



KEPUTUSAN DEKAN FAKULTAS PETERNAKAN  
UNIVERSITAS HASANUDDIN  
NOMOR: 01014/UN4.1.18/KEP/2025

TENTANG  
PENETAPAN PROSEDUR OPERASIONAL STANDAR BIDANG AKADEMIK  
PROGRAM STUDI SARJANA PETERNAKAN PADA FAKULTAS PETERNAKAN  
UNIVERSITAS HASANUDDIN

DEKAN FAKULTAS PETERNAKAN UNIVERSITAS HASANUDDIN,

Menimbang : a. Dalam rangka kelancaran pelaksanaan kegiatan Akademik pada Program Sarjana (S1) Peternakan pada Fakultas Peternakan Universitas Hasanuddin, dipandang perlu menetapkan Penetapan Prosedur Operasional Standar Bidang Akademik Program Studi Sarjana (S1) Peternakan pada Fakultas Peternakan Universitas Hasanuddin;  
b. bahwa untuk kepentingan huruf a di atas dipandang perlu menerbitkan surat keputusannya.

Mengingat : 1. Undang-undang RI Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional (Lembar Negara Tahun 2003 Nomor 78);  
2. Undang-Undang RI Nomor 5 Tahun 2014, tentang Aparatur Sipil Negara, Lembar Negara RI Tahun 2014 Nomor 6, Tambahan Lembar Negara RI Nomor 5494;  
3. Peraturan Pemerintah RI Nomor 4 Tahun 2014, tentang Penyelenggaraan Pendidikan Tinggi dan Pengelolaan Perguruan Tinggi (Lembaran Negara RI Tahun 2014 Nomor 16, Perubahan dari Peraturan Pemerintah RI Nomor 66 Tahun 2010);  
4. Peraturan Pemerintah RI Nomor 82 Tahun 2014, tanggal 17 Oktober 2014 tentang Penetapan Universitas Hasanuddin sebagai Perguruan Tinggi Negeri Badan Hukum (Tambahan Lembar Negara RI Tahun 2014 Nomor 303);  
5. Peraturan Pemerintah RI Nomor 53 Tahun 2015, tanggal 22 Juli 2015 tentang Statuta Universitas Hasanuddin (Tambahan LN RI Tahun 2015 Nomor 5722);  
6. Keputusan Majelis Wali Amanat Universitas Hasanuddin Nomor: 5/UN4.0/KEP/2022 tentang Pemberhentian Rektor Universitas Hasanuddin Periode Tahun 2018-2022 dan Pengangkatan Rektor Universitas Hasanuddin Periode Tahun 2022-2026;  
7. Peraturan Rektor Universitas Hasanuddin Nomor 12/UN4.1/2022 tanggal 1 Juli 2022, tentang Organisasi dan Tata Kerja Pengelola Universitas Hasanuddin;  
8. Keputusan Majelis Wali Amanat Universitas Hasanuddin Nomor: 5/UN4.0/KEP/2022 tentang Pemberhentian Rektor Universitas Hasanuddin Periode Tahun 2018-2022 dan Pengangkatan Rektor Universitas Hasanuddin Periode Tahun 2022-2026;  
9. Peraturan Rektor Universitas Hasanuddin Nomor 12/UN4.1/2022 tanggal 1 Juli 2022, tentang Organisasi dan Tata Kerja Pengelola Universitas Hasanuddin;

10. Peraturan Rektor Universitas Hasanuddin Nomor 16/UN4.1/2022 tanggal 22 Agustus 2022, tentang Organisasi dan Tata Kerja Fakultas dan Sekolah Universitas Hasanuddin;
11. Peraturan Rektor Universitas Hasanuddin Nomor 34/UN4.1/2023 tanggal 1 November 2023, tentang Standar Biaya Universitas Hasanuddin Tahun Anggaran 2024;
12. Keputusan Rektor Universitas Hasanuddin Nomor: 4401/UN4.1/KEP/2022 tanggal 18 Juli 2022 tentang Pemberhentian dan Pengangkatan Dekan Fakultas Peternakan Universitas Hasanuddin. Organisasi dan Tata Kerja Fakultas dan Sekolah Universitas Hasanuddin;
13. Keputusan Rektor Universitas Hasanuddin Nomor: 4401/UN4.1/KEP/2022 tanggal 18 Juli 2022 tentang Pemberhentian dan Pengangkatan Dekan Fakultas Peternakan Universitas Hasanuddin.

#### MEMUTUSKAN

Menetapkan : KEPUTUSAN DEKAN FAKULTAS PETERNAKAN UNHAS TENTANG PENETAPAN PROSEDUR OPERASIONAL STANDAR BIDANG AKADEMIK PROGRAM STUDI SARJANA PETERNAKAN PADA FAKULTAS PETERNAKAN UNIVERSITAS HASANUDDIN

KESATU : Menetapkan Prosedur Operasional Standar Bidang Akademik Program Studi Sarjana (S1) Peternakan pada Fakultas Peternakan Universitas Hasanuddin pada surat keputusan ini;

KEDUA : Surat Keputusan ini berlaku mulai tanggal ditetapkan, dengan ketentuan bahwa apabila dikemudian hari ternyata terdapat kekeliruan didalamnya, maka akan diperbaiki sebagaimana mestinya.

Ditetapkan di Makassar  
Pada tanggal 14 Juli 2025  
DEKAN,



SYAHDAR BABA  
197312172003121001

Tembusan:

1. Wakil Dekan Fakultas Peternakan Unhas;
2. Ketua Gugus Penjamin Mutu dan Peningkatan Reputasi Fakultas Peternakan Unhas;
3. Ketua Departemen Fakultas Peternakan Unhas;
4. Ketua Program Studi Sarjana (S1) Peternakan Fakultas Peternakan Unhas;
5. Kepala Bagian Tata Usaha Fakultas Peternakan Unhas;
6. Arsip.

# **STANDARD OPERATING PROCEDURE FOR ACADEMIC AFFAIRS**



**Bachelor Degree in Animal Husbandry**

**FACULTY OF ANIMAL SCIENCE  
HASANUDDIN UNIVERSITY  
2024**

**PREPARATION TEAM**  
**STANDARD OPERATING PROCEDURE**  
**BIDANG AKADEMIK**  
**BACHELOR DEGREE IN ANIMAL HUSBANDRY**  
**FACULTY OF ANIMAL SCIENCE**  
**HASANUDDIN UNIVERSITY**

## **PREFACE**

We offer our highest praise and gratitude to Allah SWT, for it is only by His permission and grace that we have been able to complete the revision of the Standard Operating Procedure (SOP) Book for the Academic Field of the Bachelor's Degree in Animal Husbandry, Faculty of Animal Science, Hasanuddin University. The Standard Operating Procedure (SOP) for the Academic Field of the Animal Husbandry Study Program, Faculty of Animal Science, Hasanuddin University, presented in this book, is the result of hard work and thoughtful consideration by the drafting team consisting of teaching staff from the Faculty of Animal Science. The team has aligned it with the Rector's Regulation of Hasanuddin University No. 29/UN4.1/2023 on the Implementation of Undergraduate Programs at Hasanuddin University Curriculum 2023 (K-23) for the Animal Husbandry Bachelor's Program. This book is the Standard Operating Procedure (SOP) Book for the Academic Field of the Bachelor degree in Animal Husbandry, Faculty of Animal Husbandry, Hasanuddin University, which is expected to serve as a reference and guideline in the implementation of academic activities to improve the quality of academic delivery. Over time, it is expected that this book will continue to be revised in line with the changing times in order to achieve the vision and mission of the Bachelor degree in Animal Husbandry, Faculty of Animal Science, Hasanuddin University.

Makassar, December 2024

Vice Dean for Academic and Student Affairs

**Dr.Ir. Hikmah, S.Pt, IPU, ASEAN Eng**

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## **GENERAL GUIDELINES**

<b>No : 001</b>	<b>Designated date: 11 December 2024</b>	<b>Revisionon: 02</b>
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1. The study load for undergraduate students in the Animal Science Study Program is 145 credits, scheduled to be completed within 7 semesters, with a maximum study period of 10 semesters under Hasanuddin University Rector's Regulation No. 29/UN4.1/2023.
2. A continuation study evaluation is carried out at the end of the 4th semester, requiring a minimum GPA of 2.00 and completion of at least 48 credits. A final evaluation is conducted at the end of the 10th semester, and students who show no progress in completing their studies will be declared dismissed.
3. Student registration each semester consists of administrative registration, marked by the payment of tuition fees (UKT), and academic registration, marked by the approval of the study plan (KRS) by the Academic Advisor through the Hasanuddin University Academic Information System.
4. Students are entitled to register a maximum of 20 credits in semesters 1 and 2, and up to 24 credits from semester 3 onward.
5. Student activities, according to their respective fields, may be proposed for Recognition of Past Activities as Competency Strengthening Courses.
6. Students who have completed 48 credits may participate in Competency Strengthening Courses (MKPK) organized under a planned scheme by the Study Program's Adhoc Committee during the breaks after semesters 4, 5, and 6.
7. Students in semester 5 or those who have completed 85 credits will be assigned a Thesis Advisor to help determine the form and topic of their final project.
8. A Thesis Advisor must be a permanent lecturer at Hasanuddin University, hold at least a Master's degree (or equivalent, KKNi Level 8), and have a minimum academic rank of Lecturer (Lektor).
9. Approval to conduct thesis research is granted after obtaining permission from the Study Program based on the recommendation of the advisor.
10. Thesis research should preferably be conducted during the 7th semester, so students can complete their seminar and final examination on time in the 8th semester.
11. The seminar and thesis examination committee consists of two examiners apart from the advisor. The seminar and examination can only proceed if attended by the advisor (as the chief examiner) and at least one designated examiner.

## STANDARD OPERATING PROCEDURE FOR ADMINISTRATIVE AND ACADEMIC REGISTRATION (KRS FILLING)

<b>No: 002</b>	<b>Designated: 11 December 2024</b>	<b>Revisionon: 03</b>
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### 1. Objective:

This POS aims to establish the procedures for administrative registration and academic registration through the completion of the Study Plan Card (KRS) for the Bachelor Degree in Animal Husbandry at the Faculty of Animal Husbandry, Hasanuddin University.

### 2. Uses

Facilitates students in carrying out administrative and academic registration, such as filling out the Study Plan Card (KRS) and consulting with their academic advisor (PA).

### 3. Executor/Person in Charge:

Students, academic advisors, academic staff, head of study program, and Dean/Vice Dean for Academic and Student Affairs.

### 4. Conditions:

Course planning and the number of Semester Credit Units (SKS) programmed refer to Article 18 of Rector Regulation No. 29/UN4.1/2023 and Article 7 of the Academic Guidelines of the Faculty of Animal Science, Unhas.











### 5. Procedure:

- a) Students make payment of the Single Tuition Fee (UKT) at the designated Bank according to the schedule set by Unhas. Log in to the Neosia Academic Portal (<http://neosia.unhas.ac.id>) and select the "KRS Enrollment" menu.
- b) Students check the offered courses to select according to the semester they will undertake.
- c) Students fill out the KRS by selecting courses based on their academic development needs.
- d) The Academic Advisor (PA) reviews the selected courses, provides input and/or approval for the online KRS completed by the student.
- e) The KRS approved online by the Academic Advisor is printed, signed by both the student and the Academic Advisor.
- f) The signed KRS is then submitted to the Academic Subdivision, Faculty of Animal Science.



- g) If you encounter other academic problems, you may consult with your Academic Advisor to help resolve the issues.
- h) Every consultation activity is recorded in the Academic Advisor's consultation logbook (Form PA-01).

**6. Procedure Flowchart:**

Stages	Student	Academic Subdivision	Academic Advisor	VD 1/ Head of Study Program	Time (day)
Paying tuition fees at the bank					d-0
Log in to NEOSIA					d+1
KRS Consultation					d+1
Academic Advisor Login to SIA-UH <a href="http://neosia.unhas.ac.id">http://neosia.unhas.ac.id</a> for KRS approval					d+2
Printing approved KRS					d+2
Signing KRS					d+3

## STANDARD OPERATING PROCEDURE STUDENT ACADEMIC GUIDANCE

No : 003	Desugnated date: 11 December 2024	Revision: 03
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### 1. Objective:

This SOP aims to provide an explanation of the procedures for academic consultation between students and Academic Advisors (PA) in the Bachelor Degree in Animal Husbandry, Faculty of Animal Science, Hasanuddin University.

### 2. Uses:

Providing information on the procedures for consultations between students and academic advisors within the Faculty of Animal Science at Hasanuddin University.

### 3. Executor / person in charge:

Students, Academic Advisors, Head of Study Program, Academic and Student Affairs Subdivision.












### 4. Conditions:

Referring to the Rector of Unhas Regulation No. 29/UN4.1/2023 and the Academic Guidelines for the Undergraduate Program in Animal Science, Faculty of Animal Science, Unhas according to the Dean's Decree No. 01186/UN4.12/KEP/2024.

### 5. Procedure:

- a) The implementation of academic guidance is carried out directly (offline) or online through the Academic Information System for matters related to Study Plans (KRS filling).
- b) Students coordinate with their academic advisor to set the schedule and objectives for consultations..
- c) Consultations can include academic consultations related to KRS, as well as non-academic consultations, such as plans for the final thesis and other academic issues. These are conducted offline, with students filling out the academic consultation logbook that records the day and date, topic of consultation, and lecturer's signature (Form PA-01).
- d) Students meet with their academic advisor (PA) for academic or non-academic consultations at least once every semester.
- e) PA lecturers monitor the academic progress of their advisees, providing solutions to any problems encountered, including evaluations in the 4th and 10th semesters.
- f) Student academic progress can be monitored through [neosia.unha.ac.id](http://neosia.unha.ac.id).

**6. Procedure flowchart:**

Procedure	Student	Academic advisor	KPS	Vice dean	Time (day)
Agreeing on a meeting schedule					D-0
Fill out the attendance list or form (PA-01)					D+1
Students bring consultation materials					D+1
Approve the student's KRS or provide solutions to the problems they are facing					D+1
Helping to coordinate problem-solving solutions with stakeholders					D+1

## STANDARD OPERATING PROCEDURE LECTURE ACTIVITIES

<b>No : 004</b>	<b>Designate: 11 December 2024</b>	<b>Revisionon: 03</b>
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### 1. Objective

This SOP aims to provide an explanation of the procedures for conducting lectures and serve as a guideline for lecturers and students in carrying out academic activities in the Bachelor Degree in Animal Husbandry, Faculty of Animal Science, Hasanuddin University.

### 2. Uses

Ensuring the implementation of collaboration between lecturers and students to achieve a conducive and effective learning environment.

### 3. Executor / Person in charge

Mahasiswa, Dosen, Ketua Program Studi, Ketua Departemen, dan WD Bidang Akademik dan Kemahasiswaan, Sub Bagian Akademik dan Kemahasiswaan

### 4. Define

Lecture	A form of teaching and learning activity between lecturers and students that has been scheduled, can be carried out directly (offline) or in combination with online lectures.
Lecturer	A person who, based on educational requirements, expertise, and abilities, is appointed by Rector's Decree to carry out the main duties of the three pillars of higher education. Lecturers consist of permanent lecturers and non-permanent lecturers.
Course coordinator	Lecturers who meet the requirements in accordance with their field of expertise and competence and who hold at least the academic position of Lecturer or possess a minimum qualification equivalent to Level 8 (eight) of the Indonesian National Qualification Framework (KKNl).
Lecturer in charge of the course	Lecturers who meet the qualifications in their field of expertise, hold at least a Master's degree (S2) or possess a minimum qualification equivalent to Level 8 (eight) of the Indonesian National Qualifications Framework (KKNl).
Student	Students who are officially registered in the course of the Animal Science Study Program, Faculty of Animal Science.

## **5. Series of Lecture Implementation**

### ***Lecturer activities before lectures (lecture planning) include:***

1. The course instructors receive assignments and class schedules from the Dean through the Subdivision of Academic and Student Affairs at Fapet Unhas.
2. The team of course instructors holds preparation meetings for lectures, including the creation of the Semester Learning Plan (RPS), course contracts, lecture media, and teaching materials.
3. The team of course instructors is required to evaluate and revise, if necessary, the Semester Learning Plan (RPS) and teaching materials.
4. Learning documents are prepared in such a way that they can be accessed both offline and/or online.
5. Preparation of Case Study (CS) and Project-Based Learning (PjBL) methods is carried out as a main part of the strategy for achieving the Course Learning Outcomes (CPMK).
6. The preparation of learning media, such as PowerPoint presentations, instructional videos, and others, is integrated with the learning management system of Unhas (Sikola2). Course materials such as textbooks, handouts, modules, reference books, or laboratory manuals are prepared and uploaded to the Sikola2 Unhas system.

### ***Lecturer activities during lectures include:***

1. Lecturers conduct classes according to the schedule for a minimum of 13 and a maximum of 16 sessions in one semester (not including the final exam), either offline and/or online.
2. In the first meeting, the lecturer conducts a learning contract, explains the course materials (RPS, course regulations, and teaching materials), the objectives of the course and the expected learning outcomes, and appoints the class representative.
3. The lecturer delivers the course material by referring to the lesson plan (RPS), related to graduate learning outcomes (CPL), course learning outcomes (CPMK), assessment, forms and methods of learning, structured assignments, and learning materials..
4. Guiding/directing learning using the discussion model (SGD), or other learning methods such as PBL and PjBL, according to the course lesson plan (RPS).
5. The assignment of Structured Tasks (TT), such as homework, summaries, and others, should be in accordance with the workload specified in the RPS.
6. The final semester exam is integrated with the implementation of lectures and is conducted to evaluate the achievement of CPMK and Sub CPMK.
7. After delivering the lecture, the lecturer fills out and verifies the attendance list, either online via Sikola2 or offline, and fills out and signs the lecture monitoring book, which records the learning materials, teaching methods, and attendance of both the lecturer and students.
8. The quality assurance and reputation enhancement group evaluates the alignment of the course syllabus with the implementation of learning, and provides feedback on both the content of the instruction and the execution of classroom activities.
9. Submit the course teaching implementation report to the Head of the Study Program.

***Lecturer activities after lectures include:***

1. Providing services for students who wish to consult with him regarding in-depth study of course material.
2. Correction of exam, quiz, or TT results as material for the final assessment of student learning outcomes.
3. The course instructor and practice coordinator must submit the grades to the course coordinator no later than the end of the 17th week (Friday).
4. The calculation of each lecturer's contribution score is based on the weighting of the assessment, with the requirement that students must pass the practical component of courses that include practicum sessions according to the RPS. A passing grade for the practicum is set at 40 on a scale of 0-100.
5. Conversion of grades is based on the final combined score from lecturers, calculated according to the weight of sub-CPMK and practical components, in accordance with the provisions set out in Unhas Rector Regulation No 29/UN4.1/2023.
6. Entering final grades into the Academic Information System (SIA) - Neosia Unhas.
7. Students have the right to file a complaint or request an explanation regarding the grades they receive; corrections can be made until SIA – Neosia is closed.
8. Grade changes after the portal is closed are only possible with a proposal from the course coordinator and the Vice Dean for Academic and Student Affairs to the Director of Education at Unhas.

***The attendance of lecturers and students:***

1. The instructor who is unable to attend for reasons permitted by regulations must report to the course coordinator to then determine one of two alternative solutions:
  - a. Another lecturer (within the same team) substitutes to conduct the class at that time;
  - b. Lecturers who are unable to attend are required to provide a replacement lecture at another time or through an online system mutually agreed upon by the lecturer and students, and must report it to the study program for lecture monitoring confirmation. Replacement lectures should be held from Monday to Friday of the same week, and it is expected that lectures will not be conducted at night.
2. Students who are absent for reasons justified by regulations must submit a permission letter for not attending lectures to the course instructor and the academic department no later than one day after the lecture is held. The student and the lecturer will agree on the method of implementation and evaluation of the achievement of the CPMK/sub-CPMK that the student missed.
3. Regarding lectures on national holidays, the lecturer will determine a replacement lecture time based on an agreement with the students, and it is expected that replacement classes will not be scheduled on Saturdays, Sundays, or at night. Replacement lectures may also be held on the same day using an online method, according to the agreement between the lecturer and the students.

***Peraturan Perkuliahan:***

1. Class service staff organize and prepare the room and equipment for lectures, such as LCD projectors, sound systems, stationery, whiteboards,

attendance and lecture monitoring, and also ensure that the classroom is suitable for teaching and learning activities.

2. Students must arrive 5 minutes before the lecture begins in the classroom, or have already joined the designated online system. Standards of conduct and dress code follow the Campus Life Regulations article 10 and article 11, as stipulated in Unhas Academic Senate Regulation No 2/UN4.2/2020.
3. Students are required to sign the attendance list or scan the attendance barcode according to their names, after which the lecturer and/or admin will verify the attendance check in the Unhas learning system.
4. Students must attend at least 80% of face-to-face lectures for each course, in accordance with Rector Regulation No 29/UN4.1/2023.
5. Cheating by students in attendance, during exams, and on lecturer assignments such as cheating, plagiarism, or completing a classmate's assignment for the same course will incur sanctions under the Unhas Student Code of Ethics as regulated in Unhas Academic Senate Regulation No 2/UN4.2/2020.

**6. Procedure flowchart:**

Procedure	Study program	Lecture	Student	Time (week)	Note
The assigned lecturer receives assignments and the class schedule from the study program.				M-2	Decree of the Dean
Syllabus creation, RPS lesson plan design, and teaching materials will be continued in the Instructor Team meeting				M-1	
Creating learning media and preparing lecture materials.					
Delivery of the course contract in the form of an explanation of course materials (RPS, course regulations, and teaching materials), course objectives, and learning outcomes of the subject				M-1	
The lecturer delivers course material in accordance with the syllabus, guides discussions on the course content, assigns structured tasks (ST), and administers quizzes and final exams.				M+ (1-16)	
Verifying the attendance list and signing the lecture monitoring book					
Services for students who wish to consult					
Correction of structured assignments and final exams. Determination of students' final grades (numerical and letter grades).				M+17	
Submission of the final course grade printout to the academic office and announcement of the grade results				M+18	
Evaluation of the entire implementation of lecture activities and reporting for the improvement of future lecture quality				M+19	
Submitting the course learning outcomes report (Course Portfolio) to the Head of the Study Program				M+20	



# STANDARD OPERATING PROCEDURE FOR THE FORMATION OF COURSE TEACHING TEAMS AND THE PREPARATION OF CLASS SCHEDULES

No: 005	Designated: 11 December 2024	Revisionon: 03
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## 1. Objective:

This SOP aims to provide an explanation of the procedures for forming a team teaching group and creating the lecture schedule for the Animal Science Study Program, Faculty of Animal Science, Hasanuddin University.

## 2. Uses

Ensure that the lecturers assigned to the course team/group possess the competencies that are relevant to and required by the course, in order to support the achievement of the established competencies (learning outcomes).

## 3. Executor / Person in charge:

Head of the Undergraduate Animal Husbandry Study Program, Vice Dean for Academic and Student Affairs, Dean, and Academic and Student Affairs Subdivision.

## 4. Condition:

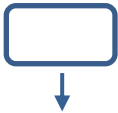








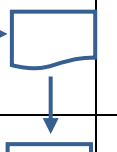
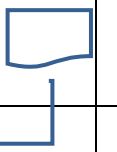



The scheduling of lectures is based on the academic calendar and Rector Regulation No. 29/UN4.1/2023 Article 26

## 5. Procedure:

- a) The scheduling of lectures is based on the academic calendar and Rector Regulation No. 29/UN4.1/2023 Article 26
- b) The Head of the Study Program sent a letter to all Departments requesting the names of the members of the course teaching team who will be assigned for the upcoming semester.
- c) Based on the letter, all Departments hold meetings to determine the composition of the course teaching teams, referring to the teams from the previous semester. Replacement, addition, or removal of members of the course teaching teams is conducted during department meetings.
- d) Specifically for courses that require teaching resources from multiple departments, discussions are held jointly between the departments or facilitated by the head of the study program.

- e) The results of the departmental meeting, in the form of the composition of teaching teams for courses—both those directly under the responsibility of each department and those shared across departments—are then submitted to the Head of the Animal Husbandry Study Program..
- f) Based on the list of courses and course instructors from all departments, the academic and student affairs subunit, together with the program head, prepares a class schedule matrix by taking into account the available classrooms, groups of instructors, and student cohorts. It is expected that there will be no scheduling conflicts between classes, instructors, and students, and that the distribution of teaching/learning hours from Monday to Friday and from morning to afternoon is arranged so as not to overburden instructors and students..
- g) The academic administration of the Faculty will input Course Classes, supervising lecturers, and the classrooms used. The Head of Study Program and the sub-section head will check for duplicate class and lecturer usage in each schedule within the Academic Information System (SIA), and then correct the class schedule if there are scheduling conflicts with overlapping times for different courses (classroom and lecturer clashes).
- h) Schedule adjustments in SIA Unhas to become the official schedule will be closed before the course enrollment period (KRS filling); the official schedule will be downloaded from the Unhas academic information system as authorized by the Dean of the Faculty of Animal Science. The Dean of the Faculty of Animal Science Unhas issues an assignment letter for the teaching team, schedule, and classroom usage, with an attachment of the schedule download from the Unhas Academic Information System.
- i) The assignment letter is sent to the Head of the Animal Husbandry Study Program to be distributed through the academic sub-section to each lecturer who will be teaching courses in the upcoming semester, both as hard and soft copies.
- j) If any issues arise within the course instructor team after the assignment letter has been issued and replacement, addition, or reduction of teaching team members is required, the procedure for appointing the course instructor team should revert to points c, d, e, f, and g.

## 6. Procedure

Procedure	Lecture	Academic Subdivision	Head of Department	Head of SP	Dean	Time (Day)
Head of study program (KPS) based on the curriculum, creates a list of courses offered in the current semester,						D-30
Writing to the Department to request a teaching team						D-30 KRS filling
The Department Meeting appointed the Teaching Team and determined the courses						D-25 KRS filling
Department and KPS meeting regarding the composition of the teaching team for inter-departmental courses						D-20 KRS filling
KPS and the Subsection Head prepare the schedule and input Course Classes, teaching teams, as well as lecture times and rooms into SIA-UH.						D-1 KRS filling
KPS submits the list of Teaching Staff and the schedule to the Dean for the issuance of the assignment letter.						D-7 Lecture
The Dean issues assignment letters for all lecturers in charge of courses for the semester.						D-6 Lecture
The Assignment Letter is returned to the KPS						D-5 Lecture
KPS distributes Assignment Letters to all relevant lecturers at least 3 days before the first lecture.						D-3 Lecture

## STANDARD OPERATING PROCEDURE FOR ACADEMIC LEAVE

<b>No: 005</b>	<b>Designated: 11 December 2024</b>	<b>Revisionon: 03</b>
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### **1. Objective:**

This SOP aims to provide an explanation regarding the procedures for applying for academic leave in the Animal Science Study Program, Faculty of Animal Science, Hasanuddin University.

### **2. Uses**

This SOP aims to provide an explanation regarding the procedures for applying for academic leave in the Animal Science Study Program, Faculty of Animal Science, Hasanuddin University.

### **3. Executor / Person in charge:**

Students, Academic Advisors, Head of Study Program, Vice Dean for Academic and Student Affairs of Fapet Unhas, Academic and Student Affairs Subdivision.







### **4. Condition:**

Referring to the Unhas Rector's Regulation No. 29/UN4.1/2023 and the Academic Guidelines for the Undergraduate Animal Science Program, Faculty of Animal Science, Unhas as stated in the Dean's Decree No. 01186/UN4.12/KEP/2024.

### **5. Procedure:**

- a) Students with acceptable reasons may apply for academic leave for 1 semester, which may be granted a maximum of 2 (two) times during the course of their studies.
- b) Applications for academic leave must be submitted according to the schedule in the current semester's academic calendar.
- c) Students apply for academic leave with the approval of their Academic Advisor to the Vice Dean for Academic and Student Affairs of the Faculty of Animal Science, Unhas.
- d) The Vice Dean for Academic and Student Affairs submits the student's academic leave application to the Vice Rector for Academic and Student Affairs of Unhas.
- e) The Vice Rector for Academic and Student Affairs of Unhas issues a Decree, which is conveyed to the student concerned, the Dean of the Faculty of Animal Science, and PD Dikti.

**6. Procedure flowchart:**

Procedure	Student	Academic advisor	Vice Dean	Vice Rector	Time (Day)
Students apply for academic leave					D-0
The Vice Dean proposes academic leave to the Rector					D+1
The Vice Rector issues the decree for academic leave					D+1
The decree is delivered to the Dean and the respective student.					D+1

## STANDARD OPERATING PROCEDURE FOR WITHDRAWAL FROM COURSE

No POS: 005	Designated: 11 December 2024	Revision: 03
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### 1. Objective:

POS ini berObjective untuk memberikan penjelasan tentang tatacara pengunduran diri dari seluruh mata kuliah pada Program Studi Peternakan Fakultas Peternakan Universitas Hasanuddin.

### 2. Uses

Memberikan informasi tatacara pengunduran diri dari seluruh mata kuliah dalam lingkungan Prodi Sarjana Peternakan Fakultas Peternakan Universitas Hasanuddin.

### 3. Executor / Person in Charge:

Mahasiswa, Dosen PA, Ketua Program Studi, Wakil Dekan Bidang Akademik dan kemahasiswaan Fapet Unhas, Sub Bagian Akademik dan Kemahasiswaan.







### 4. Condition:

Mengacu pada Peraturan Rektor Unhas No 29/UN4.1/2023 dan Pedoman Akademik Prodi Sarjana Peternakan Fakultas Peternakan Unhas menurut SK Dekan No 01186/UN4.12/KEP/2024.

### 5. Procedure:

- a) Pengunduran diri dari seluruh mata kuliah yang sedang diikuti dapat dilakukan dalam keadaan kahar (*force majeure*),
- b) Pengajuan pengunduran diri dilaksanakan sesuai jadwal pada kalender akademik semester berjalan
- c) Mahasiswa mengajukan usulan pengunduran diri dengan perseObjective Pembimbing Akademik kepada Wakil Dekan Bidang Akademik dan kemahasiswaan Fakultas Pternakan Unhas
- d) Wakil Dekan Bidang Akademik dan kemahasiswaan mengajukan permohonan pengunduran diri mahasiswa kepada Wakil Rektor Bidang Akademik dan Kemahasiswaan Unhas;
- e) Wakil Rektor Bidang Akademik dan Kemahasiswaan Unhas menerbitkan Surat Keputusan, disampaikan kepada mahasiswa yang bersangkutan, Dekan Fakultas Peternakan dan PD Dikti.

6. Procedure flowchart:

Procedure	Mahasiswa	Dosen Penasehat Akademik	Wakil Dekan	Wakil Rektor	Waktu (Hari)
Mahasiswa mengajukan pengunduran diri					H-0
Wakil Dekan mengusulkan pengunduran diri ke Rektor					H+1
Wakil Rektor menerbitkan SK Pengunduran Diri					H+1
SK disampaikan ke Dekan dan mahasiswa ybs					H+1

## STANDARD OPERATING PROCEDURE FOR PREPARATION OF SEMESTER LESSON PLAN

<b>No: 006</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 03</b>
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### **1. Objective:**

This SOP establishes the procedures for preparing the Semester Learning Plan within the Undergraduate Animal Husbandry Study Program, Faculty of Animal Science, Hasanuddin University.

### **2. Uses:**

To establish Course Learning Outcomes in support of Graduate Learning Outcomes, determine the allocation of CLOs and Sub-CLOs, criteria, learning methods, evaluation methods, learning materials, and the weight of each CLO or Sub-CLO.

### **3. Executor / Person in charge:**

Lecturers Team, Department, Head of Study Program (KPS), Quality Assurance and Reputation Enhancement Unit (GPM-PR), Vice Dean for Academic and Student Affairs.

### **4. Condition:**

- a. In accordance with Rector Decree No. 29/UN4.1/2023 Article 26, every course is required to have a Semester Learning Plan (RPS) based on an Assignment Letter from the Dean;
- b. Lecturers or teaching teams are required to deliver the Course Syllabus and classroom rules to students at the beginning of the course.

### **5. Procedure:**

- a. The Head of the Study Program determines the list of courses to be offered in the upcoming semester in accordance with the Curriculum;
- b. The department assigns teaching lecturers for each course in accordance with the regulations for appointing course lecturers at the Faculty of Animal Science, Unhas;
- c. The Dean assigns the course team to update the previous syllabus and to reorganize or revise it in accordance with the intended Graduate Learning Outcomes;
- d. The team of lecturers prepares the lesson plan (RPS) by referring to the format specified in Unhas standards and Higher Education Standards, which includes, among other things:
  - a. Study Program NameName,
  - b. Code, Semester, and Credits of the Course



- c. Name and Instructor of the Course
- d. Graduate Learning Outcomes Assigned
- e. Course Learning Outcomes and/or Sub-CPL
- f. Final Abilities Planned at Each Stage of Learning
- g. Learning Materials
- h. Learning Methods
- i. Time
- j. Student Learning Experience
- k. Criteria, Indicators, and Weight of Learning Outcome
- l. List of References
- m. Appendix

**6. Procedure flowchart**

Procedure	Lecturer	Academic Subdivision	KPS	Head of Department	GPM-PR	Dean
Creating a list of offered courses			□			
Creating a list of lecturers in charge of courses			□	□		
Assigning the task of preparing the RPS at the beginning of the semester			□			□
The Lecturer Team prepares RPS in accordance with the CPL.	□					
KPS approves the RPS prepared by the lecturers.			□			
The Lecturer Team implements the RPS in the learning process.			□			
Evaluation of the RPS implementation by the GPM Team.	□				□	
Evaluation Results.						□

## STANDARD OPERATING PROCEDURE PRACTICUM ASSISTANT RECRUITMENT

<b>No: 007</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 03</b>
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**1. Objective:**

This SOP aims to explain the procedures for recruiting practical class assistants in the Animal Husbandry Undergraduate Program, Faculty of Animal Husbandry, Hasanuddin University.

**2. Uses:**

Ensuring the implementation of practicum and field practice processes to support the achievement of learning outcomes for courses at the Faculty of Animal Science, Hasanuddin University

**3. Executor / Person in charge:**

Course Coordinator, Dean, Vice Dean of Academic and Student Affairs, Vice Dean of Resources and Alumni.

**4. Condition:**

The requirements for practicum assistant candidates are:









- Undergraduate students with active status, or alumni who are willing to serve until the end of the semester, up to a maximum of 1 year after completing their studies.
- Must have passed the relevant course with an A grade. Must have a minimum GPA of 3.50.
- Must possess high dedication and integrity, both morally and intellectually.
- Each student is only allowed to be a teaching assistant for a maximum of two courses.
- The number of assistants per course is calculated with a maximum ratio of 1:25; during laboratory practice, each assistant is responsible for a group of no more than 10 people.
- All assistants are appointed by Dean's Decree at the beginning of the current semester upon the recommendation of the Head of Department.
- Each assistant must be willing to sign an Integrity Pact.

**5. Procedure:**

- a) The course coordinator announces the recruitment of practical assistants for the courses they are responsible for.

- b) The Course Coordinator or the course practicum coordinator selects candidates for the practice assistant position.
- c) The course coordinator or practicum coordinator outlines the duties and responsibilities of the practical assistants, provides orientation related to planning, implementation, rules, and evaluation procedures for the practicum.
- d) The course coordinator or practicum coordinator appoints the selected candidates and asks for their willingness to serve as practice assistants and requires them to sign a statement letter or integrity pact (Format ASP-1).
- e) The course coordinator or practicum coordinator submits the names of the practical assistants to the Head of Department, who then forwards them to the Dean for an Assignment Letter to be issued.
- f) The Dean formally appoints the practical assistants in the form of a decree after receiving recommendations from the Head of Study Program and the Vice Dean of Academic and Student Affairs.

**6. Procedure flowchart:**

Process	Course coordinator	Head of department	Dean	Time (Day)
Announce the recruitment of practicum assistants	 ↓			D0
Selection of assistant candidates	 ↓			D1
Provide orientation on the duties and responsibilities of assistants	 ↓			D1
Request candidates' consent and a signed statement letter	 ↓			D1
Submit the list of assistants to the Department for discussion	↓ →		 ↔	D3
Appoint assistants			 ↓ 	D5

# STANDARD OPERATING PROCEDURE IMPLEMENTATION OF PRACTICUM AND FIELD PRACTICE

<b>No: 008</b>	<b>Designated: 11 December 2024</b>	<b>Revisionon: 03</b>
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## 1. Objective:

This POS aims to provide an explanation of the procedures for conducting practical classes and field practice in the Animal Science Undergraduate Program, Faculty of Animal Science, Hasanuddin University.

## 2. Uses:

To facilitate the organization and implementation of practicals/field practice for each course within the Faculty of Animal Science at Hasanuddin University.

## 3. Executor / Person in charge:

Dosen, Asisten Praktikum, Koordinator Mata Kuliah, Ketua Program Studi dan Ketua Departemen.

## 4. Condition:

- a) The practice coordinator is the Course Coordinator or Practicum Coordinator, and may be assisted by assigned assistants.
- b) Practicums are conducted according to the schedule set by the Dean at the beginning of the academic semester.
- c) Practicums are held in all laboratories of the Faculty of Animal Science and in the field as needed, according to the CPMK of each course.
- d) Practicum regulations must be established to ensure the achievement of CPMK and Sub-CPMK, without deviations for any particular interests, and these regulations apply to both assistants and students.

## 5. Procedure:

- a) The Course or practicum coordinator prepares practicum planning according to the Course Syllabus (RPS), using the time allocation set by the program. The Course Coordinator coordinates with the Program for practical activities and with the Department for field practice.
- b) The course practicum coordinator or lab coordinator provides information on the number of students, the number of assistants, and the required facilities to the Head of Study Program or Department Chair. The implementation time is expected to follow the practicum schedule set by the Dean.

- c) The Head of Department or Program Coordinator collects requests for practical sessions and submits them to the Dean to obtain permission and facilities for carrying out the practice.
- d) Course instructors are obliged to provide guidance to assistants regarding the practice before the activity takes place. The guidance material includes: rules and regulations, learning outcomes, practice materials and methods, as well as practice assessment. Therefore, each course must provide a practicum guide containing preparation, preliminary assignments, implementation, responsi, report writing, and assessment rubrics.
- e) The implementation of practical sessions is based on a credit load equivalent to 45 hours for 1 credit, or 2 hours and 20 minutes per meeting in the laboratory. The 2 hours and 20 minutes consist of 10 minutes for preparation, 10 minutes for an initial response, 15 minutes for an explanation related to the practical session, 50 minutes for conducting the experiment, 15 minutes for discussing the results, 30 minutes for filling out the journal or interim/final report, and 10 minutes for the final response.
- f) Practicum sessions are held during the daytime, from 13:00-15:20 and 15:30-17:50, Monday to Friday. On Friday mornings, sessions can be scheduled from 07:00-09:20 and 09:30-11:50 Central Indonesia Time (WITA). Field practice is scheduled for Friday to Saturday, with departure on Thursday and return on Saturday. Sundays are not permitted for laboratory practicums.
- g) Consultation on the report is carried out under the following provisions:
  - a. Conducted according to a set schedule in the Laboratory or practicum location; assistance is not permitted at home, dormitories, student organization secretariats, or stalls/cafés.
  - b. Consultation sessions are held according to the schedule, from 07:00 to 17:50 WITA.
  - c. Assigning additional tasks or tasks unrelated to the practicum objectives is not allowed.
  - d. Report Revisionons may be checked only once; the results of the first correction must be submitted immediately.
  - e. Submission of the complete report is to be done without further inspection; reports should simply be compiled with the addition of a cover page, approval page, and section dividers.
  - f. The implementation of the second and subsequent practices does not require completion of previous reports.
  - g. Assessment is carried out according to the assessment rubric set out in each course's practicum guide.
- h) Assessment is conducted as follows:
  - a. Practical assessments can be carried out during the preparation, implementation, and reporting stages.
  - b. Assessments may take the form of assignments, tests, or observations.

- c. Assessments are conducted objectively using rubrics provided in the practicum guide.
  - d. Each practical subject has its own grade that is not linked to the success or failure of previous practical subjects.
  - e. Assessments in the form of assignments and performance tasks must take into account the physical workload and time allocation according to the course credit load, and must remain within the substance of the learning outcomes.
  - f. Written or oral test-based assessments must be able to measure knowledge and capacity in accordance with the learning objectives, and questions outside the context of the subject matter are not permitted.
- i) The final report of the practicum activities should be adjusted to match the objectives of the practicum, and as much as possible should follow the action verbs used in the practicum objectives. For example, for objectives that use verbs related to motor skills, the assessment is done directly during the practicum, and the report serves only as a supplement.
  - j) After the practical session, the assistant or practicum coordinator submits a report on the implementation and the grades for the practicum/fieldwork to the course coordinator. The grades for the practicum/fieldwork are integrated into the students' overall assessment based on each Sub-CPMK.

**6. Procedure flowchart:**

Procedure	Course coordinator	Head of department	Vice Dean II	Vuce Dean I	KPS	Dean	Time (Day)
Dean determines the time allocation for the implementation of practicum							
Delivery of practicum or field practice implementation							
Fill out the practicum/field practice implementation form							D0
Provide guidance to supervising assistants							
Accumulate requests for facilities, materials, or travel costs							D+1
Submit requests and permission for field practice implementation							D+1
Provide facilities for practicum or field practice implementation							D+1
Receive facilities for practicum or field practice implementation							D+1
Propose the issuance of a decree (SK) to the practicum supervising lecturer							D+3
Implementation of practicum/field practice							
Accountability							+5

## STANDARD OPERATING PROCEDURE EVALUATION OF LEARNING OUTCOMES IN THE COURSE

<b>No: 009</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 03</b>
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### 1. Objective

This SOP sets out the procedures for evaluating the learning outcomes of a course. The procedures include conducting evaluations as specified in the RPS, tabulating scores for each CPMK, converting the final grades, and entering the grades into the academic system.

### 2. Uses:

Ensuring the validity of course grades based on the results of the evaluation of students' achievement of course learning outcomes.

### 3. Executor / Person in Charge:

Course lecturer, Head of Study Program (KPS), Vice Dean for Academic and Student Affairs (WD I), and Academic Subdivision (AS).

### 4. Condition:

- a. In accordance with Rector Regulation No. 29/UN4.1/2023 Chapter XIII Article 41 concerning the Evaluation of Learning Outcomes.

### 5. Procedure:

- a. The Academic and Student Affairs Subdivision announces the results of student attendance evaluations at the end of the 7th and 14th weeks to ensure students meet the minimum 80% attendance requirement as stipulated in Unhas Rector Regulation No 29/UN4.12/2023.
- b. The results of the student attendance evaluation are conveyed to course instructors in the 7th, 14th, and 16th weeks.
- c. Course instructors use attendance as one of the assessment components in evaluating the achievement of each CPMK. The assessment structure is based on the weighting outlined in the RPS. Practical scores are integrated into the CPMK. Course instructors submit the original scores according to CPMK to the coordinator; the determination of final grades and graduation policy is decided according to the results of the course instructors' meeting.
- d. The final assessment results are compiled by the course coordinator and then entered into the NEOSIA Unhas Academic System. Grade improvements for unsatisfactory results follow the Rector Regulation of Unhas No 29/UN4.1/2023 Article 41 paragraphs (5), (6), and (7).



Changes are only possible during the grade entry period, or by submitting a grade change request to the Unhas Directorate of Education through the Vice Dean for Academic and Student Affairs within the specified period.

- e. The course coordinator prints the evaluation results from Neosia in four copies, each signed for archiving, and three copies are submitted to the Academic and Student Affairs Subdivision of the Faculty of Animal Science at Unhas.
- f. The evaluation results will be forwarded to the Higher Education Database (PDDikti) through the Integrated Information System.
- g. After the learning session is completed, each teaching team prepares a report on the alignment of the implementation and achievement of learning outcomes with the lesson plan (Portfolio).

**6. Procedure flowchart:**

Procedure	AS	Study program	lecturer	Student	Course coordinator	WD I	Academic Affairs	Time (Day)
Prepare or print the grade list from the Academic Information System (SIM)								D-3
Lecturer collects the final grade list								D0
Conduct evaluation of learning outcomes								D0
Submit evaluation results to the course coordinator								
Report final evaluation grades to the Hasanuddin University Academic Portal								D+7
Print and sign the exam grade list (4 copies)								D+7
Submit the exam grade list to the academic subdivision (3 copies)								D+7
Send the exam grade list to the Academic Bureau								D+14
Print the Study Result Card (KHS) through the academic portal								D+14
Sign the Study Result Card (KHS)								D+14

**STANDARD OPERATING PROCEDURE  
PARTICIPATING IN COMMUNITY SERVICE PROGRAM  
(KKN)**

<b>No : 010</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 03</b>
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**1. Objective:**

This SOP aims to provide guidance for supervising lecturers and students in carrying out KKN (Regular, Non-Regular, and conversion of BKP Community Service) at the Faculty of Animal Science, Hasanuddin University.

**2. Uses**

Regulating the participation of undergraduate students of the Animal Science Study Program in the implementation of KKN activities (Regular, Non-Regular, and Conversion of BKP Community Service) at the Faculty of Animal Science, Hasanuddin University, to ensure everything runs smoothly and efficiently.

**3. Executor / Person in Charge:**

Students, Academic Subdivision and Vice Dean for Academic and Student Affairs, Head of the Community-Based Learning Subdirectorate, Directorate of Transdiva Unhas.

**4. Condition:**

- a) In accordance with Rector Regulation No. 29/UN4.1/2023 Chapter VIII Article 30,
- b) Rector Regulation of Unhas No. 6/UN4.1/2019 concerning the Implementation of Community Service Program (KKN) for Undergraduate Programs at Unhas,
- c) 2023 Curriculum of the Undergraduate Program in Animal Science at Unhas,
- d) Academic Guidelines of the Faculty of Animal Science Unhas No. 01186/UN4.12/KEP/2024 Article 22 regarding Community Service Program.
- e) Non-Regular KKN consists of Professional KKN, Thematic KKN, and other types of KKN.

**5. Procedure:**

**Regular and Non-Regular KKN**








- a. The KKN Unhas Management or the Non-regular KKN Implementation Team submits a letter to the Dean regarding the implementation of KKN.

- b. The Academic Subdivision announces to students to register for KKN.
- c. Eligible students who have completed 114 credits (including the current semester) and other requirements specified in the curriculum must register to participate in KKN.
- d. The Academic Subdivision verifies student documents
- e. The Academic Subdivision compiles a list of students who meet the requirements.
- f. The Dean submits the participants' application letter to the Unhas Community Service Program (KKN) coordinator.








**Conversion of KKN Grades from Community Service BKP MKPK:**

- a. Students registered as participants in community service–based learning activities in the field, who have completed the program, the series of reports, and the evaluation of learning outcomes with a passing result, may have the equivalent of 4 credits converted into KKN grades.
- b. The Head of Study Program ensures that the Dean’s decision regarding BKP MKPK participants whose credits will be converted into KKN grades has been submitted to the Vice Rector for Academic and Student Affairs of Unhas before the implementation of BKP MKPK
- c. The Sub-Directorate of Community Service–Based Learning receives the list of BKP MKPK Community Service participants from the Vice Rector of Unhas and creates a KKN BKP class in the Unhas Academic Information System.
- d. Students register for KKN in their Study Plan (KRS) by selecting the BKP MKPK Community Service in Animal Husbandry class.
- e. The Head of Study Program, through the Vice Dean for Academic and Student Affairs, submits the converted KKN course grades to the Vice Rector for Academic and Student Affairs, who then forwards them to the Head of the Sub-Directorate of Learning via the Director of Education for entry into the Unhas Neosia System.

**6. Procedure flowchart:**

Procedure	Student	Subdit Abdimas	Academic sub-division	Advisor	Dean	Time (Day)
Submission of a letter regarding the implementation of KKN from the KKN Management Unit						D+1
Academic Subdivision announces KKN registration						D+1
Students register to participate in KKN						D+2
Documents are verified by the Academic Subdivision						D+12
Announcement of students who meet the requirements						D+13
Submission of the list of KKN participants to the KKN Management Unit						D+14

**Flow of the process for Recognition of KKN grades from BKPK MKPK**

Procedure	Academik sub-division	Study program	Dean	Subdit Abidmas	WR I	Time (Day)
Submission of BKP Abdimas implementation report to WR 1						D+1
Implementation of BKP Abdimas in the field						D+1
Conversion of BKP MKPK grades to KKN						D+2
Registration of KKN in the Neosia Unhas system						D+12
Submission of BKP grade conversion to KKN						D+13
Input of KKN grades						D+14

**STANDARD OPERATING PROCEDURE  
DETERMINATION OF THE FORM AND LOCATION OF  
LEARNING ACTIVITIES FOR THE COMPETENCY  
STRENGTHENING COURSE (BKP - MKPK)**

<b>No: 011</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 01</b>
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**1. Objective:**

- a. Providing an explanation to students and lecturers about the procedures or steps for carrying out the determination of BKP and the Learning Location for the Competency Strengthening Course (BKP MKPK).
- b. Students can make effective use of their time in managing documents or permits, selecting supervisors, as well as determining the location and timing for the implementation of MKPK Learning Activities.

**2. Uses:**

Ensuring smoother registration services for Competency Enhancement Course (BKP MKPK) learning activities and more effective use of time so that students can graduate on time.

**3. Executor / Person in Charge:**

Students, Academic Advisors, Academic Subdivision, Head of Study Program, Adhoc MKPK Committee, Vice Dean for Academic and Student Affairs

**4. Condition:**

- a. Rector Regulation No. 29/UN4.1/2023 concerning the Implementation of Undergraduate Programs at Hasanuddin University,
- b. Rector Regulation of Unhas No. 4541/UN4.1/KEP/2022, concerning Freedom of Learning Independent Campus (Merdeka Belajar Kampus Merdeka) in Undergraduate Programs at Hasanuddin University,
- c. Academic Guidelines of the Faculty of Animal Science Unhas No. 01186/UN4.12/KEP/2024 article 5 concerning the Implementation of Competency Strengthening Course (MKPK).

**5. Procedure:**

- a. The study program forms and proposes an adhoc MKPK committee to the Dean to receive an assignment at the beginning of the semester for the implementation of learning in the current semester and/or the following semester break;
- b. The adhoc committee conducts data collection on the types of learning activities needed by students to fulfill graduation requirements in MKPK.

The needs analysis is based on the graduation mapping of MKPK for each cohort and the suggestions of prospective student participants;

- c. Students consult with their academic advisor regarding the planned MKPK and submit the results of their consultation to the adhoc committee (PA-01)
- d. Based on the needs of prospective MKPK student participants, the committee has developed a plan for the Learning Activity Formats (BKP) to be prepared;
- e. The Dean issues a BKP Decision Letter, MKPK conversion, duration, and number of conversion credits to open registration for students;
- f. The adhoc committee together with the Cooperation Division (Vice Dean of Cooperation Division) conducts identification, verification, and cooperation agreements with prospective BKP locations;
- g. Based on the results of identification and verification, the adhoc committee proposes to the dean through the study program for the determination of BKP locations, number of credits, and courses to be converted.

**6. Procedure flowchart:**

Procedure	Student	MKPK Partner	MKPK Committee	Dean/ KPS	Time
Formation of the Adhoc committee				□	
Preparation of BKP requirements planning			□	↓	
Determination of BKP MKPK, duration, and BKP credits			↓	□	
Identifikasi Dan peninjauan lokasi mitra MKPK		□	←	↓	
Penetapan Lokasi Mitra		↓	→	□	
Surat Perjanjian Kerjasama mitra MKPK		□	←	□	

STANDARD OPERATING PROCEDURE  
**REGISTRATION, DETERMINATION OF PARTICIPANTS  
AND SUPERVISING LECTURERS FOR THE LEARNING  
ACTIVITIES OF COMPETENCY STRENGTHENING  
COURSE (MKPK)**

<b>No: 012</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 01</b>
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**1. Objective:**

- a. Providing an explanation to students regarding the procedures or stages of registration and determination of participants for the Competency Strengthening Course Learning Activities (BKP MKPK).
- b. Students can make effective use of their time in managing documents or permits, selecting supervisors, and determining the location and time for the implementation of MKPK learning activities..

**2. Uses:**

Ensuring smoother registration services for Competency Enhancement Course (BKP MKPK) learning activities and more effective use of time, so that education can be completed on schedule.

**3. Executor/Person in Charge:**

Students, Supervising Lecturer, Academic Subdivision, Head of Study Program, Adhoc MKPK Committee, Vice Dean for Academic and Student Affairs

**4. Condition:**

- a. Rector Regulation No. 29/UN4.1/2023 concerning the Implementation of the Undergraduate Program at Hasanuddin University,
- b. Rector Regulation of Unhas No. 4541/UN4.1/KEP/2022 concerning Independent Learning – Independent Campus in the Undergraduate Program at Hasanuddin University,
- c. Academic Guidelines of the Faculty of Animal Science Unhas No. 01186/UN4.12/KEP/2024 Article 5 concerning the Implementation of Competency Supporting Courses (MKPK).

**5. Procedure:**

- a. Based on the determination of location, format, number of credits (SKS), and courses to be converted, the ad hoc committee conducts outreach to all stakeholders regarding the plan to implement MKPK learning during the current semester and the semester break.

- b. The ad hoc committee opens student registration by presenting the BKP to be undertaken, the partner location, the duration of implementation, recognized credits, and other necessary requirements.
- c. Students register with the ad hoc committee according to the schedule set, attaching the required documents.
- d. The committee conducts administrative selection and interviews to determine the fulfilment of BKP quotas and locations, as well as the possibility of program funding;
- e. Based on the selection results, the adhoc committee assigns participants to BKP groups, main supervisors, and partners according to considerations of interest, capacity, the distance between the activity location and the student's residence, and other agreed criteria;
- f. The ad hoc committee proposes the decision regarding participants, BKP, location, number of credits, and academic supervisors to the dean through the Head of Study Program to obtain approval.
- g. To ensure effective monitoring and guidance, the assignment of supervisors is based on the distribution of students under guidance, the location of BKP activities, and consideration of the field of expertise for certain BKP activities. The dean issues a Decree of Supervision in accordance with the proposal of the ad hoc committee for the Study Program.

**6. Procedure flowchart:**

Procedure	Student	MKPK Partner	MKPK committee	Dean/ KPS	Time
Socialization to students, partners, and lecturers	□	□	□		
Participant registration to the committee			□		
Selection and mapping of participants' interests			□		
Determination of participants based on BKP, partner location, and supervisor				□	
Announcement of the results of participant assignment, BKP, and location		□	□		



**STANDARD OPERATING PROCEDURE  
BRIEFING AND DEPARTURE OF PARTICIPANTS FOR  
MKPK ACTIVITIES**

<b>No: 013</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 01</b>
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**1. Objective:**

- a. Providing an explanation to students about the procedures or stages for briefing and dispatching participants in the Competency Strengthening Course Learning Activity (BKP MKPK).
- b. Students can make effective use of their time during the briefing and dispatching of participants in the MKPK Learning Activity.d

**2. Uses:**

Ensuring smoother service in the provision, distribution, and departure of participants in the Competency Strengthening Course (BKP MKPK) learning activities, as well as more effective use of time, so that studies can be completed on time.

**3. Executor / Person in Charge:**

Students, Academic Subdivision, Head of Study Program, Adhoc Committee for BKP MKPK, Partners, participants, Vice Dean for Academic and Student Affairs

**4. Condition:**

- a. Rector Regulation No. 29/UN4.1/2023 concerning the Implementation of Undergraduate Programs at Hasanuddin University;
- b. Rector Regulation of Unhas No. 4541/UN4.1/KEP/2022 concerning the Implementation of the MBKM Learning Program in the Undergraduate Program at Hasanuddin University;
- c. Academic Guidelines of the Faculty of Animal Science Unhas No. 01186/UN4.12/KEP/2024 article 5 concerning the Implementation of Supporting Competency Courses (MKPK).

**5. Procedure:**

- a. The adhoc committee, together with the Head of the Study Program, prepares the material requirements for the MKPK candidate briefing. The requirements are formulated based on the planned MKPK learning outcomes, both affective and motoric, as well as input from the BKP implementation partner team.
- b. Based on the scope of the material, depth, and breadth, the Adhoc committee prepares an analysis of the required instructional hours.

- c. With the availability of materials and allocated time, the committee prepares a training schedule that generally lasts 24-32 hours. The training is conducted using lectures, practical sessions, and simulations. The material covers the forms of learning activities, an overview of the BKP location, guidelines for behavior, student code of ethics, verbal and sexual harassment, technical skills according to BKP needs, logbook completion, report writing, and the mechanisms for monitoring and evaluation by the supervisor.
- d. Field orientation is conducted by mentors and partner leaders in accordance with the needs of the partners and students.
- e. The logbook is filled out at the end of each day's activities and verified by the committee during the preparation stage. Verification by the field supervisor takes place during the implementation of field activities, and verification by the advisor is carried out during monitoring and evaluation.
- f. Departure of participants to the location may or may not be accompanied by the Academic Advisor. The Academic Advisor accompanies the students at the location until the field briefing is carried out or after conducting orientation together with the prospective Field Supervisor.
- g. Field Supervisors are recruited by Academic Advisors based on proposals from BKP partners, at the time of student placement (if placement is conducted). The requirements for field supervisors are
  - a. Minimum of a management position equivalent to a supervisor
  - b. Minimum educational background is a Diploma
  - c. Equivalent to a high school education is only acceptable if the candidate has more than 5 years of experience and possesses mentoring abilities that can convince the supervising lecturer.

6. Procedure flowchart:

Procedure	Student	MKPK Partner	MKPK committee	Dean/ KPS	Time
Preparation of requirements and training material plan			□ ↓		
Determination of participant list, BKP, and location			□ ↓	← □	
Preparation of schedule and assignment letters (ST) for speakers			□ ↓		
Implementation of training on campus	□	□	□ ↓		
Departure/release of participants			□ ↓		
Training and assignment of field supervisors		□	□ ↓		
Issuance of assignment letters (ST) for main and field supervisors		□	□ ↓	□	

**STANDARD OPERATING PROCEDURE  
IMPLEMENTATION OF MKPK LEARNING ACTIVITIES AT  
THE ACTIVITY LOCATION**

<b>No: 014</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 01</b>
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**1. Objective:**

- a. Provide an explanation to students regarding the procedures or steps for implementing MKPK learning activities at the location of the Competency Strengthening Course (BKP MKPK) learning activities.
- b. Students can make effective use of their time during the implementation of MKPK learning activities at the activity location..

**2. Uses:**

Ensuring the implementation of the Competency Strengthening Course Learning Activities (BKP MKPK) is more orderly, smooth, and effective.

**3. Executor/Person in charge:**

Students, Academic Subdivision, Head of Study Program, Adhoc BKP MKPK Committee, Partners, participants, Vice Dean for Academic and Student Affairs

**4. Condition:**

- a. Rector Regulation No. 29/UN4.1/2023 concerning the Implementation of Undergraduate Programs at Hasanuddin University
- b. Rector Regulation of Unhas No. 4541/UN4.1/KEP/2022 concerning the Independent Learning-Independent Campus (MBKM) Program in the Undergraduate Program at Hasanuddin University
- c. Academic Guidelines of the Faculty of Animal Science Unhas No. 01186/UN4.12/KEP/2024 Article 5 concerning the Implementation of Competency Supporting Courses (MKPK).

**5. Procedure:**

- a. The committee, Head of Study Program, and Partner Management Leaders at the location coordinate to ensure readiness for student reception, accommodation, initial meetings, field briefing sessions, and candidate selection for field supervisors.
- b. The Partner Unit Leaders propose the appointment of field supervisors, determination of training materials, speakers, venue, and schedule for field briefings, as well as an orientation for field activities that can support learning outcomes in accordance with BKP MKPK and the courses to be recognized.

- c. To ensure the proper implementation of logbook entries in the field, Academic Supervisors check students' logbook entries and convey the mechanism for logbook review by Field Supervisors before the implementation of MKPK activities.
- d. Students are required to fill out the logbook daily, at the end of activities, using the MKPK-1 form as attached, serving as the physical logbook prepared by the ad hoc committee. Review or validation of the logbook by the Field Supervisor must be carried out no later than the end of each week.
- e. Students are required to upload all MKPK activities via SIPAKAMASE.
- f. The allocation of work hours follows the working hours set by the Partner Institution/company, taking into account the target activity hours that must be reached each week to fulfil the total activity hour target by the end of the program, equivalent to the number of recognized credit units. The weekly target activity hours are 45–50 hours. For example, the normal working hours in the business unit are 8 hours per day; with a 6-day workweek, this will result in 48 hours per week. If during the week there is overtime due to production needs, the activity hours can reach up to 50 hours per week.
- g. During the program, evaluations will be conducted by the Academic Supervisor at the midpoint and at the end via Zoom. Weekly evaluations are conducted by the Field Supervisor through monitoring logbook entries and resolving specific problems in the field.
- h. During each monitoring session, the Academic Supervisor and Field Supervisor are required to supervise and monitor the implementation of technical activities, evaluate the potential achievement of BKP objectives, remind students of the importance of upholding professional and social ethics, prevent sexual harassment, and address any other relevant matters. The final monitoring in the field is conducted by both the Academic and Field Supervisors just before the program concludes. The Academic Supervisor must ensure that:
  - 1) The target activity hours have been fulfilled in accordance with the number of recognized credit units.
  - 2) The physical logbook has been signed by the Field Supervisor.
  - 3) All necessary data needed for report preparation has been collected.
  - 4) The Academic Supervisor may conduct the final seminar either in the field or on campus to ensure that the above points 1, 2, and 3 have been met.
- i. The partner is responsible for releasing, and the Academic Supervisor for officially withdrawing participants from the site.
- j. The final seminar must be held no later than the end of the current semester.
- k. Any final seminar conducted not in accordance with the established schedule cannot be further processed in the academic administration system.

**6. Procedure flowchart:**

Procedure	Student	Partner	Committee	Advisor	Time
Departure facilitated by the committee and supervising lecturers	□		□	□ ↓	
Orientation and field preparation meeting		□		□ ↓	
Assignment of field supervisors				□ ↓	
Implementation of activities and completion of the logbook	□			□ ↓	
Weekly evaluation by mentors				□ ↓	
Mid-term evaluation by lecturers				□ ↓	
Data collection for activity report preparation	□			□ ↓	
Final evaluation and closing meeting with partners	□	□		□ ↓	
Return and reception at the campus			□	□ ↓	

**STANDARD OPERATING PROCEDURE  
MONITORING, EVALUATION, AND ASSESSMENT OF  
MKPK LEARNING ACTIVITIES**

<b>No : 015</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 01</b>
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- 1. Objective:**
  - a. Providing an explanation to students about the procedures or stages of monitoring, evaluation, and assessment of the Competency Enhancement Course (BKP MKPK) learning activities.
  - b. Students can make effective use of their time in carrying out MKPK learning activities.
  
- 2. Uses:**

Ensuring the implementation of Competency Strengthening Course Learning Activities (BKP MKPK) is more orderly, smooth, and effective.
  
- 3. Executor / Person in Charge:**

Students, Academic Subdivision, Head of Study Program, Adhoc Committee for BKP MKPK, Partners, participants, Vice Dean for Academic and Student Affairs
  
- 4. Condition:**
  - a. Rector Regulation No. 29/UN4.1/2023 concerning the Implementation of Undergraduate Programs at Hasanuddin University
  - b. Rector Regulation of Unhas No. 4541/UN4.1/KEP/2022 concerning the Independent Learning—Independent Campus Study Program in the Undergraduate Program at Hasanuddin University
  - c. Academic Guidelines of the Faculty of Animal Science Unhas No. 01186/UN4.12/KEP/2024 Article 5 concerning the Implementation of Competency Support Courses (MKPK).
  
- 5. Procedure:**
  - a. Monitoring of activity implementation is carried out by the academic advisor and field supervisor in the middle and at the end of the activity. Mid-monitoring is conducted to ensure that the activities are proceeding according to the work plan, and to provide suggestions for implementation during the remaining time to address any shortcomings from the initial phase. Evaluation uses the MKPK-2 form.
  - b. Final monitoring ensures that the activity hours are sufficient according to the targeted credits and planned learning outcomes. During final monitoring, the academic advisor and field supervisor fill out the “MKPK-3” form. In addition to completing this data, the academic advisor and

field supervisor also assign scores for the activities according to the “MKPK-4” format.

- c. Re-admittance of MKPK students to campus should occur no later than one week after their return. It is expected that the one-week interval on campus will be used by students to compile and complete their final report.
- d. The final report follows the following structure:
  - I. Introduction
    - 1) Background
    - 2) Objective
    - 3) Benefits
  - II. Methods
    - 1) Time and location
    - 2) General stages of activity implementation
    - 3) Detail/Procedure pelaksanaan
  - III. Results
    - 1) General condition of the activity implementation location
    - 2) General results of activity implementation
    - 3) Special activity outcomes (presenting at least one problem/finding that was resolved to help address partner/general issues)
  - IV. Closing
    - 1) Conclusion
    - 2) Suggestion
  - V. References
- e. Students consult with their academic advisors to ensure that the report content aligns with the required format and the learning outcomes of the BKP program they participated in. The maximum time allowed for guidance is one week after returning from the field location. The report must be ready to be presented in a seminar and receive approval for the seminar at the readmission meeting held by the Adhoc MKPK Committee.
- f. The seminar is scheduled within a two-week period, specifically in the second and third weeks after returning from the field, based on the agreed-upon time with each advisor. The administrative requirements for conducting the seminar are:
  - 1) Seminar permit from supervisor (Format “MKPK-5”)
  - 2) Seminar Attendance Record (Format “MKPK-6”)
  - 3) Report and Seminar Assessment Sheet (Format “MKPK-7”)
  - 4) MKPK Course Learning Outcome Assessment Sheet (Format “MKPK-8”), according to the proposed conversion course.
  - 5) Seminar Feedback Sheet (Format “MKPK-9”)

The seminar is led by the advisor, who also serves as an examiner, and is attended by another lecturer who also serves as an examiner. At least four students must be present to ask questions to assess mastery of the report, technical expertise related to the field of animal husbandry at the



BKP location, and achievement of CPL/CPMK for the MKPK course to be recognized. For time efficiency, each student is allotted 55-60 minutes, divided as follows: 5 minutes for the opening by the Seminar Chair, 10 minutes for the presentation, 15 minutes for student questions, 15 minutes for lecturer questions, 10 minutes for responses, and 5 minutes for closing the seminar. MKPK seminar results do not involve lecturers as examiners.

- g. Students from the same location and with the same supervisor may conduct the seminar as a panel, with each delivering their presentation, followed by a question-and-answer session, feedback, and suggestions. It is also possible for students from the same location but with different supervisors to hold a panel seminar.
- h. Grade conversion is carried out by a team consisting of academic advisors, the committee, and the Head of the Undergraduate Animal Science Program. The conversion is based on the Implementation Grade, Report Grade, Seminar Grade, and Learning Outcome Grade of the MKPK course. A recap form (MKPK-10) is used. The adhoc committee regulates the technical process for grade conversion.
- i. The conversion results are tabulated by the Head of the Program to be reported to the Vice Rector for Academic and Student Affairs at Unhas, and subsequently submitted to PD Dikti according to the schedule in the students' KRS.

**6. Procedure flowchart:**

Procedure	Student	Partner	Committee	Advisor	ime
Mid-term monitoring in the field	□	□		□	
Final monitoring by supervisors		□		□	
Withdrawal of students from activity locations				□	
Preparation and consultation of reports	□			□	
Individual activity evaluation seminar	□			□	
Conversion and determination of MKPK grades			□	□	
Reporting of implementation and evaluation results			□		
Submission of final grades to the PD-Dikti system			□		

**STANDARD OPERATING PROCEDURE  
PROPOSAL OF TYPE AND TOPIC OF FINAL PROJECT**

<b>No : 016</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 03</b>
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**A. Objective:**

1. Assist students in submitting their thesis topics according to their chosen type of thesis and academic interests;
2. Ensure that students who meet the requirements receive a topic and supervisor on time, in accordance with their academic interests

**B. Uses**

1. Facilitates students in managing the proposed final project topics that have been planned for the current semester;
2. Makes it easier for students to get supervisors for final project topics that have been planned according to their academic interests

**C. Executor/Person in charge**

Academic advisor, final project topic committee, department head/secretary, head of study program, vice dean for academic and student affairs.

**D. Condition**

**Proposing Student**

The requirement for proposing students is that they must have completed at least 85 credits in accordance with Unhas Rector Regulation No. 29/UN4.1/2023 and the academic guidelines of the Faculty of Animal Science No. 01186/UN4.12/KEP/2024 Article 22 concerning final project topics.

**Supervisory Committee**









The appointment of supervisors follows Unhas Rector Regulation No. 29/UN4.1/2023 concerning the Implementation of the University's Undergraduate Program.

**E. Procedures for Proposing Final Project Research Topics.**

1. Students consult with their academic advisors by submitting the PA-01 and UTP-01 forms to fulfill the requirements and implementation of the final project;

2. Students propose 2 (two) final project topics by filling out the UTP-02 form, which is then discussed with the Adhoc committee;
3. The Adhoc committee appoints a supervisor according to the proposed topics (UTP-02);
4. Students consult with the prospective supervisor regarding the approved topic to determine the final project title within a maximum of 5 working days;
5. The prospective supervisor approves the title through the UTP-02 form, after which the student submits the UTP-02 to the committee for approval and title registration;
6. Students fill out the link and upload the UTP-02 form provided by the department for the issuance of the assignment letter;
7. After the assignment letter for supervision is issued by the Vice Dean for Academic and Student Affairs via e-office, the faculty admin distributes the assignment letter to the supervisor, department, and study program.
8. Students can access or obtain the supervision assignment letter through the supervision assignment letter collection link at the department related to their research interest.
9. Once the assignment letter is issued, the supervision process can officially begin;
10. The supervision process is recorded in the Final Project Logbook (LTA-01).
11. The implementation of supervision is evaluated every semester, and if during its implementation a conflict of interest arises between the student and supervisor, as regulated in Unhas Rector Regulation No 29/UN4.1/2023, the Head of Department will replace the supervisor.
12. The supervisor replacement procedure is carried out based on a student's request to the Head of Department or the findings of a research progress evaluation meeting by the program and department at the end of the semester. The Head of Department requests the cancellation of the previously issued assignment letter, and submits a request for a new assignment letter by following procedures No. 1 to No. 7.

**F. Procedure flowchart**

Procedure	Student	Academic Advisor	Comittee	Supervising lecturer	Dean	Time
Discussion of thesis topics and formats according to the Faculty's research roadmap						
Completion and submission of proposed research topic						
Determination of proposed research topic						
Determination of supervisory committee						
Issuance of assignment letter for the supervisory committee						
Preparation of research proposal						

**STANDARD OPERATING PROCEDURE  
INTERNAL SEMINAR APPROVAL AND FINAL PROJECT  
RESEARCH PERMIT**

<b>No: 017</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 03</b>
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**1. Objective:**

Aimed at ensuring certainty and smoothness in the approval of proposals and research permits for students' final projects.

**2. Uses:**

Serve as a guide for the implementation of permit issuance and the execution of final project research for students of the Faculty of Animal Science, Hasanuddin University.

**3. Executor / Person in Charge:**

Students, academic advisors, examiners, and the head of the study program

**4. Condition:**




















1. In accordance with Rector Regulation of Unhas No 29/UN4.1/2023,
2. Dean's Decree of the Faculty of Animal Science Unhas Number 01186/UN4.12/KEP/2024 regarding the Academic Guidelines for the Undergraduate Program in Animal Science at Hasanuddin University.
3. Has received a Letter of Assignment for the Final Project Supervisor.
4. Has submitted a paper to the supervisor for the implementation of the internal seminar (MSI)

**4. Procedure:**

1. The student must have fulfilled the requirements in accordance with Unhas Rector Regulation No. 29/UN4.1/2023 and has received an Assignment Letter for Final Project Supervisor.
2. Final Project proposal supervision is conducted both through the system and face-to-face meetings. Proof of supervision is recorded in the logbook (Form LTA-01) at each meeting and initialled by the supervisor.
3. The proposal/internal seminar writing format follows the Hasanuddin University Final Project Format, with a Theoretical Review included in the Introduction section after the Background (section 1.2).
4. The supervisor has approved, as evidenced by the signing of the approval page with an original signature.

5. To obtain approval or eligibility of the final project proposal, the student presents the proposal before the supervisor and examiner to receive feedback, suggestions, and improvements on the proposal's content and writing.
6. The presentation is organized by the Adhoc Committee, held in the laboratory or seminar room for a maximum of 60 minutes, opened by the head examiner or supervisor, followed by the presentation, responses or questions from the examiner, and concluded with explanations and/or approval regarding the suggestions provided by the examiner.
7. The student prepares the Internal Seminar Invitation (Form SI-01) and creates an Attendance List of supervising and examining lecturers (Form SI-02), under the supervision of the committee.
8. The seminar can be conducted in panel sessions, with each student getting 60 minutes, or 120 minutes for 2 students, and so on, with a maximum of 4 students in the morning session and 4 students in the afternoon session.
9. The examiners provide grades and suggestions on the prepared forms (Forms SI-03 and SI-04).
10. The results of the internal seminar or internal eligibility hearing are documented in the minutes of the final project plan eligibility (Form SI-5).
11. Students revise their proposals according to the examiners' suggestions and upon the supervisor's approval (SI-06).
12. The proposal that has been approved by the supervisor is bound and acknowledged by the study program after revisions are made in accordance with examiners' suggestions and supervisor's approval.
13. The approved and bound proposal, with a dark blue cover, is distributed to the supervisor and study program in both hard and soft copies as the basis for issuing the research permit letter for the final project. Proof of submission is as per Form SI-07.
14. The study program will issue a Research Permit Letter after receiving proof of proposal submission (Format IPS-01).
15. The student can then commence the final project.

**16. Procedure flowchart:**

Procedure	Student	Seminar committee	Examiner	Supervisor	Departemen	Dean	Time (Day)
Register for the seminar with the Proposal Seminar Committee (SUP-01)							D-7
Appointment of discussants							D-6
Issuance of assignment letter							D-6
Request approval of seminar time							D-5
Determine seminar schedule							D-5
Committee prepares invitation (SI-02), evaluation form (SI-03), and suggestion form (SI-04)							D-4
Distribute invitation, paper, and assignment letter							D-3
Conduct seminar, provide suggestions and evaluation							D-0
Revise paper and consult with supervisor							D+14
Binding, approval, and distribution of paper (SI-05)							
Complete research permit form (IPS-01)							
Archive seminar grades							

**STANDARD OPERATING PROCEDURE  
SEMINAR FOR THE FINAL PROJECT RESULTS**

<b>No: 018</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 03</b>
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**1. Objective:**

Aimed at providing an explanation of the procedures for conducting the final project result seminar for students.

**2. Uses:**

Serve as a guide for the implementation of final project result seminars for students.

**3. Executor / Person in charge:**

Students, seminar committee, thesis advisor, thesis examiner.

**4. Condition:**

1. The requirements for student applicants are in accordance with the Academic Guidelines of the Faculty of Animal Science No.01186/UN4.12/KEP/2024 Article 27;
2. Guidance is carried out both through the system and face-to-face. Proof of guidance is recorded in the logbook (Form LTA-01) at every meeting and initialed by the supervisor;
3. Guidance sessions must be evidenced by the supervisor's original signature on the approval page;
4. The student must have submitted the paper to the supervisor and prepared copies for the internal seminar (MSH); The seminar result assessor is the same as the assessor for the internal seminar/proposal defense;
5. The assignment letter for the assessor must be issued before the seminar is held;
6. The seminar must be attended by the supervisor, at least 1 assessor, and at least 7 students;
7. Invitations and seminar papers for the supervisor and assessor must be sent no later than 3 days before the event;
8. Students are required to provide a summary of the seminar results to be distributed to student participants;
9. The seminar is chaired by the Supervisor, begins with a presentation and ends with a discussion, with a maximum of 60 (sixty) minutes per student;
10. The seminar may also be held as a panel, with each student allocated 60 minutes, or 120 minutes for 2 students, and so on, with a maximum of 4 students in the morning session and 4 in the afternoon session;

















11. If faculty attendance does not meet the requirements stated above (point 6), the seminar is postponed for 10 minutes. If after the delay the requirements are still not met, the seminar is canceled and must be rescheduled;
12. If the seminar is canceled, the student must immediately report to the seminar committee;
13. The paper must be written according to the thesis writing guidelines of Hasanuddin University, using the Word template provided by the Faculty of Animal Science;
14. Students are required to wear neat and appropriate clothing (men: white shirt and black trousers;
15. women: white blouse and black skirt) as well as the university jacket and shoes;
16. The seminar chair or thesis supervisor prepares a report of the seminar which includes the grades and a list of agreed-upon corrections;
17. After the seminar, students must revise the paper based on the report within 1 (one) week at the latest;
18. The final thesis must then be bound according to the writing guidelines, signed by the supervisor and head of the program, and then submitted to each respective party;
19. Proof of submission of the Final Thesis becomes an appendix to the student's Final Examination Recommendation.

## **5. Procedure:**

1. Students prepare the requirements for registering for the final project seminar with the seminar committee in each specialization (Animal Production, Animal Nutrition and Feed, Livestock Socio-Economics, and Animal Products Technology) to determine the implementation of the seminar as follows:
  - a. The student completes the final project paper, which has been approved by the supervisor, using the approval page as per (Form SH-01);
  - b. The student fills out the link by uploading proof of the internal seminar examiner's assignment letter;
  - c. The student shows proof of attendance at result seminars (Form SH-02) for at least 10 seminar sessions across all concentrations;
  - d. Attach the current semester's KRS as proof of having registered for the seminar, and a transcript of grades as evidence that all courses have been passed.
2. After the assignment letter for the seminar results is issued by the Vice Dean for Academic and Student Affairs through the e-office, the faculty admin will distribute the letter to the supervising lecturers, assessment lecturers, the department, and the study program;

3. Students can access or obtain the thesis assignment letter through the link for collecting the assignment letter in the department where their research interest is located;
4. Once the assignment letter from the Vice Dean of academic and student affairs is issued, the thesis seminar can be conducted;
5. The committee coordinates the determination of the seminar schedule with the advisor and examiners;
6. The committee issues invitations (Form SH-03); Students prepare the assessment sheet (SH-04), lecturer attendance list (Form SH-05), student attendance list (Form SH-06), and the minutes (Form SH-07), under the supervision of the committee;
7. The distribution of papers must be done at least 3 days before the seminar. In addition, students prepare a summary of the paper for seminar participants;
8. The advisor acts as the moderator;
9. The advisor recapitulates the scores and suggestions from the examiners, reaches an agreement on the accepted suggestions, and records them in the minutes to be read at the end of the seminar;
10. The advisor submits the seminar documents from point (7) to the seminar committee after the seminar for archiving and uploading to the system;
11. The seminar scores are summarized in the Seminar Minutes (Form SH-7);
12. the student is declared to have passed if the recapitulated score reaches a minimum of 60. Scores below 60 are considered pending, and the seminar must be repeated within a maximum of 1 week (7 working days) attended by the advisor and at least 1 examiner;
13. The seminar committee inputs the final seminar scores into the system after paper revisions have been made;
14. Students revise their research paper/thesis based on the suggestions and have obtained advisor approval. The revision period is no later than 1 week after the seminar;
15. The revised seminar paper that has been approved by the advisor and committee, in accordance with the required format (Form SH-08), is bound and submitted to the seminar committee and advisor as the seminar grade document;
16. The final seminar paper will then be checked for conformity with the undergraduate thesis writing format (according to the guidelines and thesis template) of the Animal Husbandry study program;
17. Next, the thesis that has been bound and approved by the advisor and study program is submitted as a supporting document for the Final Project Exam recommendation (Approval Page uses Form RU-02);
18. Proof of thesis/final project submission is a requirement to apply for the final exam recommendation to the study program;

**6. Procedure flowchart:**

Procedure	Student	committee	Supervisor	Examiner	Time (Day)
Register for the research results seminar					D-7
Committee coordinates the seminar schedule					D-5
Determine seminar schedule					D-4
Prepare invitation (SH-02), evaluation form (SH-04), attendance list and recap of examiners' scores (Form SH-05), student attendance list (Form SH-06), and minutes of meeting (Form SH-07)					D-4
Distribute invitation, paper, and assignment letter (SH-02)					D-3
Conduct seminar, provide suggestions and evaluation					D-0
Revise research paper, verified with signature					
Obtain research results seminar grade					Grade

**STANDARD OPERATING PROCEDURE  
SUBMISSION OF UNDERGRADUATE THESIS EXAM  
PERMIT**

<b>No POS: 019</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 02</b>
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**1. Objective:**

Aimed at providing a description of the procedures for submitting permit applications and the determination of final project examinations in the Animal Science Study Program, Faculty of Animal Science, Hasanuddin University

**2. Uses:**

Serving as a guide for applying for permission and setting the final project exam

**3. Executor / Person in Charge:**

Supervising Lecturer, Final Project Examination Committee, Head of Study Program, Head of Academic and Student Affairs Section, Vice Dean for Academic and Student Affairs.


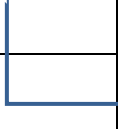













**4. Condition:**

1. Referring to the Academic Guidelines for the Bachelor of Animal Husbandry Program, Faculty of Animal Husbandry,
2. Dean's Decree No. 01186/UN4.12/KEP/2024, Article 28. Obtain a recommendation for the Final Project Examination with the approval of the Advisor, signed by the Head of the Study Program, and acknowledged by the Vice Dean 1 (FORM RU-01).
3. Students must apply for permission to take the Bachelor's Examination through the Academic and Student Affairs Subdivision by attaching the following documents:
  - a. KHS for all semesters;
  - b. Proof of SPP/UKT payment clearance;
  - c. Photocopy/scan of the most recent diploma;
  - d. Photocopy/scan of academic transcript;
  - e. PD Dikti reporting;
  - f. Black and white passport photos (3x4 = 3 pieces; 4x6 = 3 pieces);
  - g. Laboratory and library clearance from the faculty and library clearance from the university's central library;
  - h. Proof of the latest KRS; Photocopy of ID card.
4. The application letter for the issuance of the Bachelor's Examination Permit is submitted to the Director of Education at Unhas by the Dean of the Faculty of Animal Science.

## **5. Procedure**

- a. Students complete revisions to their final project according to suggestions from the seminar results and with the approval of their supervisor;
- b. The supervisor approves the final project manuscript after revisions from the seminar, and then signs the recommendation for the issuance of the final project examination permit;
- c. The final project examination recommendation from the supervisor is approved by the study program and becomes the basis for fulfilling the examination permit documents to be submitted to Unhas;
- d. The issuance of the final project examination recommendation is followed by the issuance of the examiner assignment letter;
- e. Students complete the documents as specified in Condition point 4.3 above, and submit them to the Faculty Academic Office;
- f. The academic office will process the request for examination permit to the Director of Education at Unhas no later than 3 working days after the documents are declared complete;
- g. The process of issuing the final project examination permit letter at the Directorate of Education Unhas begins once the application is submitted via e-office, verification of documents and issuance of the permit letter are completed within a maximum of 3 working days. The examination permit letter is then sent back to the Faculty to be forwarded to the student;
- h. The final project examination permit letter can already be used to register for the Final Project Examination with the Ad Hoc Committee;

1. Procedure flowchart:

Procedure	Supervisor	KPS	Academic staff	Dean	Time
Supervisor reviews and approves the revisions of the seminar results					
Head of Study Program issues a recommendation for exam permission					
Head of Study Program proposes the chair and members of the thesis examination committee					
Student completes the exam permit documents					
Academic Subdivision Head verifies the completeness of documents					
Vice Dean submits the exam permit request to the Director of Education, Hasanuddin University					
Exam permit is received from the Directorate of Education, Hasanuddin University, and forwarded to the student					

**STANDARD OPERATING PROCEDURE  
FINAL EXAMINATION OF THE ANIMAL HUSBANDRY  
STUDY PROGRAM**

<b>No: 020</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 03</b>
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**1. Objective:**

Aimed at establishing the procedures for the Final Examination of the Animal Science Study Program, Faculty of Animal Science, Hasanuddin University.

**2. Uses:**

As a guideline for lecturers and students in conducting thesis examinations for the Animal Science Study Program, Faculty of Animal Science, Hasanuddin University.

**3. Executor / Person in Charge:**

Head of Study Program, Head of Academic and Student Affairs Subdivision, Thesis Examination Committee, and evaluating lecturers.

**4. Condition:**

1. The student has completed all courses in accordance with the prevailing curriculum and Dean's Decree No. 01186/UN4.12/KEP/2024;
2. Final project (thesis) revisions as a result of the seminar have been approved by the supervisor;
3. The final project, which has been bound and approved by the supervisor and the study program, has been distributed to the supervisor and examiners. Proof of submission must be in accordance with (Form UTA-01);
4. Obtained an exam permit letter from the Director of Education of Hasanuddin University;
5. The final project examination assessors consist of the supervisor and 2 examiner members who also served as assessors at the results seminar;
6. The examiners' assignment letter has been issued prior to the thesis examination;
7. The final project examination must be attended by the supervisor and at least 1 examiner;
8. If the lecturers' attendance does not meet the requirement above (point 6), the final project (thesis) examination is postponed for 10 minutes. If after the postponement the requirement is still not met, the thesis examination is declared canceled and will be rescheduled;
9. In the event of cancellation, the student must report to the examination committee to reschedule;

10. The invitation, final project, and assignment letter must be distributed to the supervisor and examiners no later than 3 days prior to the examination;
11. Students are required to wear neat and proper attire (men: white shirt and black trousers;
12. women: white blouse and black skirt) as well as the university jacket and shoes;
13. After the final project examination, students must submit the final project to the Study Program for validation and thereafter it will be distributed to the Study Program and Library.













**5. Procedure:**

1. Requirements to register for the final project (thesis) exam with the final project (thesis) examination committee in each field of interest (Animal Production, Animal Nutrition and Feed, Livestock Socio-Economics, and Animal Products Technology) to determine the implementation of the exam are as follows:
  - a. Attach the revised final project paper, showing the paper that has been bound and approved by the supervisor and the study program, and has been distributed to the supervisor and the examiner.
  - b. Proof of submission must match (Form UTA-01);
  - c. Attach the exam permit letter from the university; Attach the assignment letter for the final project (thesis) exam to the committee.
2. Students fill in the link and upload the seminar assignment letter prepared by the department for the issuance of the assignment letter (point 1c);
3. After the final assignment (thesis) examination assignment letter is issued by the Vice Dean for Academic and Student Affairs through the e-office, the academic admin distributes the assignment letter to the supervising lecturer, the examiners, the department, and the study program;
4. Students can access or obtain the final assignment examination letter via the assignment letter pickup link provided by the department of their research interest;
5. The final examination can be held after the issuance of the assignment letter by the Vice Dean for Academic and Student Affairs;
6. The committee coordinates the scheduling of the final assignment (thesis) examination with the supervisor and examiners;
7. The committee issues the invitation (UTA-01), the assessment sheet (UTA-02), the attendance list and a summary of examiner scores (UTA-03), and the final assignment (thesis) examination minutes (UTA-04);
8. Students submit a draft of their final assignment (thesis) or a soft copy in PDF format as approved by the supervisor to the final assignment (thesis) examination committee;



9. The thesis examination invitation, thesis draft, and examiner assignment letter must be received by the examiner at least 3 days before the examination takes place;
10. The supervisor leads the final assignment examination as the chief examiner, attended by at least one examiner;
11. The examination may be conducted in less than 3 days after the invitation has been delivered if circumstances do not permit and/or with the agreement of the committee, supervisor, and examiners;
12. The thesis examination is conducted for a maximum of 100 minutes per student. The exam is led by the supervisor as the head examiner, followed by:
  - a. Presentation of the revised results at the final project seminar, maximum 20 minutes;
  - b. Examination by each examiner, maximum 20 minutes;
  - c. Recapitulation of scores by the head assessor;
  - d. Announcement of the examination results (minutes of the meeting) by the head assessor regarding graduation (pass or fail);
  - e. Statement of impressions from the new graduate;
  - f. Message from the assessor to the new graduate;
  - g. Closing by the head examiner.
13. The head examiner summarizes the final assignment grades from the supervisor and the exam grades from the examiners, which are documented in the minutes read at the end of the exam;
14. The head examiner submits the final assignment (thesis) documents to the final assignment (thesis) examination committee for archiving, uploading to the system, and attaching during the graduation registration.

**6. Procedure flowchart:**

Procedure	Student	Academic staff	Committee	Examiner	Time
Student completes the examination documents					
Register for the bachelor's examination with the examination committee					-5d
Arrange the schedule and distribute invitations and assignment letters for examiners					-3 d
Distribute the bound and signed thesis					-3 d
Conduct the bachelor's examination					0 d
Submit the minutes of the examination					0 d
Enter data online through the website					+5 d
Receive alumni number to participate in the graduation assessment (yudisium) and commencement ceremony (wisuda)					

**STANDARD OPERATING PROCEDURE  
YUDISIUM OF THE ANIMAL HUSBANDRY STUDY  
PROGRAM**

<b>No : 021</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 03</b>
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**1. Objective:**

Aimed at establishing the procedures for the judiciary of the Animal Husbandry Study Program, Faculty of Animal Science, Hasanuddin University

**2. Uses:**

As a guideline for students, for conducting the graduation assessment of the Animal Science Study Program, Faculty of Animal Science, Hasanuddin University

**3. Executor / Person in Charge:**

Dean, Vice Dean for Academic and Student Affairs, Vice Dean for Planning and Alumni, Head of Study Program, Head of Academic and Student Affairs Subdivision, Head of Resource Planning and Alumni Subdivision, Head of the Department of the Faculty of Animal Science

**4. Condition:**

1. Students have passed the final project examination (Final Study Program Examination);
2. Prospective graduates are to revise their final project draft (thesis) if any suggestions were given by the assessment team during the final examination;
3. The cover and writing format for binding must comply with Rector's Decree Number: 10438/UN4.1/KEP/2023 dated October 28, 2023, concerning the guidelines for writing final projects for Universitas Hasanuddin students;
4. Students must distribute the thesis, already signed by the Head of the Study Program (UTA-05), to the Advisor, Central Library, Faculty Library, and Department Library. The complete thesis soft file with approval must be sent to the Advisor;
5. Prospective graduates should register with the Academic and Student Affairs subsection head to obtain a graduation number;
6. Alumni who have been registered will be issued a Graduation Determination by the Dean of the Faculty of Animal Science every week

as the basis for issuing a Diploma Number in the National Diploma Numbering System;

7. The yudisium (graduation confirmation ceremony) is conducted one (1) day before the graduation ceremony and the yudisium procession lasts no more than two (2) hours;
8. The committee is led by the Academic and Student Affairs subsection head and involves the prospective graduates as committee members; Yudisium invitations will be distributed one (1) day before the yudisium takes place;
9. Prospective graduates are to prepare a name sash;
10. Prospective graduates attending the yudisium are required to wear neat and proper attire (men: white shirt and black/dark-colored trousers; women: white blouse and black/dark-colored skirt), as well as an academic jacket and shoes.

#### **5. Procedure:**

1. The Head of Academic and Student Affairs and the Head of Resource Planning and Alumni determine the schedule for the faculty-level graduation ceremony in accordance with the Unhas graduation period;
2. The graduation ceremony is held in the Faculty of Animal Science Auditorium one (1) day before the official graduation;
3. The ceremony is conducted publicly and attended by prospective graduates, the Chair of the Faculty of Animal Science Alumni Association (IKA), parents of the prospective graduates, stakeholders, faculty leadership, the Chair and members of the Faculty Senate, and lecturers; The graduation ceremony lasts no longer than 2 hours.
4. The procedure for the graduation ceremony is as follows:
  - a. The name of the event is the judicium of prospective graduates of the Faculty of Animal Husbandry.
  - b. The agenda is as follows:
    - 1) Opening by the MC;
    - 2) Singing of Indonesia Raya, Unhas March, and Livestock March;
    - 3) Prayer;
    - 4) Opening remarks by the faculty leadership (Dean or Vice Dean);
    - 5) Reading of the graduation report by the Head of Study Program/Vice Dean (names of prospective graduates, GPA, and graduation distinctions);
    - 6) Sash presentation by the faculty leadership and sash placement by parents (CV of the prospective graduate is displayed);
    - 7) Speech from:
      - New graduate representative;
      - Parents of recent graduates representative;
      - Chairman of the Alumni Association of the Faculty of Animal Husbandry
      - Stakeholder
    - 8) Group photo session

9) Closing

6. Procedure flowchart:

Procedure	Alumni	Academic staff	Alumni subdivision staff	Dean	Time
Data collection of prospective graduates for yudisium					7 d
Formation of the committee					7 d
Determination of graduation honors/predicates					2 d
Implementation of yudisium (graduation assessment)					0 d

## STANDARD OPERATING PROCEDURE LEGALIZE DIPLOMA AND TRANSCRIPT

<b>No: 022</b>	<b>Designated: 11 December 2024</b>	<b>Revision: 02</b>
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**1. Objective:**

Aimed at establishing the procedures for the legalization of diplomas and academic transcripts for alumni of the Faculty of Animal Science, Hasanuddin University.

**2. Uses:**

Use this procedure to make it easier for alumni to legalize their diplomas and transcripts.

**3. Executor / Person in Charge:**

Dean, Vice Dean for Academic and Student Affairs, and Head of the Academic Subdivision, Faculty of Animal Science, Unhas

**4. Condition:**









Referring to Rector Decree No. 3072/H4/K/2011 regarding the legalization fees for diplomas and transcripts within Hasanuddin University

**5. Procedure:**

1. Alumni make payments at BNI Bank to the Rector's Account by filling out the payment/deposit form with the following information:
  - a. The name of the alumnus must match the identity on the diploma to be legalized.
  - b. The amount to be deposited into the rector's account should correspond to the number of sheets and the legalization fee per sheet.
2. Alumni submit proof of payment from the bank to the Academic and Student Affairs sub-section staff, bringing photocopies of their diploma and academic transcript to be legalized along with the originals;
3. The academic sub-section staff verify the accuracy or conformity of the photocopies of the diploma and academic transcript to be legalized with the originals;
4. Next, the academic sub-section staff record in the diploma and transcript legalization registration book, including the following data: alumni name, number of documents to be legalized, date received, and the date and signature as proof of return of the legalized diploma and transcript;
5. The academic sub-section staff affix the legalization statement stamp to the photocopy of the diploma and transcript to be legalized;

6. The photocopies of the diploma and transcript to be legalized are then initialed by the Head of the Academic and Student Affairs Sub-section and the Head of General Administration;
7. After being initialed, the academic sub-section staff submit the documents to the Dean for signature;
8. if the Dean is unavailable, the signature may be deputized by one of the Vice Deans of the Faculty of Animal Science at Unhas;
9. The signed photocopies of the diploma and transcript are handed over to the respective alumnus, who then signs the receipt list for the diploma and transcript;
10. If the person concerned is unable to collect them at that time, the Academic and Student Affairs Sub-section is responsible for storing them for a maximum of 14 days.

## 6. Procedure flowchart

Procedure	Alumni	Bank BNI	Academic staff	Dean	Note
Make the payment					Rector account
Submit the proof of payment to the Academic Staff along with copies of the diploma and transcript to be legalized, accompanied by the originals					
Verify the accuracy of the copies of diploma and transcript to be legalized against the originals					
Record in the legalization register book for diploma and transcript					alumni name, number of copies legalized, and date of admission
Affix the legalization statement stamp on the copies of diploma and transcript					
Copies of diploma and transcript are initialed by the Head of Academic Subdivision					sign
Copies of diploma and transcript are signed by the Dean					Dean/ WD I
Copies of diploma and transcript (final legalized documents)	