.2.06.000.001</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head Of Quality Assurance Unit FKH-UA</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

## LETTER REQUESTING THE PROCESSING OF RESEARCH RESULT SEMINAR

No :  
Sub : Seminar Assessment

Dear  
Academic Sub-division  
Faculty of Veterinary Medicine Universitas Airlangga

Kindly further process the following student for the conduction of research result seminar :

Student Name :  
Student Number :  
Research Title :  
  
Thesis Supervisor :  
Thesis Co-Supervisor :  
Head of Examining  
Committee :  
Secretary :  
Member :


The mentioned student together with the Supervisory Committee and Examining Committee will determine the specific day and date of the examination.

Upon the completion of the examination process, the copy of the Research result seminar Report is submitted to SBAK within 7 (seven) days after the examination.

Surabaya,

Thesis Seminar Coordinator,

( \_\_\_\_\_ )  
NIP

	<b>SEMINAR FORM :</b> <b>RESEARCH RESULT SEMINAR EXAMINER</b> <b>CONSENT FORM</b>	<b>Number : 1.2.06.000.002</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of</b> <b>Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of</b> <b>Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

Student Name :  
Student Number :  
Research Title :

Thesis Supervisor :  
Thesis Co-Supervisor :  
Head of Examining  
Committee :  
Secretary :  
Member :

Seminar examination will be held on  
Day :  
Date :  
Time :  
Venue :

Surabaya,  
Thesis Supervisor,

Thesis Co-Supervisor,

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )

Head of  
Examining Committee,

Secretary of  
Examining Committee,


Member of  
Examining Committee

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.



	<b>SEMINAR FORM : ACADEMIC ADVISOR APPROVAL</b>	<b>Number : 1.2.06.000.003</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 2</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

I, the undersigned, academic advisor of :

Student Name :  
Student Number :  
Semester :  
GPA :


Declare the above mentioned student has met the requirements as stated on the Education Handbook of Faculty of Veterinary Medicine (documents attached) :

- the total number of credits taken (142 credits) from semester I to semester VII.
- No E grade
- D grades are less than 20% of the total courses.
- The cumulative GPA is greater than or equal to 2.00 (two).

The above mentioned student may proceed to schedule research result assessment seminar.

Surabaya,  
Academic Advisor


( \_\_\_\_\_ )  
NIP.

	<b>SEMINAR FORM : REQUIREMENTS FOR RESEARCH RESULT SEMINAR</b>	<b>Number : 1.2.06.000.004</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

- Academic Advisor approval
- Thesis Supervisor Approval
- Research Proposal Approval Sheet
- Research Monitoring and Evaluation Sheet
- Research Result Consultation Sheet
- Seminar Attendance List
- Seminar paper legalized by Thesis supervisor

Surabaya,  
Thesis Seminar Coordinator

( \_\_\_\_\_ )  
NIP.

	<b>SEMINAR FORM : RESEARCH RESULT EXAMINATION REPORT</b>	<b>Number : 1.2.06.000.005</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : -</b>
		<b>Pages : -</b>
		<b>Validation : 2018</b>

## RESEARCH RESULT EXAMINATION REPORT

On the Day ..... Month..... Year ..... an examination of research result under the name of ..... Undergraduate Student of Faculty of Veterinary Medicine Unair was conducted.

Nama : .....  
 Student Number: .....  
 Study Program : .....

The research result examination was conducted by the examining committee as follows:

No.	Examining Committee	Examiner Name	Signature	Remarks *)
1	Head Examiner			Present / Not present
2	Secretary			Present / Not present
3	Member			Present / Not present
4	Supervisor I			Present / Not present
5	Supervisor II			Present / Not present

Thank you for your attention and cooperation

Note :


\*) Cross out one

Knowing,  
 Vice Dean I

Surabaya,  
 Head Examiner

Prof. Dr. Fedik Abdul Rantam, drh.  
 NIP. 195910031987011001

.....  
 NIP. ....

	<b>SEMINAR FORM :</b> <b>RESEARCH RESULT SEMINAR</b> <b>ASSESSMENT</b>	<b>Number : 1.2.06.000.006</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of</b> <b>Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of</b> <b>Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

On the Day : ..... Date : ..... Time : ....., an assessment for research result under the name of the following student was conducted

Student Name :  
Student Number :  
Paper Title :

Approval Date :  
Research Proposal  
Thesis Supervisor :  
Thesis Co-Supervisor :  
Examiner 1 (Head) :  
Examiner 2 (Secretary) :  
Examiner 3 (Member) :

I. Upon examination of the research result paper, the scores are as follows:

No	Assessment Criteria	Score Range	Score
1	Informative content and title relevancy with the content	0-10	
2	Writing system and language	0-10	
3	Abstract/Summary	0-10	
4	Depth of theoretical framework/ literature review and The relevance to what is done	0-20	
5	Research Methodology	0-20	
6	Relevancy of results and discussion and the depth and sharpness of discussion	0-20	
7	Conclusion and suggestion	0-10	
<b>Total</b>			

II. The scores for the presentation of research result are as follows :


No	Assessment Criteria	Score Range	Score
1	Appearance and Attitude	0-10	
2	The use of the language and time management	0-15	
3	Presentation technique and visualization	0-15	
4	Content Mastery	0-30	
5	Clarity when answering questions and objectivity when responding to questions, refutations, and criticisms	0-30	
<b>Total</b>			

Note :

(.....) : No correction on the paper  
(.....) : Correction on the paper

Surabaya,  
Examining Committee

(\_\_\_\_\_ )  
NIP.

	<b>SEMINAR FORM: RESEARCH RESULT SEMINAR ASSESSMENT REPORT</b>	<b>Number : 1.2.06.000.007</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

On the Day : ..... Date : ..... Time : ....., an assessment of research result seminar under the name of the following student was conducted

Student Name :  
 Student Number :  
 Paper Title :  
 Approval Date :  
 Research Proposal :  
 Thesis Supervisor :  
 Thesis Co-Supervisor :  
 Examiner 1 (Head) :  
 Examiner 2 (Secretary) :  
 Examiner 3 (Member) :

**I. Score for the paper**

Score	
Supervisor	
Co-Supervisor	
Examiner 1	
Examiner 2	
Examiner 3	
<b>Average</b>	<b>x 60%</b> =

**II. Score for the presentation**

Score	
Supervisor	
Co-Supervisor	
Examiner 1	
Examiner 2	
Examiner 3	
<b>Average</b>	<b>x 40%</b> =

**III. Final Score** =

**IV. Letter Grade** =

Based on the score, the student is declared :

- (.....) : PASS
- (.....) : CONDITIONAL PASS, correction and suggestion made by supervisor  
Must be incorporated in the paper
- (.....) : FAIL, must retake the assessment at the latest 3 (three) months after the first assessment

**Assessment Guideline :**


- A = >75,00**
- AB = 70 – 74,90**
- B = 65 – 69,90**
- BC = 60 – 64,90**
- C = 55 – 59,90**
- D = 40 – 54,90**
- E = < 40**

**Absent Examiner**

Name :  
Reason :

Surabaya,  
Head of Examining Committee,

( \_\_\_\_\_ )  
NIP.

	<b>SEMINAR FORM: SEMINAR EXAMINATION PASSING TICKET</b>	<b>Number : 1.2.06.000.008</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

On the Day : ..... Date : ..... Time : ....., an assessment of seminar under the name of the following student was conducted


Student Name :  
 Student Number :  
 Paper Title :  
 Approval Date :  
 Research Proposal  
 Thesis Supervisor :  
 Thesis Co-Supervisor :  
 Examiner 1 :  
 Examiner 2 :  
 Examiner 3 :  
  
**Final Score** =  
**Letter Grade** =

Based on the score, the student is declared:

- (.....) : PASS
- (.....) : CONDITIONAL PASS, correction and suggestion made by supervisor  
Must be incorporated in the paper
- (.....) : FAIL, must retake the assessment at the latest 1 (one) month after the first assessment

Surabaya,  
 Head Tim Of Examining  
 Committee

( \_\_\_\_\_ )  
 NIP.

	<b>SEMINAR FORM:          THESIS EXAMINATION SCHEDULE</b>	<b>Number : 1.2.06.000.009</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of          Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of          Veterinary Medicine UNAIR</b>	<b>Revision : 2</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

Student Name :  
 Student Number :  
 Research Title :

Thesis Supervisor :  
 Thesis Co-Supervisor :  
 Head of Examining  
 Committee :  
 Secretary :  
 Member :

Seminar assessment was conducted on:

Day :  
 Date :  
 :

Thesis examination will be conducted on :

Day :  
 Date :  
 Time :

Surabaya, .....

Head of  
 Examining Committee,

Secretary of  
 Examining Committee,

Examiner 1 of  
 Examining Committee,

(\_\_\_\_\_) NIP.

(\_\_\_\_\_) NIP.


(\_\_\_\_\_) NIP.

Examiner II  
 (Thesis Supervisor),

Examiner III  
 (Thesis Co-Supervisor),

(\_\_\_\_\_) NIP.

(\_\_\_\_\_) NIP.

	<b>SEMINAR FORM: SEMINAR PAPER CORRECTION</b>	<b>Number : 1.2.06.000.010</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

Student Name :  
 Student Number :  
 Seminar Title :

Supervisor / Co-supervisor :  
 Examiner I/ II/ III :


Pages	Paragraph; line	Correction Note

Surabaya,  
 Supervisor/Examiner,

( \_\_\_\_\_ )  
 NIP.

- \*) Attached is reviewed proposal that needs to be corrected by the student.
- \*\*\*) submitted to supervisor and Examining Committee by SBAK together with proposal paper



	<b>SEMINAR FORM: INVITATION LETTER FOR RESEARCH RESULT SEMINAR</b>	<b>Number : 1.2.06.000.011</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2016</b>

**INVITATION LETTER FOR RESEARCH RESULT SEMINAR**

Number :  
Subject : Research Result Seminar

Dear (examiner)  
Faculty of Veterinary Medicine  
Universitas Airlangga

Respectfully request the presence of Mr/Ms (name of examiner) as an examiner on the research result seminar which will be held on :


Day / Date :  
Time :  
Venue :  
Seminar Paper Title :

Student Name :  
St. Number :  
Examiner I (Head) :  
Examiner II (Secretary) :  
Examiner III (Member) :  
Examiner IV (Thesis Supervisor) :  
Examiner V (Thesis Co-Supervisor) :

I would like to express my sincere gratitude for your presence. Looking forward to hearing from you.

Surabaya,  
Vice Dean I  
Faculty of Veterinary Medicine

( )  
NIP.

	<b>BORANG SEMINAR : SEMINAR PAPER CORRECTION APPROVAL SHEET</b>	<b>Number : 1.2.06.000.012</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

Thesis Supervisor and Examining Committee approved the corrected proposal proposed by:

Student Name :  
Student Number :  
Thesis Title :

Seminar Date :  
Proposed Thesis Examination Date :

Thesis Supervisor and Examining Committee declared that suggestions and corrections have been incorporated in the proposal.

Examining Committee :

Head,

Member,

Member

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.


Supervisory Committee

Thesis Supervisor

Thesis Co-Supervisor

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.

	<b>THESIS SEMINAR FORM ROOM BOOKING APPROVAL</b>	<b>Number : 1.2.06.000.013</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 2</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

I, the undersigned, approved the room booking for the thesis seminar which will be held on

Day / Date :  
Time :  
Venue :


Student Name :  
Student Number :

Head of General Affairs

\_\_\_\_\_  
NIP.

Note :

1. Student coordinates with room booking administrator
2. Student is not allowed to hire operator outside from Faculty of Veterinary Medicine during presentation

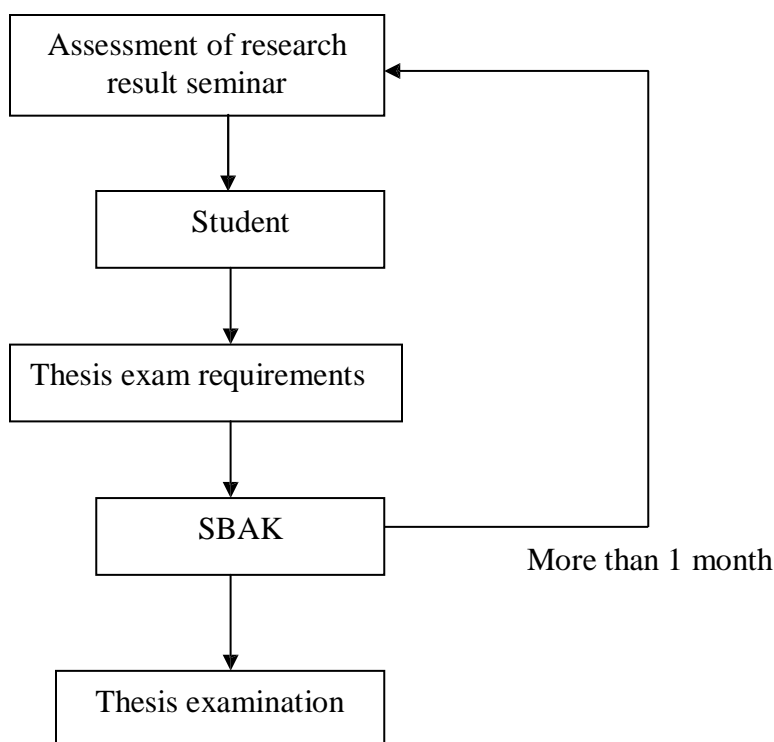
	<b>MANUAL PROCEDURES : PROCEDURES FOR THESIS EXAMINATION</b>	<b>Number : 1.2.08</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

### I. Purpose :

To provide guidelines for the procedure of thesis examination as a part of academic activities at Faculty of Veterinary Medicine UNAIR.

- ### II. Scope :
1. Thesis examination registration
  2. Thesis examination
  3. Thesis examination score submission

### III. Flowchart of Thesis Examination Procedures



### IV. Description of activities

1. Student may proceed to thesis examination with the following conditions:
  - 1.1. Has completed the research
  - 1.2. Has completed all the courses
  - 1.3. Taking thesis which weighs 6 credit in the study plan
  - 1.4. Meeting the targeted TOEFL/ELPT score as required in the rector decree
  - 1.5. Meeting the administration requirements set by the faculty
2. Student must register for the thesis examination at SBAK, **7 (seven) Day** before the scheduled thesis examination
3. Thesis examination must be conducted at the latest 2 (two) days after passing the seminar examination.
4. Students who do not take thesis examination within the specified time limit are required to **re-take the seminar examination**
5. Has passed the research result seminar proven with a seminar examination passing ticket
6. Has incorporated corrections and suggestions in the paper proven with seminar correction form.
7. Submitting 5 (five) copies of thesis legalized by the supervisor
8. Submitting administration documents, including:

- 8.1. Photocopy of SOP receipt
- 8.2. Photocopy of valid Student Card
- 8.3. Seminar Examination Passing Ticket
- 8.4. Seminar Correction Approval
- 8.5. 6 (six) sheets of red paper folder
- 8.6. 3 (three) sheets of black and white matte photo size 4 x 6 cm without edges
- 8.7. 5 (five) sheets of black and white matte photo size 3 x 4 cm without edges
- 8.8. 1 (one) sheet of Photocopy of legalized high school diploma.
- 8.9. Completing graduand data
9. Submitting Thesis Examination Schedule Form
10. SBAK processes the thesis examination in accordance with the SBAK flowchart
11. Matters that have not been regulated in this MANUAL PROCEDURES, will be determined later
12. Students who do not complete the writing of the thesis in the period of 2 (two) active semesters starting from the inclusion of the thesis in the study plan, must change the topic / theme of the thesis and start the process of preparing a new thesis.

## **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

## **VI. Supporting Documents**

1. Form of seminar examination passing ticket
2. Form of seminar paper correction
3. Form of Thesis examination assessment
4. Form of Thesis examination report
5. Form of Thesis examination schedule
6. Form of graduand data

**VII. Reviewed by :** Vice Dean I Faculty of Veterinary Medicine UNAIR

**Approved by :** Dean Faculty of Veterinary Medicine UNAIR


### **Revision**

Year : 2016

By : Quality Assurance Unit

## **VIII. Identification of change :**

Thesis Seminar Coordinator team is changed into Thesis Seminar Coordinator

	<b>MANUAL PROCEDURES : RULES AND REGULATIONS FOR THESIS EXAMINATION</b>	<b>Number : 1.2.09</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

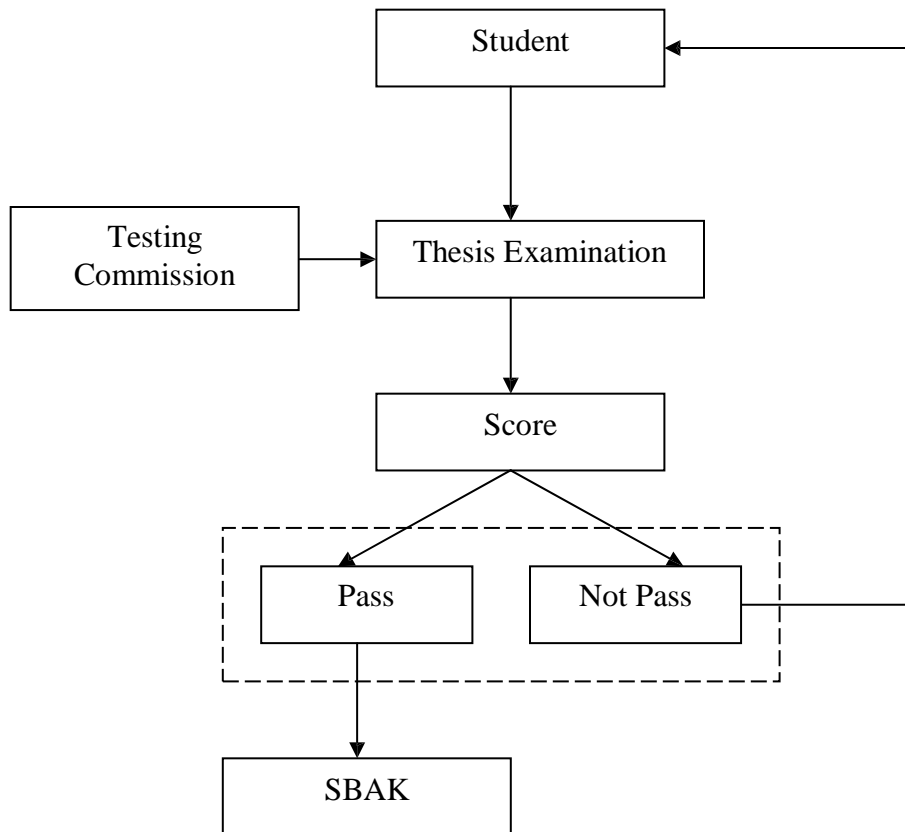
**I. Purpose :**

To provide guidelines for the rules and regulations of thesis examination at Faculty of Veterinary Medicine UNAIR.

**II. Scope :**

1. Seminar Paper correction
2. Thesis examination
3. Thesis examination score submission

**III. Flowchart of Thesis regulation**



#### **IV. Description**

1. The requirements for taking a thesis examination are governed by a handbook.
2. All participants in the seminar (student, supervisors, examiners) are required to deactivate / silence cellphones.
3. The thesis examination is attended by all supervisors and examiners. The seminar can still be conducted if it is attended by at least 1 supervisor and 3 examiners or 2 supervisors and at least 2 examiners (Head of examining Committee must be present)
4. The thesis examination is held for sixty minutes without exposure (presentation)
5. The thesis examination is led by the head examiner, appointed by the Thesis Seminar Coordinator team, who acts as the moderator.
6. Questions asked by examiners are related to the thesis materials
7. The examiner can make suggestions on improving the writing structure, materials, discussion of the thesis, writing system and the paper format.
8. The examiners agree to all the results of the seminar.
9. A meeting is held right after the examination to determine the score of thesis examination.
10. After the examination, the head of the Examining Committee reconfirms the grade given and calculates all the grades from the Examining and supervisory committee and announces the result immediately in the form of a letter grade.
11. Grade given by the examining and supervisory committee is documented on the thesis examination assesment form.
12. Students are declared to pass the thesis examination if they get a B grade, if they get less than B grade, they are given the opportunity to re-take the thesis examination.
13. All decisions made by the examining committee are written in Thesis Examination report form. Final score which has been decided by the examining committee cannot be changed.
14. Grade from each examiner, and Thesis Examination report Form are submitted by the head examiner to the Academic Sub-division by using Thesis document submission form.
15. Refreshment during the thesis examination is provided by the student
16. Records of corrections and suggestions made by the examining are given to student to be incorporated in the thesis correction.
17. Corrected thesis paper manuscripts must be submitted to the supervisor no later than 21 Days after the thesis examination taken place, counted from the Examination Date, otherwise students can be required to re-take the thesis examination.
18. Students who have completed the correction on their thesis paper are required to submit 8 copies of complete thesis paper bounded by hard cover to Academic Sub-division.
19. Matters that have not been regulated in this MANUAL PROCEDURES, will be determined later.

#### **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

#### **VI. Supporting Documents**

1. Form of seminar paper correction
2. Form of Thesis examination assesment
3. Form of Thesis examination report
4. Form of seminar examination passing ticket
5. Form of thesis document submission


**VII. Reviewed by :** Vice Dean I Faculty of Veterinary Medicine UNAIR

**Approved by :** Dean Faculty of Veterinary Medicine UNAIR

Revision

Year : 2016

By : Quality Assurance Unit

	<b>THESIS FORM: THESIS EXAMINATION REQUIREMENTS</b>	<b>Number : 1.2.08.000.001</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>


The following documents as requirements for thesis examination have been submitted:

1. Photocopy of SOP receipt and valid Student Card
2. 5 (five) copies of thesis paper legalized by supervisory committee
3. Seminar Examination Passing Ticket
4. Thesis examination schedule
5. Seminar Correction Approval
6. Thesis paper
7. 6 (six) sheets of red paper folder
8. 3 (three) sheets of black and white matte photo size 4 x 6 cm without edges
9. 5 (five) sheets of black and white matte photo size 3 x 4 cm without edges
10. 1 (one) sheet of Photocopy of legalized high school diploma.
11. Completing graduand data

Surabaya,  
Recipient,  
Academic Sub-Division

( \_\_\_\_\_ )  
NIP.



	<b>BORANG THESIS : THESIS EXAMINATION ASSESSMENT</b>	<b>Number : 1.2.08.000.002</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

On the Day : ..... Date : ..... Time : ....., an assessment for thesis examination under the name of the following student was conducted

Student Name :  
Student Number :  
Paper Title :

Date of Assessment :  
Examiner 1 (Head) :  
Examiner 2 (Secretary) :  
Examiner 3 (Member) :  
Examiner4  
(Supervisor1) :  
Examiner5  
(Supervisor 2) :

No	Thesis Examination Criteria	Score Range	Score
1	Mastery of the content	0-40	
2	Relevancy of the explanations for the questions asked	0-30	
3	Clarity of the answers given	0-20	
4	Mastery of the knowledge related to thesis materials	0-10	
	<b>Total</b>		

Note :


(.....) : No correction on the thesis paper  
(.....) : Correction on the thesis paper

Grade :

**A = >75,00**  
**AB = 70 - 74,90**  
**B = 65 - 69,90**  
**BC = 60 - 64,90**  
**C = 55 - 59,90**  
**D = 40 - 54,90**  
**E = < 40**

Surabaya  
Examiner,

( )  
NIP.

	<b>THESIS FORM: THESIS EXAMINATION REPORT</b>	<b>Number : 1.2.08.000.003</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2016</b>

On the Day : ..... Date : ..... Time : ....., an assessment for thesis examination under the name of the following student was conducted

Student Name :  
Student Number :  
Thesis Title :

Date Examination :  
Examiner 1 (Head) :  
Examiner 2 (Secretary) :  
Examiner 3 (Member) :  
Examiner 4 (Member) :  
Examiner 5 (Member) :

**I. Thesis Score**

Score	
Examiner 1	
Examiner 2	
Examiner 3	
Examiner 4	
Examiner 5	
<b>Average</b>	=

**II. Final Score** =

**III. Letter Grade** =

Based on the score, the student is declared :

- (.....) : PASS
- (.....) : **CONDITIONAL PASS**, correction and suggestion made by supervisor  
Must be incorporated in the paper
- (.....) : **FAIL**, must retake the assessment at the latest 3 (three) months after the first assessment

Surabaya,  
Head of Examining Committee,

( \_\_\_\_\_ )  
NIP.


**Letter Grade Guidelines :**

- A = >75,00**
- AB = 70 – 74,90**
- B = 65 – 69,90**
- BC = 60 – 64,90**
- C = 55 – 59,90**
- D = 40 – 54,90**
- E = < 40**

**Absent Examiner**

Name :  
Reason :

Name :  
Reason :

	<b>THESIS FORM: THESIS CORRECTION APPROVAL FORM</b>	<b>Number : 1.2.08.000.004</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

The supervisors and examiners have approved the corrected thesis paper proposed by

Student Name :  
 Student Number :  
 Thesis Title :  
  
 Thesis Examination Date :

Thesis Supervisor and Examining Committee declared that suggestions and corrections have been incorporated in the proposal.

Examining Committee :

Head,

Member,

Member

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.


Supervisory Committee

Thesis Supervisor

Thesis Co-Supervisor

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.

	<b>THESIS FORM: THESIS PAPER CORRECTION</b>	<b>Number : 1.2.08.000.005</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

Student Name :  
Student Number :  
Thesis Title :


Thesis Supervisor / Co-supervisor :  
Examiner I / II / III :

Pages	Paragraph, Line	Correction Note

Surabaya,  
Supervisor/Examiner,

( \_\_\_\_\_ )  
NIP.

- \*) Attached is reviewed proposal that needs to be corrected by the student.
- \*\*) submitted to Examining Committee by SBAK together with thesis paper

	<b>THESIS FORM: SEMINAR/THESIS EXAMINATION DOCUMENT SUBMISSION</b>	<b>Number : 1.2.08.000.006</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

The following documents have been received :

- Seminar Assessment from each examiner
- Seminar Examination report
- Thesis Examination Score from each examiner
- Thesis Examination Report

Submitted by  
Head Examiner


Surabaya,  
Penerima,  
Sub Bagian Akademik

( \_\_\_\_\_ )  
NIP.

( \_\_\_\_\_ )  
NIP.

Note :

1. First sheet for the Head of Examining Committee
2. The second sheet for SBAK archive


	<b>THESIS FORM: GRADUAND DATA</b>	<b>Number : 1.2.08.000.007</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

STUDENT NAME	
PLACE, DATE OF BIRTH	
RELIGION	
SEX	
STUDENT NUMBER	
FACULTY OF	VETERINARY MEDICINE
STUDY PROGRAM	VETERINARY MEDICINE
ENROLLMENT YEAR	
GRADUATE DATE	
GPA	
STUDENT ADDRESS	
PHONE NUMBER	
HIGHSGHOOL / DIPLOMA YEAR	
PARENT NAME	
PARENT OCCUPATION	
PARENT ADDRESS	
PHONE NUMBER	
THESIS TITLE	
SUPERVISOR	
CO-SUPERVISOR	

Pas foto 3x4	Pas foto 3X4
-----------------	-----------------

Surabaya,  
Tanda tangan Mahasiswa,

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	<b>THESIS FORM : INVITATION LETTER FOR THESIS EXAMINATION</b>	<b>Number : 1.2.08.000.008</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

### INVITATION LETTER FOR THESIS EXAMINATION

Dear (examiner)  
Faculty of Veterinary Medicine  
Universitas Airlangga

Respectfully request the presence of Mr/Ms (name of examiner) as an examiner on the thesis examination which will be held on :


Day / Date :  
Time :  
Venue :  
Thesis Paper Title :

Student Name :  
St. Number :  
Examiner I (Head) :  
Examiner II (Secretary) :  
Examiner III (Member) :  
Examiner IV (Thesis Supervisor) :  
Examiner V (Thesis Co-Supervisor) :

I would like to express my sincere gratitude for your presence. Looking forward to hearing from you.

Surabaya,  
Vice Dean I  
Faculty of Veterinary Medicine

( \_\_\_\_\_ )  
NIP.

	<b>THESIS FORM :</b> <b>THESIS EXAMINATION REPORT FORM</b>	<b>Number : 1.2.08.000.009</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : -</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

## THESIS EXAMINATION REPORT

On the Day ..... Month..... Year ..... an examination of thesis paper under the name of ..... Undergraduate Student of Faculty of Veterinary Medicine Unair was conducted.

Nama : .....  
Student Number: .....  
Study Program : .....

The proposal examination was conducted by the examining committee as follows:

No.	Examining Committee	Examiner Name	Signature	Remarks *)
1	Head Examiner			Present / Not present
2	Secretary			Present / Not present
3	Member			Present / Not present
4	Supervisor I			Present / Not present
5	Supervisor II			Present / Not present

Thank you for your attention and cooperation.

Note :

\*) Cross out one


Knowing,  
Vice Dean I

Surabaya,  
Head Examiner

Prof. Dr. Fedik Abdul Rantam, drh.  
NIP. 195910031987011001

.....  
NIP. ....



	<b>MANUAL PROCEDURES : REGULATION ON THESIS BOOK</b>	<b>Number : 1.2.10</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

### **I. Purpose :**

To provide guidelines for the regulation for the making of thesis book at Faculty of Veterinary Medicine UNAIR.

- II. Scope :**
1. The making of Thesis Book
  2. The making *Compact Disc* of Thesis Book
  3. Scientific Article
  4. Judicium

### **III. Flowchart for the Thesis Book**

No

### **IV. Description**

1. The format of the thesis writing is in accordance with the Thesis Writing Handbook.
2. Thesis paper that have been approved by the Supervisory and Examining Committee, are printed in 3 (three) copies.
3. The thesis is bound in yellow Hard Cover with the Unair logo and black embossed letters on the cover and maroon edge cover.
4. Each Chapter is separated by yellow HVS paper bearing the UNAIR logo.
5. Students are required to submit 6 (six) PDF-formatted thesis paper in the form of Compact Discs.

### **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

### **VI. Supporting Documents**

1. Form of Thesis correction
2. Form of Thesis correction approval


### **VII. Reviewed by : Vice Dean I Faculty of Veterinary Medicine UNAIR**

**Approved by : Dean Faculty of Veterinary Medicine UNAIR**

### **Revision**

Year : 2016

By : Quality Assurance Unit

	<b>MANUAL PROCEDURES : JUDICUM PROCEDURE</b>	<b>Number : 1.2.11</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

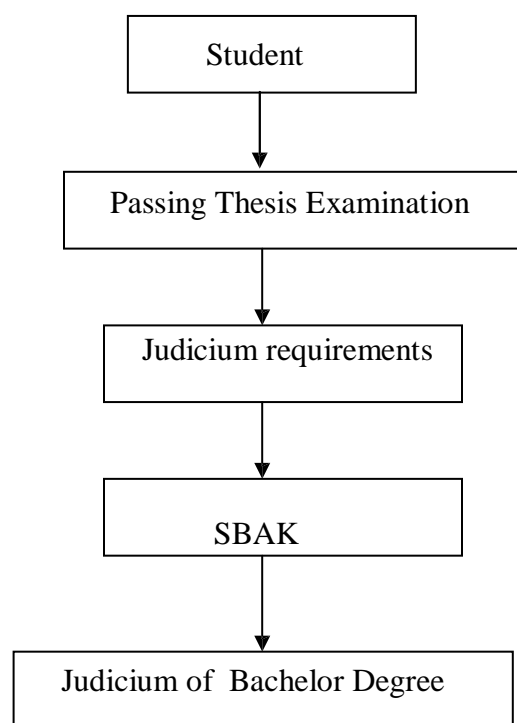
**I. Aim :**

To provide guidelines for the procedure of judicium at Faculty of Veterinary Medicine UNAIR.

**II. Scope :**

1. Judicium registration
2. Judicium administration preparation
3. Judicium

**III. Flowchart of Socialization/Promotion of PPDH**



**IV. Description**


1. Student registers for the judicium to SBAK no later than the last Wednesday of each month
2. Judicium is conducted by Dean FKH
3. Judicium is held on the first Monday of each month
4. Student registering for judicium must bring the following required files:
  - 4.1 5 (five) copies of thesis book
  - 4.2 6 (six) Compact Discs of thesis
  - 4.3 3 (three) copies of scientific articles according to the format of scientific article writing and 1 (one) soft copy in the form of Compact Disc
  - 4.4 Thesis paper correction approval sheet
  - 4.5 Library Clearance Form from the faculty library
  - 4.6 Library Clearance Form from the university library
  - 4.7 Fill out the graduand data
5. SBAK makes a list of students who are eligible for graduation at the end of each month
6. Matters that have not been regulated will be determined later

## **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook


## **VI. Supporting Documents**

1. Form of Thesis correction approval
2. Form of university library clearance
3. Form of faculty library clearance
4. Form of thesis paper correction
5. Form of Diploma certification request form

	<b>WORK INSTRUCTION :</b> <b>JUDISIUM</b>	<b>Number : 1.2.11.001</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 1</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

Student registering for judicium must meet the following requirements :

1. Submitting all required documents 3 Days in advance to Academic Sub-division
2. Submitting a proof of scientific article acceptance from the journal administrator
3. Accepted scientific article must contain student name as first author with the members of the two supervisors and three examiners
4. Submitting original stamped slip/note regarding the submission of thesis and CD to Campus B library
5. Submitting original stamped slip/note regarding the submission of thesis to faculty of veterinary medicine library
6. Submitting original stamped slip/note regarding the submission of CD to supervisory and examining committee
7. Submitting Photocopy of tuition fee receipt and a photocopy of valid student card
8. Filling out graduation form at Academic Sub-division
9. Submitting original ELPT certificate legalised by Pusat Bahasa Unair
10. Submitting one ms word-format CD to SBAK


	<b>JUDICIUM FORM : JUDICIUM REQUIREMENTS</b>	<b>Number : 1.2.11.000.002</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 4</b>
		<b>Pages :</b>
		<b>Validation : 2018</b>

Has received judicium requirements comprising :

- 5 (five) copies of bound-thesis.
- 3 (three) copies of scopus-indexed scientific article along with 7 (seven) *Compact Disc* containing thesis and scientific article in both Word and PDF format (1 CD is submitted to Vice Dean 1)
- Thesis paper correction approval sheet
- Library Clearance Form from the Library of Faculty of Veterinary Medicine
- Library Clearance Form from the library of Universitas Airlangga
- Diploma Certification Graduand Data

Surabaya, Recipient,  
Academic Sub-division

( \_\_\_\_\_ )  
NIP.


	<b>THESIS FORM:</b> <b>DIPLOMA CERTIFICATION DATA</b>	<b>Number : 1.2.09.000.002</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2016</b>
STUDENT NAME		
PLACE, DATE OF BIRTH		
RELIGION		
SEX		
STUDENT NUMBER		
FACULTY OF	VETERINARY MEDICINE	
STUDY PROGRAM	VETERINARY MEDICINE	
ENROLLMENT YEAR		
<b>GRADUATE DATE</b>		
GPA		
STUDENT ADDRESS		
PHONE NUMBER		
HIGHSGHOOL / DIPLOMA YEAR		
PARENT NAME		
PARENT OCCUPATION		
PARENT ADDRESS		
PHONE NUMBER		
THESIS TITLE		
SUPERVISOR		
CO-SUPERVISOR		

I hereby declare that all the above mentioned information given by me is true and correct. Should there be a mistake on the writing of the diploma certification based on the data given above, I would not ask for a diploma certification replacement.

Surabaya,  
Student Signature,

Note :

1. Fill in with block letter
2. Name, Place and date of Birth, Parent Name must match with the ones written in diploma and birth certificate

	<b>JUDICIUM FORM : LIBRARY CLEARANCE</b>	<b>Number : 1.2.09.000.003</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 2</b>
		<b>Pages :</b>
		<b>Validation : 2016</b>

### LIBRARY CLEARANCE LETTER

Name :	
Student Number :	

This is to certify that the above-mentioned student has cleared his/her library dues.


This letter is made as a requirement for judicium at the Faculty of Veterinary Medicine, the above mentioned student now may proceed to profession program at the Faculty of Veterinary Medicine.

Surabaya  
Library Coordinator  
Campus A

Surabaya  
Library Coordinator  
Campus B

Surabaya  
Library Coordinator  
Campus C

( \_\_\_\_\_ ) ( \_\_\_\_\_ ) ( \_\_\_\_\_ )

	<b>WORK INSTRUCTION :</b> <b>ACADEMIC SUB-DIVISION ACTIVITIES FOR SEMINAR/THESIS</b>	<b>Number : 1.2.01.001</b>
	Reviewed By : <b>Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	Controlled By : <b>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2016</b>

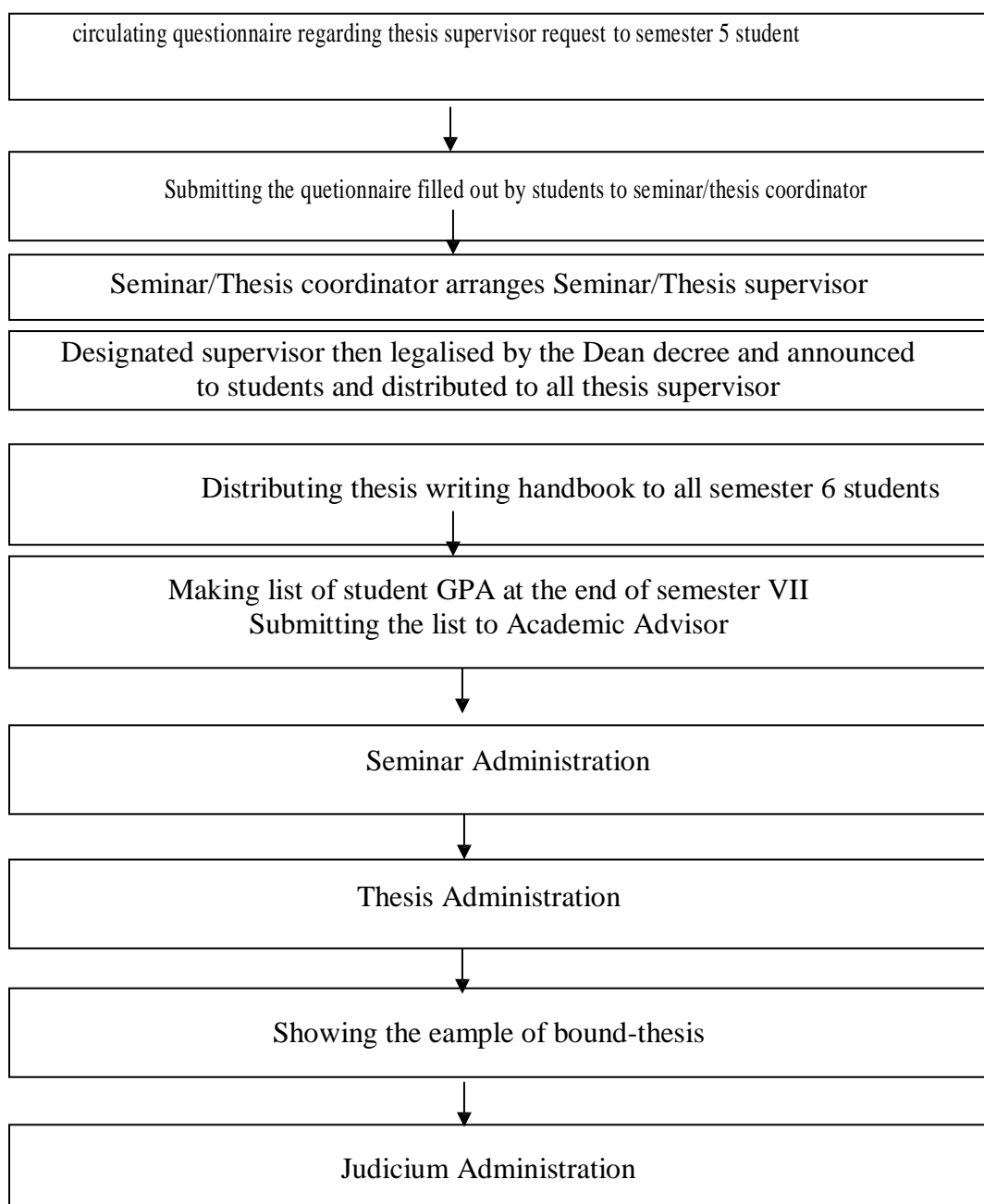
**I. Purpose :**

To provide guidelines for the procedure of SBAK activities to support the conduction of seminar and thesis at Faculty of Veterinary Medicine UNAIR.

**II. Scope :**

1. supporting data making
2. seminar-thesis Manual Procedures distribution
3. Seminar Administration
4. Thesis Administration
5. Judicium Administration

**III. Flowchart of Academic Sub-division activities for Thesis semina/**





#### **IV. Description**


1. At the beginning of semester V (February), Academic Sub-Division circulates questionnaires for seminar / thesis supervisor request to semester V student
2. Academic Sub-Division submits the results of the questionnaire to the seminar / thesis coordinator
3. At the end of the fifth semester, academic Sub-Division announces a list of designated thesis supervisor who have been legalised by Dean decree to students and all thesis Supervisor
4. In the even semester (February-August) Academic Sub-division circulates the Thesis writing handbook for the 6th semester students
5. At the end of the odd semester (January-February) Academic Sub-division makes a list of student GPA and the number of credits that have been taken by semester 7 students
6. Academic Sub-division submits the list (Number 4) to Academic Advisor
7. Academic Sub-division conducts seminar administration, including:
  - 7.1. Receiving a request for processing the research results seminar
  - 7.2. Receiving Research Result Seminar Assessment Request Form (Date of seminar assesment)
  - 7.3. Receiving documents required for seminar assessment
  - 7.4. Receiving research result paper
  - 7.5. Making Invitation Letter for examining committee of the seminar
  - 7.6. Providing documents for seminar assessment
  - 7.7. Receiving seminar scores from the Head of Examining Committee
  - 7.8. Submitting a copy of the seminar result to the Thesis Seminar Coordinator
8. Academic Sub-division conducts thesis administration, including:
  - 8.1 Receiving thesis approval Letters from Supervisors and Examiners
  - 8.2 Receiving thesis examination requirements
  - 8.3 Receiving Thesis Examination Schedule Form
  - 8.4 Receiving thesis paper
  - 8.5 Making Invitation Letter for thesis examination
  - 8.6 Providing documents for thesis examinations
  - 8.7 Receiving thesis examination scores from the Head Examiner
9. Academic Sub-division administers judicium administration, including:
  - 9.1 Checking completeness of judicium requirement documents
  - 9.2 Issuing a list of Student Names that meet the requirements for the Judicium
  - 9.3 Preparing judicium documents for the Dean

#### **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

#### **VI. Supporting Documents**

1. List of semester 6 students
2. List of thesis supervisor
3. List of student GPA and the number of credits that have been taken by semester 7 students
4. Research Proposal Approval
5. Research Monitoring and Evaluation
6. Research Report
7. Letter requesting the processing of research result seminar
8. Research result seminar request form
9. Academic Advisor Approval
10. Thesis supervisor approval
11. Requirements for research result seminar
12. Research result seminar assessment
13. Research result seminar report
14. Seminar examination passing ticket
15. Thesis Examination Schedule
16. Seminar paper correction
17. Requirements for thesis examination
18. thesis examination assessment
19. Thesis examinatin report
20. Thesis paper correction approval
21. Thesis document submission
22. Graduand data
23. Requirement for Judicium
24. Diploma certification data
25. Library clearance

	<b>WORK INSTRUCTION : STUDENT ACTIVITIES FOR SEMINAR/THESIS</b>	<b>Number : 1.2.01.002</b>
	<b>Reviewed By : Vice Dean I</b>	
<b>Faculty of Veterinary Medicine</b>	<b>Controlled By : Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</b>	<b>Revision : 3</b>
		<b>Pages :</b>
		<b>Validation : 2016</b>

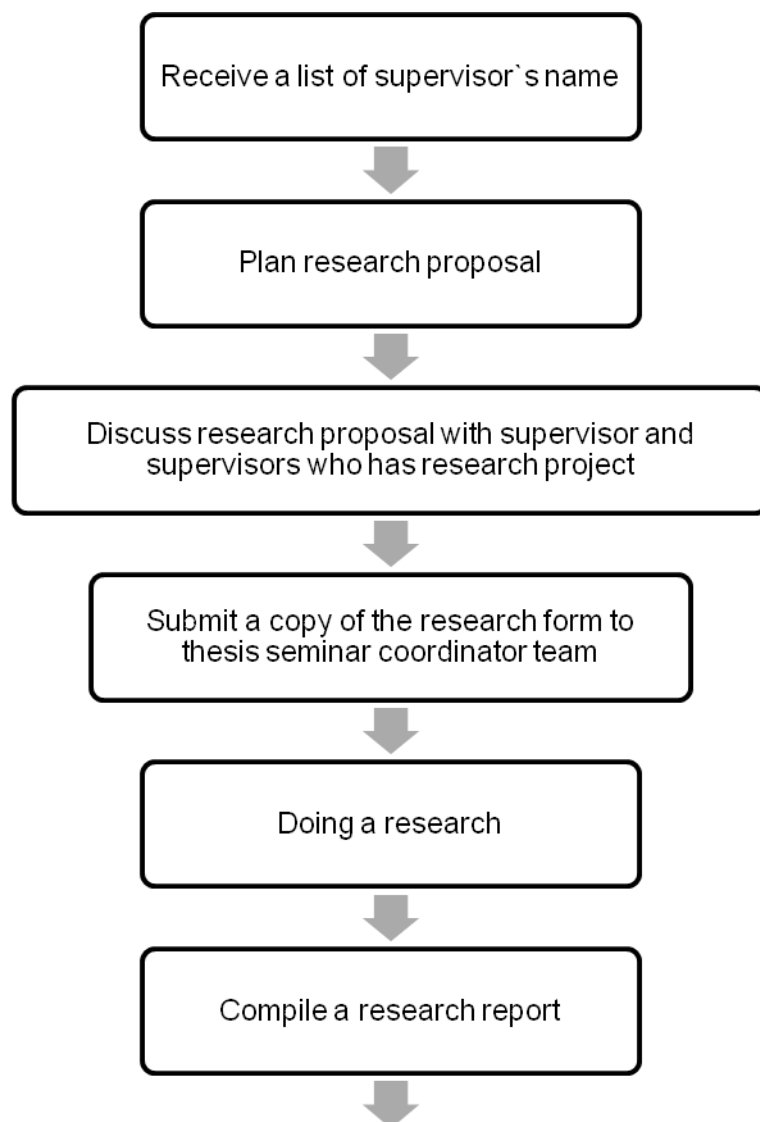
**I. Purpose :**

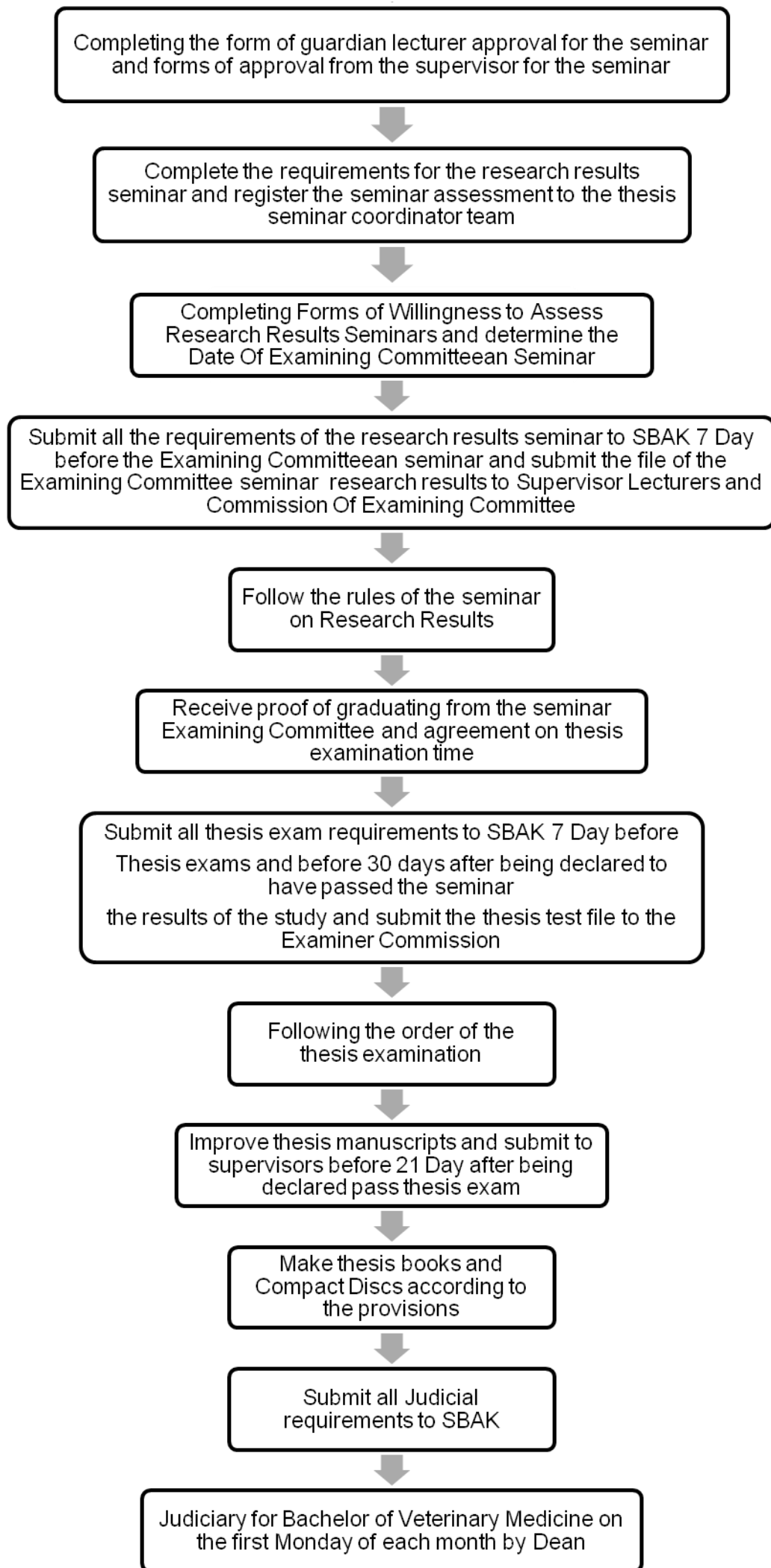
To provide guidelines for the procedure of student activities in the conduction of research, seminar, thesis and judicium at Faculty of Veterinary Medicine UNAIR.

**II. Scope :**

1. Research Proposal
2. Research
3. Preparation for research result seminar
4. Preparation for thesis
5. Preparation for Judicium

**III. Flowchart of work instruction of student activities for Seminar/Thesis**





#### **IV. Description**

None

#### **V. Recording**

1. Handbook of Information and Education for students of Universitas Airlangga
2. Educational Handbook for students of Faculty of Veterinary Medicine
3. Thesis Writing Handbook

#### **VI. Supporting Documents**

1. Research Proposal Approval Form
2. Research Monitoring and Evaluation
3. Research Report
4. Academic Advisor Approval
5. Thesis supervisor approval
6. Requirements for research result seminar
7. Example of Research result seminar assessment Form
8. Example of thesis examination Form
9. Graduand data
10. Requirement for Judicium
11. Diploma certification data

