MANUAL PROCEDURE
WORK INSTRUCTION FORM

SEMINAR – THESIS

FACULTY OF VETERINARY MEDICINE
UNIVERSITAS AIRLANGGA
QUALITY ASSURANCE UNIT
FACULTY OF VETERINARY MEDICINE
UNIVERSITAS AIRLANGGA

Organizing Team

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       Prof. Dr. Pudji Srianto, drh., M.Kes

HEAD : Vice Dean I
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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
   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
         Procedure Manual 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

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
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

[Diagram of flowchart showing the interaction between thesis supervisor, co-supervisor, student, coordinator, and thesis seminar]
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.
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 Procedure of research internship for the writing of the thesis (1.2.03)
16. 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 Document
1. Manual Procedures on Research Internship
2. Form of Research Proposal Approval.
3. Form of Research Proposal Assessment.
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

Revised on Year: 2016
By: Quality Assurance Unit

VIII. Identification of Change:
Thesis Seminar Coordinator Team is changed into Thesis Seminar Coordinator
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

```
Thesis Supervisor  Thesis Co-Supervisor
       ↓                             ↓
Student                  Research project
       ↓                             ↓
Research Proposal          Coordinator
                          Thesis Seminar
```
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

VIII. Identification of Change :
Thesis Seminar Coordinator Team is changed into Thesis Seminar Coordinator
I, the undersigned, has approved the following student to do a research internship for a thesis writing.

Student Name : 
Student Number : 
Lecturer’s Research Title : 
Funded by : 
Research Location : 
Research Duration : to 
Research Title Plan : 
Seminar Plan : 
Thesis Plan :

Thesis Supervisor 
Thesis Co-Supervisor 
Research Supervisor 

(_______________) (_______________) (_______________)
NIP. NIP. NIP.
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<td>Pages: Validation: 2018</td>
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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

( ) NIP. ( ) NIP.

Surabaya, Thesis Co-Supervisor
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Student Name: [ ]
Student Number: [ ]
Semester: [ ]
Research Title: [ ]

Thesis Supervisor: [ ]
Thesis Co-Supervisor: [ ]

Reviewed By: Vice Dean I

Faculty of Veterinary Medicine
Controlled By:
Head of Quality Assurance Unit
Faculty of Veterinary Medicine UNAIR

Number: 1.2.04.000.010
Revision: 2
Pages: 20
Validation: 2018

Student Name:
Student Number:
Semester:
Research Title:

Thesis Supervisor:
Thesis Co-Supervisor:

Supervisor Name:
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.
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

Examinining Committee → Supervisory Committee
                     ↓                      ↓
                      Student          Lecturer conducting the research
                     ↓                      ↓
Coordinator Seminar/Thesis  SBAK

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.
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

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
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.
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 Proposal 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
Revised on Year: 2013
By: Quality Assurance Unit

VIII. Identification of change:
Thesis Seminar Coordinating Team is changed into Thesis Seminar Coordinator
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
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, Surabaya,
Thesis Supervisor Thesis Co-Supervisor

(____________________) (____________________)
NIP. NIP.

Supervisor owning the research

(____________________)
NIP.
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.
<table>
<thead>
<tr>
<th>Faculty of Veterinary Medicine</th>
<th>Controlled By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</td>
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<th>Request to Assess Research Proposal Feasibility</th>
<th>Number: 1.2.04.000.003</th>
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<td>2018</td>
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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.
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,

<table>
<thead>
<tr>
<th>Head</th>
<th>Member</th>
<th>Member</th>
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<tbody>
<tr>
<td>(__________)</td>
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<td>NIP.</td>
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Thesis Supervisor,          Thesis Co-Supervisor,

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**PROPOSAL FEASIBILITY FORM:**

**EXAMINING COMMITTEE OF RESEARCH PROPOSAL FEASIBILITY**

<table>
<thead>
<tr>
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<th>Student Name</th>
<th>Student Number</th>
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<td>1.2.04.000.005</td>
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**Reviewed By:** Vice Dean I

**Issued/Revision:** 1/3

**Faculty of Veterinary Medicine**

**Controlled By:**

Head of Quality Assurance Unit

Faculty of Veterinary Medicine - UNAIR

**Issued Date/Revision:** 2018

---

**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

**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

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

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<td>9.1. Reference citation is relevant with the proposal</td>
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<tr>
<td>9.2. No citation from pocketbook or manual book</td>
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<tr>
<td>9.3. No citation from internet other than journals</td>
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<tr>
<td>9.3. All citations are in line with References</td>
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<tr>
<td>9.4. Relevant references need to be added</td>
<td></td>
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<tr>
<td>9.5. References need to be omitted</td>
<td></td>
<td></td>
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<tr>
<td>9.6. Reference updates ≤ 10 years</td>
<td></td>
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<tr>
<td>9.7. Journal (MKH, etc) in Reference ≥ 40 %</td>
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**D Using a good and correct Indonesian**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Suggestions</th>
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<tr>
<td>2. No repetitive and redundant sentences</td>
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<td></td>
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</tr>
<tr>
<td>3. No bias sentences</td>
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</table>

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

Student Name: ..............................................
Student Number: ..............................................
Proposal Title: ..............................................

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

<table>
<thead>
<tr>
<th>Examining Committee</th>
<th>Name</th>
<th>Decision (Circle the appropriate number)</th>
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<tbody>
<tr>
<td>Examiner I</td>
<td></td>
<td>1. Worthy without correction</td>
</tr>
<tr>
<td></td>
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<td>2. Worthy with corrections as suggested</td>
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<td></td>
<td></td>
<td>3. Not worthy, must re-write the proposal</td>
</tr>
<tr>
<td>Examiner II</td>
<td></td>
<td>1. Worthy without correction</td>
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<tr>
<td></td>
<td></td>
<td>2. Worthy with corrections as suggested</td>
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<td></td>
<td></td>
<td>3. Not worthy, must re-write the proposal</td>
</tr>
<tr>
<td>Examiner III</td>
<td></td>
<td>1. Worthy without correction</td>
</tr>
<tr>
<td></td>
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<td>2. Worthy with corrections as suggested</td>
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<td></td>
<td></td>
<td>3. Not worthy, must re-write the proposal</td>
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</tbody>
</table>

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
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
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
Objects of Monitoring and Evaluations:

Suggestion:

Note:
If extra space is needed, use an additional sheet
## Seminar/Thesis Form: Consultation of Research Proposal Dissemination

**Reviewed By:**
Vice Dean I

<table>
<thead>
<tr>
<th>Number</th>
<th>1.2.04.000.008</th>
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### Faculty of Veterinary Medicine

- **Controlled By:**
  Head of Quality Assurance Unit
  Faculty of Veterinary Medicine UNAIR

### Discussion Results

<table>
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<tr>
<th>No</th>
<th>Date</th>
<th>Discussion Topics</th>
<th>Discussion Results</th>
<th>Signature Supervisor Name</th>
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### Details

- **Student Name:** :
- **Student Number:** :
- **Semester:** :
- **Research Title:** :
- **Thesis Supervisor:** :
- **Thesis Co-Supervisor:** :

---

Dokumen Akademik FKH Universitas Airlangga 2018

Page 27
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.
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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Examining Committee</th>
<th>Name of Examiner</th>
<th>Signature</th>
<th>Remarks *)</th>
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<tbody>
<tr>
<td>1</td>
<td>Head of Examining Committee</td>
<td></td>
<td></td>
<td>Present / Not present</td>
</tr>
<tr>
<td>2</td>
<td>Secretary</td>
<td></td>
<td></td>
<td>Present / Not present</td>
</tr>
<tr>
<td>3</td>
<td>Member</td>
<td></td>
<td></td>
<td>Present / Not present</td>
</tr>
<tr>
<td>4</td>
<td>Supervisor I</td>
<td></td>
<td></td>
<td>Present / Not present</td>
</tr>
<tr>
<td>5</td>
<td>Supervisor II</td>
<td></td>
<td></td>
<td>Present / Not present</td>
</tr>
</tbody>
</table>

Thank you for your attention and cooperation.

Note :
*) Cross out one

Knowing, Surabaya,
Vice Dean I Head Examiner

Prof. Dr. Fedik Abdul Rantam, drh.
NIP. 195910031987011001
**PROPOSAL FORM: PROPOSAL CORRECTION**

<table>
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**Reviewed By:** Vice Dean I

**Controlled By:**
- **Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR**

---

**Student Name:**

**Student Number:**

**Proposal Title:**

**Name of Supervisor/Co-supervisor:**

**Name of Examiner 1/2/3:**

---

<table>
<thead>
<tr>
<th>Page</th>
<th>Paragraph, line</th>
<th>Correction Note</th>
</tr>
</thead>
</table>

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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
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

- Examinining Committee
- Supervisor
- Student
- Academic Advisor
- Seminar Requirements
- Coordinator of Thesis Seminar
- S B A K
- RESEARCH RESULT SEMINAR
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
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. Exam passing ticket form is given to the student as part of the requirements for the Thesis Examination.
14. The thesis examination schedule is mutually agreed by the student, supervisory committee, and examining committee.
   14.1. The thesis examination schedule is set after the result (grade) of the seminar is announced
   14.2. The schedule is permanent and cannot be changed unilaterally
   14.3. The agreement is documented in the Thesis Examination Schedule Form
15. Seminar paper must be corrected if it is recommended by the supervisor or examiner as stated on proposal paper correction form
16. Upon the correction of the proposal as stated in proposal paper correction form, student complete proposal paper correction approval form
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 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
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

Dokumen Akademik FKH Universitas Airlangga 2018
| Faculty of Veterinary Medicine | Controlled By: Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR | Number: 1.2.06.000.002

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| 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.
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.
<table>
<thead>
<tr>
<th>Faculty of Veterinary Medicine</th>
<th>Controlled By:</th>
<th>Number : 1.2.06.000.004</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Head of Quality Assurance Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Faculty of Veterinary Medicine UNAIR</td>
<td></td>
</tr>
</tbody>
</table>

- Reviewed By: Vice Dean I
- Revision: 3
- Pages: 
- Validation: 2018

- 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.
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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Examining Committee</th>
<th>Examiner Name</th>
<th>Signature</th>
<th>Remarks *)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Head Examiner</td>
<td></td>
<td>Present / Not present</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Secretary</td>
<td></td>
<td>Present / Not present</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Member</td>
<td></td>
<td>Present / Not present</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Supervisor I</td>
<td></td>
<td>Present / Not present</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Supervisor II</td>
<td></td>
<td>Present / Not present</td>
<td></td>
</tr>
</tbody>
</table>

Thank you for your attention and cooperation

Note :
*) Cross out one

Knowing, Surabaya,
Vice Dean I Head Examiner

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

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

Total

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

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

Total

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

Surabaya,
Examining Committee

__________________________
NIP.
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

<table>
<thead>
<tr>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
</tr>
<tr>
<td>Co-Supervisor</td>
</tr>
<tr>
<td>Examiner 1</td>
</tr>
<tr>
<td>Examiner 2</td>
</tr>
<tr>
<td>Examiner 3</td>
</tr>
<tr>
<td>Average</td>
</tr>
</tbody>
</table>

x 60% = 

II. Score for the presentation

<table>
<thead>
<tr>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
</tr>
<tr>
<td>Co-Supervisor</td>
</tr>
<tr>
<td>Examiner 1</td>
</tr>
<tr>
<td>Examiner 2</td>
</tr>
<tr>
<td>Examiner 3</td>
</tr>
<tr>
<td>Average</td>
</tr>
</tbody>
</table>

x 40% = 

III. Final Score = 

IV. Letter Grade =

Based on the score, the student is declared:

(………) : PASS
(………) : CONDITIONAL PASS, correction and suggestion made by supervisor
(………) : 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.
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.
### SEMINAR FORM:
#### THESIS EXAMINATION SCHEDULE

<table>
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<tr>
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<th>Number: 1.2.06.000.009</th>
</tr>
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<tbody>
<tr>
<td>Vice Dean 1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Faculty of Veterinary Medicine</th>
<th>Controlled By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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<th>Pages</th>
<th>Validation</th>
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</thead>
<tbody>
<tr>
<td>2</td>
<td></td>
<td>2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Number:</td>
<td></td>
</tr>
<tr>
<td>Research Title:</td>
<td></td>
</tr>
<tr>
<td>Thesis Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Thesis Co-Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Head of Examining Committee:</td>
<td></td>
</tr>
<tr>
<td>Secretary:</td>
<td></td>
</tr>
<tr>
<td>Member:</td>
<td></td>
</tr>
</tbody>
</table>

Seminar assessment was conducted on:
- Day: |
- Date: |
- Time: |

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.
Student Name : 
Student Number : 
Seminar Title : 

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

<table>
<thead>
<tr>
<th>Pages</th>
<th>Paragraph; line</th>
<th>Correction Note</th>
</tr>
</thead>
</table>

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
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.
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.
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
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
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 assessment 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 assessment
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
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 supercisory 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.
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): .....................................
Examiner 4 (Supervisor 1): ...............................
Examiner 5 (Supervisor 2): ..............................

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

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 – 59,90
E = < 40

Surabaya
Examiner,

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

<table>
<thead>
<tr>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Examiner 1</td>
</tr>
<tr>
<td>Examiner 2</td>
</tr>
<tr>
<td>Examiner 3</td>
</tr>
<tr>
<td>Examiner 4</td>
</tr>
<tr>
<td>Examiner 5</td>
</tr>
<tr>
<td>Average</td>
</tr>
</tbody>
</table>

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.
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.

Examinig Committee:

Head, Member, Member

NIP. NIP. NIP.

Supervisory Committee

Thesis Supervisor, Thesis Co-Supervisor

NIP., NIP.
Student Name: 
Student Number: 
Thesis Title: 

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

<table>
<thead>
<tr>
<th>Pages</th>
<th>Paragraph, Line</th>
<th>Correction Note</th>
</tr>
</thead>
</table>

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
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
<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th></th>
</tr>
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<tbody>
<tr>
<td>PLACE, DATE OF BIRTH</td>
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<tr>
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<td>FACULTY OF</td>
<td>VETERINARY MEDICINE</td>
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<tr>
<td>STUDY PROGRAM</td>
<td>VETERINARY MEDICINE</td>
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<tr>
<td>ENROLLMENT YEAR</td>
<td></td>
</tr>
<tr>
<td>GRADUATE DATE</td>
<td></td>
</tr>
<tr>
<td>GPA</td>
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</tr>
<tr>
<td>STUDENT ADDRESS</td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>HIGHSGHOOL / DIPLOMA YEAR</td>
<td></td>
</tr>
<tr>
<td>PARENT NAME</td>
<td></td>
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<tr>
<td>PARENT OCCUPATION</td>
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<tr>
<td>PARENT ADDRESS</td>
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<tr>
<td>PHONE NUMBER</td>
<td></td>
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<tr>
<td>THESIS TITLE</td>
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</tr>
<tr>
<td>SUPERVISOR</td>
<td></td>
</tr>
<tr>
<td>CO-SUPERVISOR</td>
<td></td>
</tr>
</tbody>
</table>

Surabaya,
Tanda tangan Mahasiswa,
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.
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:

<table>
<thead>
<tr>
<th>No.</th>
<th>Examining Committee</th>
<th>Examiner Name</th>
<th>Signature</th>
<th>Remarks *)</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Head Examiner</td>
<td></td>
<td></td>
<td>Present / Not present</td>
</tr>
<tr>
<td>2</td>
<td>Secretary</td>
<td></td>
<td></td>
<td>Present / Not present</td>
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<tr>
<td>3</td>
<td>Member</td>
<td></td>
<td></td>
<td>Present / Not present</td>
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<tr>
<td>4</td>
<td>Supervisor I</td>
<td></td>
<td></td>
<td>Present / Not present</td>
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<tr>
<td>5</td>
<td>Supervisor II</td>
<td></td>
<td></td>
<td>Present / Not present</td>
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Thank you for your attention and cooperation.

Note :
*) Cross out one

Knowing,

Vice Dean I

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

Surabaya,

Head Examiner

NIP. …………………….
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
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:
   1. 5 (five) copies of thesis book
   2. 6 (six) Compact Discs of thesis
   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. Thesis paper correction approval sheet
   5. Library Clearance Form from the faculty library
   6. Library Clearance Form from the university library
   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
### WORK INSTRUCTION: JUDISIUM

<table>
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<tr>
<th>Reviewed By:</th>
<th>Number: 1.2.11.001</th>
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<tr>
<td>Vice Dean I</td>
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<tr>
<th>Controlled By:</th>
<th>Revision: 1</th>
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<tr>
<td>Head of Quality Assurance Unit Faculty of Veterinary Medicine UNAIR</td>
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<th>Pages:</th>
<th>Validation: 2018</th>
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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 supercisory and examining committee
7. Submitting Photocopy of tuition fee receipt and a photocopy of valid student card
8. Filling out graduand form at Academic Sub-division
9. Submitting original ELPT certificate legalised by Pusat Bahasa Unair
10. Submitting one ms word-format CD to SBAK
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.
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.
LIBRARY CLEARANCE LETTER

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Student Number</td>
<td></td>
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</table>

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
Surabaya Library Coordinator
Surabaya Library Coordinator

(Campus A) (Campus B) (Campus C)
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 seminar:

   circulating questionnaire regarding thesis supervisor request to semester 5 student
   ↓
   Submitting the questionnaire filled out by students to seminar/thesis coordinator
   ↓
   Seminar/Thesis coordinator arranges Seminar/Thesis supervisor
   ↓
   Designated supervisor then legalised by the Dean decree and announced to students and distributed to all thesis supervisor
   ↓
   Distributing thesis writing handbook to all semester 6 students
   ↓
   Making list of student GPA at the end of semester VII
   ↓
   Submitting the list to Academic Advisor
   ↓
   Seminar Administration
   ↓
   Thesis Administration
   ↓
   Showing the example of bound-thesis
   ↓
   Judicium Administration
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 assessment)
   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 examination report
20. Thesis paper correction approval
21. Thesis document submission
22. Graduand data
23. Requirement for Judicium
24. Diploma certification data
25. Library clearance
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

1. Receive a list of supervisor’s name
2. Plan research proposal
3. Discuss research proposal with supervisor and supervisors who has research project
4. Submit a copy of the research form to thesis seminar coordinator team
5. Doing a research
6. Compile a research report
Completing the form of guardian lecturer approval for the seminar and forms of approval from the supervisor for the seminar

Complete the requirements for the research results seminar and register the seminar assessment to the thesis seminar coordinator team

Completing Forms of Willingness to Assess Research Results Seminars and determine the Date Of Examining Committee Seminar

Submit all the requirements of the research results seminar to SBAK 7 Day before the Examining Committee seminar and submit the file of the Examining Committee seminar research results to Supervisor Lecturers and Commission Of Examining Committee

Follow the rules of the seminar on Research Results

Receive proof of graduating from the seminar Examining Committee and agreement on thesis examination time

Submit all thesis exam requirements to SBAK 7 Day before Thesis exams and before 30 days after being declared to have passed the seminar the results of the study and submit the thesis test file to the Examiner Commission

Following the order of the thesis examination

Improve thesis manuscripts and submit to supervisors before 21 Day after being declared pass thesis exam

Make thesis books and Compact Discs according to the provisions

Submit all Judicial requirements to SBAK

Judiciary for Bachelor of Veterinary Medicine on the first Monday of each month by Dean
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