



ACADEMIC HANDBOOK 2022

BACHELOR IN NUTRITION & HEALTH
FACULTY OF MEDICINE, PUBLIC HEALTH AND NURSING
UNIVERSITAS GADJAH MADA



Academic Handbook 2022
Bachelor in Nutrition & Health

© Department of Nutrition and Health, Faculty of Medicine, Public Health and Nursing
Universitas Gadjah Mada

Printed in Yogyakarta

Published by Department of Nutrition and Health, Faculty of Medicine, Public Health and Nursing
Universitas Gadjah Mada

All Right Reserved

This publication is protected by Copyright law and permission should be obtained from publisher prior to any prohibited reproduction, storage a retrieval system, or transmission in any form by any means, electronic, mechanical, photocopying, and recording or likewise.

PREFACE

This Academic Profile aims to provide information about academic rules in the Faculty of Medicine, Public Health, and Nursing of UGM in general and the Bachelor of Nutrition and Health in particular. This manual is expected to enable us to have the same understanding of the procedures in undergoing learning process and mutual support in completing the study in the Bachelor of Nutrition and Health. This manual is updated version of the previous one (2018).

This manual contains the vision and mission of the study program, curriculum, education process, academic administration, assessment and evaluation, academic rules, student and alumni affairs, facilities, managers and lecturers, quality assurance and also the mechanism for submitting input and suggestions for students related to the implementation of academic activities.

Though far from being perfect, this manual provides the necessary guidelines needed during the learning process and completing the study in the Bachelor in Nutrition and Health. Should you have any doubt or difficulty in understanding any of the points in these guidelines, you may kindly contact us.

Best regards,
Head
Bachelor in Nutrition and Health,
Faculty of Medicine, Public Health, and Nursing
Universitas Gadjah Mada

TABLE OF CONTENTS

Preface	3
Table of Contents	4
Introduction.....	5
Curriculum	7
Courses	12
Education Process	19
Academic Administration	24
Assessment and Evaluation.....	31
Academic Rules	43
Student and Alumni Affairs	50
Facilities.....	56
Management and Lecturer.....	66
Quality Assurance.....	68
Mechanism for Submitting Student Input and Suggestion Related to The Implementation of Academic Activities....	71

INTRODUCTION

The Bachelor in Nutrition and Health UGM was established based on the Decree of the Rector of UGM no. 6/P/SK/HKTL/ 2003 dated January 13th, 2003 jo no. 53/P/SK/ HKTL/2003 dated March 5th, 2003 and the decree of DIRJEN DIKTI no. 487/D/T/2004 dated December 30th, 2004. This has been supported further by the Decree of the Rector no. 74/P/SK/HT/2007 dated January 22nd, 2007 and no. 431/P/SK/HT/2008 dated September 2nd, 2008. Bachelor in Nutrition and Health (BNH) received **an "A" credential** according to the national higher education accreditation system conducted by BAN-PT (The National Higher Education Accreditation Board) no. Decree 468/SK/BAN-PT/Akred/S/XII/2014 on December 14th, 2014. Furthermore, superior accreditation status was obtained from LAM PT-Kes No. 0485/LAM-PTKes/Akr/Sar/VIII/2019 for 2019 to 2024. On October 6 2018, he succeeded in obtaining international certification from the ASEAN University Network Quality Assurance (AUN-QA) with No. AP336UGMSEP18 which is valid until 5 October 2023. Based on the Chancellor's Decree Number 1286/UN1.P/KPT/HUKOR/2022 dated 28 November 2022, the name of the Health Nutrition Study Program has changed to the Bachelor of Nutrition Study Program in accordance with the nomenclature determined nationally.

A. VISION OF BACHELOR IN NUTRITION AND HEALTH

Becoming a superior, innovative and internationally reputable nutrition undergraduate study program in promotive, preventive, curative and rehabilitative efforts with a nutritional service approach based on scientific evidence, technology and entrepreneurial independence and imbued with national cultural values based on Pancasila.

B. PURPOSE OF BACHELOR IN NUTRITION AND HEALTH

Purposes of bachelor in nutrition and health are:

1. Organizing education, research and community service with a national and international reputation based on local wisdom.
2. Be a study program that conduct good and profesional management.

C. LEVEL AND DEGREE OF EDUCATION

Study Program Nutrition and Health at the Faculty of Medicine, Public Health, and Nursing of UGM opens the Regular class with the following conditions:

1. Hold Senior High School's degree
2. Load of Bachelor in Nutrition and Health (S.Gz) is 156 credits should taken for 8 to 10 semesters
3. Degree for graduated Bachelor in Nutrition and Health is Sarjana Gizi (S.Gz.)

D. CAREER OPPORTUNITY

Bachelor in Nutrition and Health graduates are expected to work and devote themselves to efforts to improve nutrition and dietetic efforts. These efforts can be carried out in the private sector, non-governmental organizations, government, institutions or other institutions engaged in the handling of food problems and improvement of nutrition and dietetics, both as independent and as a dietetic team at home and abroad. In general, the community is known as a nutritionist.

CURRICULUM

The curriculum of Bachelor in Nutrition and Health UGM is arranged based on the vision of the department, which is to “Becoming a superior, innovative and internationally reputable nutrition undergraduate study program in promotive, preventive, curative and rehabilitative efforts with a nutritional service approach based on scientific evidence, technology and entrepreneurial independence and imbued with national cultural values based on Pancasila” The preparation of curriculum and learning activities involves academics (lecturers, students, supporting staffs) as well as stakeholders (alumni, graduate users and practical area) who provide input dealing with the competence needs of Bachelor in Nutrition and Health in the workplace (Labor Market Signal). This input is then processed by the Curriculum Team into an educational curriculum.

A. Learning Outcomes (Attitude, Knowledge, General Skills, and Specific Skills)

According to the Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 about the National Higher Education Standards (SN-Dikti), graduate competency standards are the minimum criteria regarding the qualifications of graduates' abilities which include attitudes, knowledge, and skills stated in the formulation of graduate learning outcomes (CPL). Attitude is the correct and cultured behavior as a result of the internalization and actualization of values and norms that are reflected in spiritual and social life through the learning process, student work experience, research and/or community service related to learning. Skills are the ability to perform work using concepts, theories, methods, materials, and/or instruments, obtained through learning, student work experience, research and/or community service related to learning. Meanwhile, general skills are general work abilities that must be owned by every graduate in order to ensure the equality of graduate abilities according to the level of program and type of higher education.

The Minister of Education and Culture's 2020 policy regarding Freedom to Learn on an Independent Campus (MBKM) provides opportunities for students to study for 3 semesters outside of the study program. The MBKM program is expected to provide opportunities for students to develop additional competencies while still aligning with the CPL of the study program and its equivalence with available courses in the study program, as well as new competencies acquired outside the study program.

The formulation of general attitudes and skills as part of the learning outcomes of graduates is described as follows:

1. Attitude

- a. Able to learn and practice Pancasila values in every aspect of life.
- a. Able to learn and practice the principles of academic integrity, ethics and professionalism as well as develop an entrepreneurial and lifelong learning attitude.

2. Knowledge

- a. Able to master biomedic and molecular concepts, its general implementation and theoretical concepts of organic and inorganic chemistry, anatomy, physiology, pharmacology, immunology, and nutrigenomics.
- b. Able to master human nutrition concepts and its general implementation, theoretical concept of nutritional biochemistry, nutritional metabolisms, nutritional status assessment, sport nutrition, dietetics and deeper nutrition care proces.
- c. Able to master humanity concept, behavioral science, and research methodology in general application and theoretical concept particularly in nutritional knowledge, communication, counseling, psychology, sociology, anthropology, and bioethics to encourage decision making and problem solving in community related to professionalism, nutritional ethics, service standard, and service quality assurance.
- d. Able to master the concepts of management science and its general application, as well as the specific theoretical concepts in the field of standardized nutrition care processes, nutrition program management, food service management, and entrepreneurship.
- e. Able to master the concepts of food science and its general application, as well as the specific theoretical concepts in the field of food materials science, culinary arts, nutritional analysis, food technology, functional foods, food microbiology, and food safety.

3. General skills

- a. Able to implement logical, critical, systematic, and innovative thinking, show qualified and measurable individual and group performances, and make decisions based on data and information analysis for the development and implementation of sciences and technology with regard to humanities values according to the area of expertise in the community.

- b. Able to construct study reports of the development and implementation of sciences and technology in order to produce solutions, ideas, designs or art criticism in the form of undergraduate thesis and assure data validity to prevent plagiarism.
- c. Able to organize leadership styles which ensure individual and groups work accountability by means of supervision and evaluation and encourage the development of collaborative networks.

4. Specific Skills

- a. Able to manage promotive, preventive, curative, and rehabilitative nutritional services in various conditions that meet standard service requirements, ethical principles, legal and professional standards, as well as encourage interdisciplinary collaboration.
- b. Able to provide nutritional care to clients by applying nutritional science, technology, and scientific evidence-based problem solving concepts.
- c. Able to design and manage in food service as well as food business based on their field of expertise by applying sciences, technology, and research.
- d. Able to design, manage, monitor, and evaluate nutrition programs and policies in the community that are carried out in various contexts, situations and community levels.
- e. Able to communicate effectively in the context of interpersonal communication, counseling, nutrition promotion, nutrition education, advocacy, and nutrition marketing by utilizing appropriate technology and media.
- f. Able to conduct research in the field of nutrition and disseminate research results accurately to encourage evidence-based of decision-making and problem-solving.

Overall, the learning outcomes of graduates of the Undergraduate Health Nutrition Study Program consist of 2 CPL attitudes, 5 CPL knowledge, 3 CPL general skills, and 6 CPL specific skills. The entire CPL is then translated into study material with the minimum standards set by AIPGI No. 003/SK/AIPGI/V/2016 regarding the determination of the undergraduate nutrition curriculum, as well as the development carried out based on expert discussions within the study program's internals. The study material is then translated again as a determination of courses. The CPL matrix with study materials and courses can be found in Appendices 2 and 3.

B. Graduate profile

Graduate of the Bachelor in Nutrition and Health UGM have the following profiles:

1. Nutrition Care Provider

Bachelor in Nutrition and Health UGM are expected to be nutrition and health services provider in a standardized and scientific evidence-based manner, both individually and in groups in the context of clinical, community, sports and nutrition services by utilizing digital technology.

2. Manager

Bachelor in Nutrition and Health UGM are expected to be individuals who act as leaders, planners, managers, organizers, program controllers, and policies in institutions or communities engaged in clinical nutrition, community, sports, and food organizers.

3. Educator

Bachelor in Nutrition and Health UGM are expected to be teachers or educators in the field of nutrition and health at institutions or communities that aim to increase knowledge according to scientific principles by utilizing digital technology.

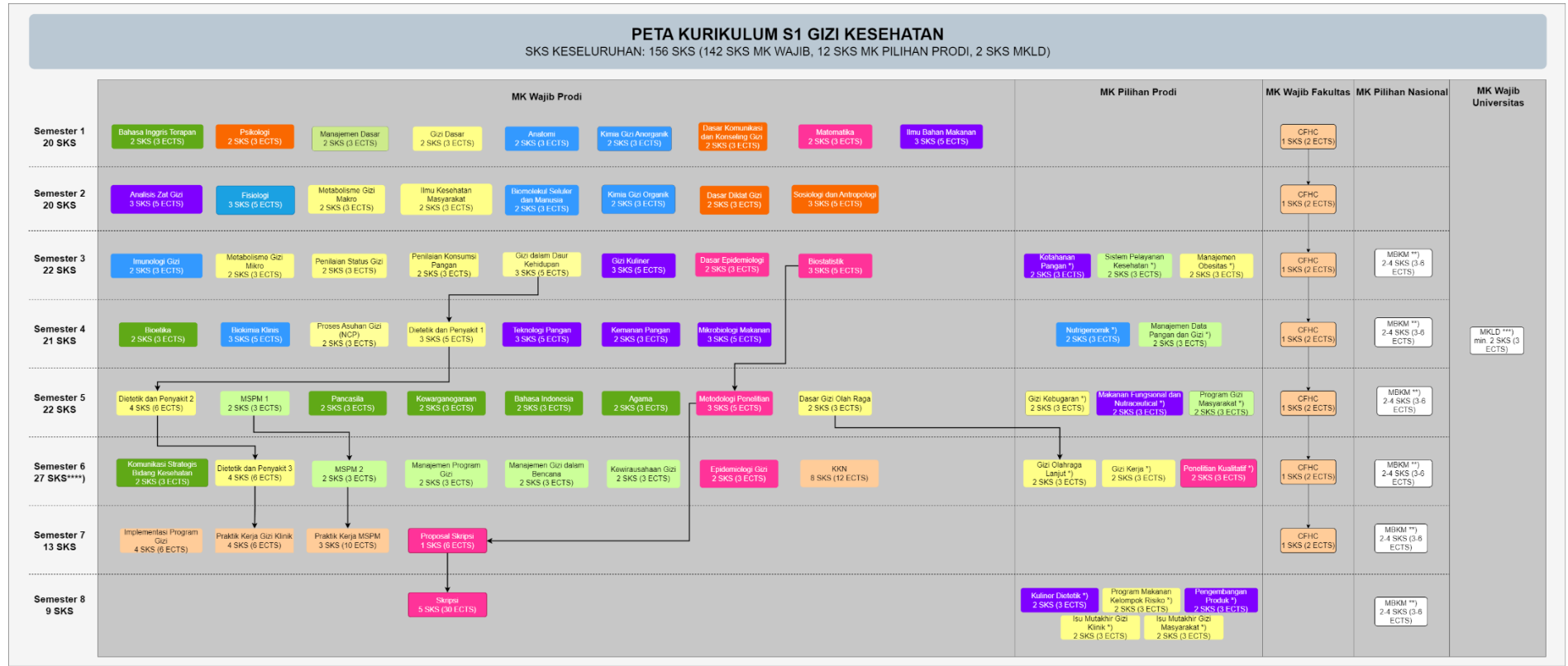
4. Entrepreneur

Bachelor in Nutrition and Health UGM are expected to be entrepreneur in the fields of food, health nutrition, and others by developing ideas or inventions into innovations by utilizing digital technology.

5. Researcher

Bachelor in Nutrition and Health UGM are expected to be researchers or research assistants in the field of nutrition and health which include biomedical nutrition, clinical nutrition, community nutrition, food management, nutrition and health technology development, and food engineering.

C. Curriculum Map



Keterangan:

→ prasyarat pengambilan mata kuliah mata kuliah pilihan

*) mata kuliah pilihan MBKM disesuaikan jumlah SKS maksimal berdasarkan IPK semester sebelumnya

**) MKLD = Mata Kuliah Lintas Disiplin

****) termasuk KKN yang pada KRS dan transkrip mahasiswa diletakkan di semester antara

Catatan:

1. MBKM dapat diambil pada semester 3 - 8
2. MKLD dapat diambil di seluruh semester dengan pertimbangan jumlah maksimal SKS yang diambil berdasarkan IPK semester sebelumnya
3. Mahasiswa dapat memilih 1 MK Pilihan Prodi di Semester 3 - 6 dan 2 MK Pilihan Prodi di Semester 8
4. Mata Kuliah KKN pada praktiknya diletakkan di semester antara pada KRS dan transkrip nilai mahasiswa

 Ilmu biomedik	 Ilmu gizi manusia	 Ilmu pangan	 Ilmu perilaku
 Ilmu manajemen	 Ilmu humaniora	 Praktek kerja	 Riset

COURSES

BNH Courses in 1st – 8th semester

Courses in each learning phase are structured as follows :

1. Phase 1 learning

In this phase 1 students will be introduced to general/compulsory basic sciences, basics of nutrition and biomedical sciences, basics of food science, supporting courses from the humanities, behavior, research, and management for activities to handle nutritional problems both in an overall way. individually or in groups as a support for further lectures. The total credits taken for phase 1 for 3 semesters are 62 credits consisting of 28 compulsory courses and 1 elective course (out of the 2 offered elective courses).

Tabel 3. Phase 1 courses

Semester	Courses	Credits
1	Maths	2
	Anatomy	2
	Anorganic Chemistry	2
	Fundamental of Nutrition	2
	Psychology	2
	Applied English	2
	Basic Nutrition Communication and Counseling	2
	Food Science	3
	Basic Management	2
	CFHC	1
	Total credits in 1 st semester	20
2	Organic Chemistry	2
	Sosiology & Anthropology	3
	Macronutrient Metabolism	2
	Physiology	3

	Nutrient Analysis	3
	Basic Nutrition Training	2
	Public Health	2
	Cellular and Human Biomolecules	2
	CFHC	1
	Total credits in 2 nd semester	20
3	Nutrition and Immunology	2
	Micronutrient Metabolism	2
	Nutritional Assessment	2
	Assessment of Food Consumption	2
	Culinary	3
	Biostatistics	3
	Nutrition in Lifecycle	3
	Basic Epidemiology	2
	Food Security*	2
	Health Care System*	2
	CFHC	1
	Total credits in 3 rd semester	22

2. Phase 2 learning

In phase 2, students will study applied sciences in the field of community nutrition, clinics and food service for handling nutritional problems both individually and in groups to support work practices in the next phase. The total credits taken for phase 2 are 70 credits consisting of 26 compulsory courses and 3 elective courses (out of the 8 elective courses offered).

Tabel 4. Phase 2 Courses

Semester	Courses	Credits
----------	---------	---------

4	Dietetics and Disease 1	3
	Nutrition Care Processes (NCP)	2
	Bioethics	2
	Clinical Biochemistry	3
	Food Microbiology	3
	Food Safety	2
	Food Technology	3
	Nutrigenomics*	2
	Analysis of Food and Nutrition Data*	2
	CFHC	1
	Total credits in 4 th semester	21
5	<i>Bahasa Indonesia</i>	2
	Pancasila	2
	Civics	2
	Religion	2
	Dietetics and Disease 2	4
	Basic Sport Nutrition	2
	Research Methodology	3
	Food Service Management 1	2
	Fitness Nutrition*	2
	Functional Food and Nutraceutical*	2

	Community Service Program*	2
	CFHC	1
	Total credits in 5 th semester	22
6	Dietetics and Disease 3	4
	Food Service Management 2	2
	Nutritional Epidemiology	2
	Nutrition Program Management	2
	Nutrition Management in Disaster	2
	Entrepreneurship	2
	Strategic Health Communication	2
	KKN**	8
	Occupational Nutrition*	2
	Advanced Sport Nutrition*	2
	Qualitative Research*	2
	CFHC	1
	Total credits in 6 th semester	27

*) elective course, **) KKN will be placed at intermediate semester in study plan card and final transcript of student

3. Phase 3 learning

In phase 3 students will implement all the knowledge they have gained in the previous phases in practical work in the fields of clinics, communities and food delivery as well as conducting research for their final project. The total credits taken for phase 3 are 22 credits consisting of 6 compulsory courses and 2 elective courses (out of the 5 elective courses offered).

Tabel 5. Phase 3 Courses

Semester	Courses	Credits
7	Clerkship in Clinical Nutrition	4
	Clerkship in Food Service Management	3
	Implementation of Nutrition Programs	4
	CFHC	1
	Thesis Proposals	1
	Total credits in 7 th semester	13
8	Thesis	5
	Food Program for Vulnerable Group*	2
	Current Issue in Clinical Nutrition*	2
	Current Issue in Community Nutrition*	2
	Culinary Dietetics*	2
	Product Development*	2
	Total credits in 8 th semester	9

*) elective course

In addition to the compulsory and elective courses offered by study programs, the Undergraduate Health Nutrition curriculum also provides various other courses mandated by faculties, universities and nationally, namely:

1. Community And Family Health Care (CFHC) Course

Since the 2013/2014 academic year the Faculty of Medicine, Public Health, and Nursing has held a compulsory course entitled Community and Family Health Care (CFHC) with a load of 7 credits taken over 7 semesters. This course is a development of the Interprofessional Education concept which involves students from three study programs at the UGM Faculty of Medicine (Medical Education, Nursing and Health

Nutrition). In this course, students of the three study programs carry out activities to solve health problems in the community (screening/problem identification, promotive, preventive and curative actions) and collaborative application of family medicine.

2. Compulsory University Course/ Interdisciplinary Courses

Based on the policy at the university level, Undergraduate Health Nutrition students are required to take compulsory university courses, namely Interdisciplinary Courses (MKLD) organized by the university for a minimum of 2 credits. This course can be taken by students in any semester during the study period according to the credit allocation for each semester.

3. Elective MBKM Courses

To support national policy and accommodate students' interest in participating in the Independent Learning-Independent Campus (MBKM) program, several elective courses are offered in the curriculum of the Undergraduate Health Nutrition Study Program. The course consists of:

Tabel 6. MBKM Courses

Course Name	Credits
Leadership	3
Development of Social Skills (Soft skills)	3
Technical Skills Development (Hard skills)	3
Character Development and Professionalism	3
Cultural Competency Development	3
Development of Creativity, Innovation and Entrepreneurship	3
Development of Clinical Competence and Nutrition Laboratory	3
Apprenticeship	5
Independent Study	5
Humanity Project	5
Business development	5
Product Development Studies	5
Community Nutrition Policy and Program Studies	5
Health Communication Studies	5

Overall, the minimum total study load for undergraduate nutrition education is 156 credits taken over 8 semesters. Students who have taken all educational activities and meet the final evaluation requirements of the program are declared to have passed and are entitled to receive a Bachelor of Nutrition (Sarjana Gizi/S.Gz) degree.

Teaching and learning process in the Bachelor in Nutrition and Health UGM is carried out by using a credit system and the time for implementation is regulated using the semester system. In the credit system, the plan, compilation and implementation of education program use credit as a benchmark for educational load, especially concerning the load of student study. Some important information about the implementation of education with the semester system and credit system:

1. Semester System

The semester system is a system of implementing educational programs using the smallest time unit of half a year called one semester. Semester is a time unit of activities consisting of 16-18 weeks of lecture or other scheduled activities, following the accompaniment activities including 2-3 weeks of assessment.

2. Credit System

The credit system is a system of administering education by using semester credit unit (SKS) to state the student load, lecturer workload, and program implementation costs.

In the credit system, the study load that must be completed by students at a level of study is expressed in the form of a number of credits.

Based on the differences in interests, talents, and abilities among students, then both the way and time to complete the study load and the composition of study activities do not have to be the same for each student, even though they sit in the same level of education.

3. Credit Semester System (CSS)

The load of education concerning the load of student study and the load of teaching for lecturers requires measurement. This measurement is implemented in the credit semester system. Because UGM adheres to the semester system, the credit unit is called the credit semester system (CSS). This credit semester system needs to be determined for each activity such as lectures, laboratory practices, field practices, seminars, capita selecta, research, and other activities. The number of credits for each activity is determined by the number of hours used for that activity.

a) Credit Semester Value for Lecturing

For lecturing, the value of a credit semester is determined based on the activities load which covers all three types of activities per week as follows:

1) For Students

For students, one credit means consisting of three types of integrated activities, namely: 50 minutes scheduled face-to-face events with lecturers, for example in the form of lecturing; 60 minutes of structured academic activity events, namely study activities that are not scheduled but planned by the lecturer, for example in the form of making homework or completing assignments, and 60 minutes of independent academic activities, namely activities that students must do independently to explore, prepare or other purposes for an academic assignment, for example in the form of reading a reference book.

2) For Lecturers (CSS count according to SN DIkti, example 1 CSS field study=170 minutes)

For lecturers, one credit means three types of integrated activities, namely 50 minutes scheduled face-to-face program with students; 60 minutes structured program planning and evaluation activities, and 60 minutes of course material development events.

b) Credit Semester Value for Practicum, Research, Field Work and the like

Credit semester scores for practicum, research, fieldwork, and the like are determined as follows:

One credit semester is the same as completing activities for four to five hours per week for one semester or the whole is 64 to 85 hours per semester.

1) Credit Semester Value for Practicum in the Laboratory

For practicum in the laboratory, the value of 1 credit is the load of work in the laboratory as much as 2 to 3 hours per week for one semester.

2) Credit Semester Value for Field Work and the like

For field work and the like, the value of 1 credit is the load of work in the field as much as 4 to 5 hours per week for one semester.

3) Credit Semester Values for Research on Thesis, Thesis and the like

1 credit score is 3 to 4 hours a day for one month, while one month is equivalent to 25 working days.

c) Study Load in One Semester

Study expenses and the composition of study activities taken by a student in one semester do not have to be the same as those taken by other students.

In determining the study load for one semester, a student needs to pay attention to his/her abilities. The number of credits that can be taken varies from 0 to 24 credits. It depends on the results of the study in the previous semester, as measured by the grade point average (GPA). However, the credit system in the Bachelor in Nutrition and Health has been implementing a package system with an average of 20-24 SKS per semester in the first year following the next year adjusted to the GPA achieved by students in the previous semester.

Bachelor in Nutrition and Health

To achieve educational goals, the learning method applied is a combination of several methods, namely:

1. Lecture (1 CSS = 1 hour/week/semester)
2. Tutorial (1 CSS = 2 hour/week/semester)
3. Discussion/seminar/individual study (homework, literature study) (1 CSS = 1 hour/week/semester)
4. Practical session in laboratory/ lab work (1 CSS = 3 hour/week/semester)
5. Placement in Hospital settings (1 CSS = 4 hour/week/semester)
6. Practical session in community (1 CSS = 4 hour/week/semester)

In one semester there are 16-18 weeks of learning (including formative and sumative exams) with the method as mentioned above, according to the characteristic nature of the course.

The characteristics of the learning process consist of interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative and student-centered characteristics. Explanation of each point, namely:

1. Interactive means that graduate learning outcomes are achieved by prioritizing a two-way interaction process between students and lecturers.
2. Holistic means that the learning process encourages the formation of a comprehensive and broad mindset by internalizing local and national excellence and wisdom.
3. Integrative means that graduate learning outcomes are achieved through an integrated learning process to fulfill the overall graduate learning outcomes in one program through an interdisciplinary and multidisciplinary approach.
4. Scientific means that graduates' learning outcomes are achieved through a learning process that prioritizes a scientific approach so as to create an academic environment that is based on a system of values, norms and rules of science and upholds religious and national values.
5. Contextual means that graduates' learning outcomes are achieved through a learning process that is adapted to the demands of their ability to solve problems in their domain of expertise.
6. Thematic means that graduate learning outcomes are achieved through a learning process that is adapted to the scientific characteristics of the Study Program and linked to real problems through a transdisciplinary approach.
7. Effective means that graduates' learning outcomes are achieved successfully by prioritizing the internalization of the material properly and correctly within an optimum period of time.
8. Collaborative means that graduate learning outcomes are achieved through a joint learning process which involves interaction between individual learners to produce capitalization of attitudes, knowledge and skills.
9. Student-centered means that graduate learning outcomes are achieved through a learning process that prioritizes developing students' creativity, capacity, personality and needs, as well as developing independence in seeking and discovering knowledge.

Social Service (KKN) – Community Empowerment Learning (PPM)

KKN is a program aimed to build student awareness of interdisciplinary meaning. Various KKN patterns (regular and thematic) are all arranged by the University.

KKN Course:

Code	Course Name	Credit
UNU222001	KKN-PPM	4.00
UNU222002	Community Communication	2.00
UNU222003	Applied Knowledge Management	2.00

The KKN calendar will be determined by the University (Institute for Research and Community Service - LPPM) kkn.ugm.ac.id. To take part in KKN, students are required to enroll in the academic division of the Bachelor in Nutrition and Health. The enrollment of KKN is parallel with KRS schedule in the relevant semester. Students who take KKN are not allowed to take courses.

The KKN registration procedure is as follows:

1. Fill out the study plan at the SIMASTER of Bachelor in Nutrition and Health UGM
2. Choose the KKN period as determined by LPPM UGM;
3. Complete KKN registration data, including complete biodata, choose a KKN debriefing schedule, and choose a health test schedule;
4. Participate in health checks for prospective KKN participants at GMC;
5. Participate in general KKN-PPM briefings per Faculty;
6. Take the "general test" through SIMASTER KKN;
7. Choose your interest in the KKN location through SIMASTER after attending all KKN training sessions, passing the health test, and having completed the "general test" session.

Academic requirements to enroll KKN:

1. Registered as an active student
2. Mandatory activity for students of Universitas Gadjah Mada with 3 credits carried out by students who have taken a minimum of 100 credits and carried out in a minimum of 2 months or equivalent to 360 effective hours of work for each student without an E value (according to the letter Decree of the Rector of Universitas Gadjah

Mada Number 245/P/SK/HT/2008 concerning Amendment to the Rector Decree of Universitas Gadjah Mada No 283/P/SK/HT/2006 concerning on Social Service Program-Community Empowerment Learning at Universitas Gadjah Mada)

3. Registered as a KKN-PPM participant in the faculty as proven by KRS in the semester when KKN-PPM is conducted
4. Not taking courses and practicum.
5. Include KKN-PPM Courses in the SIMASTER Middle Semester KRS for KRS KKN-PPM participants in accordance with the provisions/policies of each faculty.

Terms of KKN Administration

1. Verified as participant of KKN-PPM by Faculty Administrator
2. Students who are prospective participants of KKN-PPM must take part in debriefing KKN-PPM as scheduled.
3. Verification of academic and administrative requirements for KKN-PPM participants is carried out by the faculty (academic) by providing a username and password as a sign of eligibility as a KKN-PPM participant. For prospective participants who meet the requirements (pass the debriefing, pay KKN-PPM fees, healthy, qualify to 100 CSS without E value and not pregnant for female students) will get a password - username and then input data (log in) independently.
4. KKN-PPM participants are prospective participants who have successfully completed the data (log in) through student SIMASTER account.

Graduation

UGM held 4 graduation ceremonies in one year (February, May, August and November) for students who have completed their education programs. Announcements about the conditions that must be fulfilled by prospective graduates and a series of events besides being announced online through the page: <http://akademik.ugm.ac.id>, also through a letter from the University addressed to all Faculties within UGM.

Students who will attend the graduation can take the graduation requirements form in the academic division and submit the documents afterwards. One week before graduation, prospective graduates and graduates can take the tickets and invitations in the academic division of the Faculty of Medicine, Public Health, and Nursing. Graduation and certificate submission will be held at the university and submission of transcripts will be carried out in the Bachelor in Nutrition and Health. Students who have passed thesis defence are required to directly register for graduation, students are allowed to postpone graduation enrollment twice the period of graduation.

ACADEMIC ADMINISTRATION

A. REGISTRATION OF STUDENTS

The registration of students of the Bachelor in Nutrition and Health UGM is divided into two types, namely for new students and for old students (re-registration):

1. New Student Registration (Registration)

a. Undergraduate Students (S1)

New student registration follows the requirements of Universitas Gadjah Mada (Directorate of Education and Teaching). Provisions and various registration requirements for new students of the Bachelor in Nutrition and Health UGM are specifically arranged in the UGM student guide book.

2. Student Re-registration

Student re-registration is conducted every semester before academic activities take place. Every student of the Bachelor in Nutrition and Health is required to re-register by paying the tuition fee each semester. Payments are made according to the schedule announced by the University at the Bank appointed by UGM. Scheduling and other terms of payment (submission of payment delays) are determined every semester by the Directorate of Education and Teaching (DPP UGM).

Terms and procedures for re-registration (her-registration) are as follows:

a. For students who do not drop out of study

- 1) Announcement of UGM Rector regarding to the student registration period, including UKT payments (tuition);
- 2) Students pay UKT (tuition) at a Bank appointed by UGM as scheduled;
- 3) Paying POTMA at the BNI counter at KPTU FK UGM building;
- 4) Students Fill in online KRS SIA SIMASTER;
- 5) Students attend Academic Activities;
- 6) Students who have been included in the judiciary and graduated until the end of the current semester and do not continue their studies at the professional level and will attend the next semester graduation period ;
- 7) Students are exempt from the obligation to pay UKT by showing a certificate of graduation from the Study Program.

b. For Students who break from Study (Leave with permission or leave without permission)

- 1) Announcement of UGM Rector regarding the student registration period, including UKT payments (Tuition);
- 2) Students make a letter of active re-application signed by the parent/guardian of the student by attaching a letter of request for leaving approved by the Dean and carrying a student card. The document is taken to the academic section of the Bachelor in Nutrition and Health for a cover letter to the Faculty of Medicine, Public Health, and Nursing;
- 3) Students bring direct introductory letters from the academic section of the Bachelor in Nutrition and Health to the academic section of the Faculty of Medicine, Public Health, and Nursing to obtain an active certificate of return from the Dean;
- 4) Students confirm to the Finance Directorate of UGM head office with a student card and active lecture again to determine the fees that students must pay;
- 5) Students pay UKT (Tuition) at a Bank appointed by UGM as scheduled;
- 6) Paying POTMA at the BNI counter at KPTU FK UGM building;
- 7) Students Fill in online KRS SIA SIMASTER;
- 8) Students attend Academic Activities.

c. For students who have graduated, but have not attended graduation

Students who have been included in the judiciary and graduated until the end of the current semester and do not continue their studies at the professional level and will attend the next semester graduation period are exempt from UKT obligations by showing a certificate of graduation from the Study Program.

d. Note:

- 1) UKT payments are carried out according to the schedule of the DPP UGM (<https://akademik.ugm.ac.id>);
- 2) If until the deadline specified by the student does not re-register, the concerned is given the opportunity to re-register by first submitting a written application to the Dean of the Faculty of Medicine, Public Health, and Nursing UGM with a copy to the Head of the Bachelor in Nutrition and Health FK-KMK UGM;
- 3) Students who lose a student card/Gama Card can only be replaced after the student submits a certificate from the police stating that the s/he has lost a student card. Gama Card replacement fee is IDR 20,000

e. Treatment for Late Re-registration

Every semester, students are required to re-register at a predetermined time. Students who do not re-register or do not re-register according to the set schedule will be logged off, meaning that they are **not allowed** to take part in all academic/learning activities in that semester.

f. Request for postponement/relief of tuition fees

Students can submit a letter of request for postponement of tuition fees addressed to the Dean of the FK-KMK UGM with a copy to the Head of Bachelor in Nutrition and Health FK-KMK UGM and then processed to the DPP UGM. Requests for postponement/relief of tuition fees are carried out according to the schedule set by the DPP UGM.

Students who are unable to pay part or all of the tuition fees can submit a request for relief/assistance to the Rector through the Dean of the FK-KMK UGM accompanied by evidence and valid and acceptable reasons to strengthen the application for relief/assistance. Application letters can be made at the beginning of the academic year.

g. Log off System

If a student does not re-register for 2 consecutive semesters, then the person concerned will be logged off or declared to have automatically resigned by the UGM Directorate of Education and Teaching.

B. REGISTRATION OF EDUCATION ACTIVITIES AND ANNOUNCEMENT OF EXAMINATION RESULTS

Students who have been registered as students of the Bachelor in Nutrition and Health Faculty of Medicine, Public Health, and Nursing UGM have the right to participate in educational activities conducted each semester by the Study Program. These educational activities are compulsory. Compulsory education activities are educational activities that must be followed by all students in a certain level of education.

1. Instructions for registration/re-registration

Registration is the process of courses enrollment to determine the educational activities to take in the current semester. To enable the registration, the Study Program provides written instructions including:

- a. The Academic Calendar is adjusted to the Academic Calendar of the University which contains the starting date and ending of the college period, the exams, etc;
- b. Type of position and nature of educational activities for each level of study and credit value of each study activity along with the prerequisites required;
- c. List of required courses and laboratory practices;
- d. Lecture activities schedule that includes: days, hours of place/space for organizing educational activities and names of lecturers in charge.

2. Fill in the Recommendation Letter

Filling in the recommendation letter following the next semester lecture must be done by students so that they are recorded as students who take the courses taken in the following semester. A recommendation letter is requested by students to the Academic Supervisor (DPA) before the lecture runs.

3. Fill in the Online Study Plan Cards (Kartu Rencana Studi/KRS)

Pra-KRS Filling

- a. Registration of educational activities is carried out by students by completing the online Study Plan Card (KRS) online via SIA SIMASTER in accordance with the instructions and schedule determined by officer of online KRS at the study program level;
- b. Study Plan Card (KRS) contains all courses that are programmed and must be taken by students in each semester;
- c. DPA Guidance activities for students related to study plans are carried out to obtain KRS approval (Study Plan Card) and are recorded in the Academic menu on the Simaster UGM DPA and Student accounts. Guidance Notes verified by the DPA are a requirement for completing the new semester online KRS at Simaster UGM;
- d. The code of educational activities refers to the rules of the university. All courses are coded KUG followed by 4 digits. KU denotes the Faculties of Medicine, Public Health, and Nursing; G denotes Nutrition; and 6 digit numbers indicate the year, phase, and serial number of the 2022 curriculum courses.

4. Changing KRS

Students have the opportunity to change their KRS in accordance with the Schedule for Filling in the KRS which is scheduled for the Academic Schedule for the Undergraduate Health Nutrition Study Program. The amendment via SIA SIMASTER of the Academic Advisor (DPA) and student account. Changing KRS can be done with following step:

- a. Additional courses that you wish to add to SIA SIMASTER, if the KRS courses do not exceed 24 credits in that semester. After filling in, ask the DPA to Approve KRS DPA for the added courses;
- b. Changing KRS includes reduction, addition and cancellation of taking courses can only be done in DPA Account via SIA SIMASTER under the following conditions:
 - 1) There is a schedule of courses that coincide with other courses;
 - 2) There was a mistake in filling KRS;
 - 3) Changes in interdisciplinary courses (University MKLD);
 - 4) Change in the MBKM courses offered by the Study Program;
 - 5) Cancellation of courses written in KRS.

5. Lecture, Practice and Tutorial

Students must attend educational activities (lectures, practices, tutorials and other activities), according to their study plan in an orderly and tidy manner based on the applicable provisions and carrying their student cards.

6. Exams and Announcement of Exam Results

Students who are allowed to take the exam are students who meet the stipulated conditions. Results of educational activity exams that are not listed in the KRS are considered invalid and the exams are considered void.

C. GUIDING AND COUNSELING UNIT FOR STUDENTS

The Counseling Guidance Team for students of the Bachelor in Nutrition and Health at the Faculty of Medicine took place in the Department of Mental Medicine at Dr. Sardjito Hospital, Yogyakarta. The person in charge for guidance & counseling is a psychiatrist under the responsibility of the Deputy Dean of Academic, Student Affairs and Alumni of the FK-KMK UGM who serves as a counselor and is a service unit for students of the Faculty of Medicine, Public Health, and Nursing UGM. The counselors consist of Psychologists and Psychiatrists.

The Guidance and Counseling Unit is held with the aim of helping students to develop themselves optimally, both personally, socially and academically. Guidance and counseling services are given individually in the sense that the target of guidance is individual students individually without charge (free), while the nature of the service serves as prevention, development and improvement of the psychological state of students.

Guidance and counseling activities with the following terms and conditions:

1. Services are provided for students of the Bachelor in Nutrition and Health FK-KMK UGM who are officially registered with a student card.
2. Students may register counseling by bringing doctor, faculty management, and supervisor recommendation or on their own accord.

D. ACADEMIC SUPERVISOR

Via SIA SIMASTER

For each student will be appointed an Academic Supervisor (DPA) who will accompany students to complete all undergraduate education programs. The list of names of Academic Supervisors (DPA) and new guided students will be announced at the beginning of the semester. At the beginning of the academic activity, the new student logbook will be distributed which will be used for active college students to record guidance with the DPA

for each student per meeting. Each supervisor also has a mentoring notebook for each guided student. The rules of academic counselling are as follows:

1. Guidance Material

- a. Scores and courses that have been and will be taken;
- b. Scholarship Info;
- c. Learning constrains;
- d. Understanding of the Nutrition Profession;
- e. Job prospects;
- f. Thesis preparation topics;
- g. Score refinement procedure;
- h. Non-academic problems.

3. Guidance Mechanism

- a. Guidance is carried out at the beginning of the semester (for consultation on filling out KRS) or on a schedule agreed upon by DPA and students;
- b. Students first filed a Guidance Note at SIA SIMASTER contact the Academic Advisor (SMS, telephone, e-mail or other media) to make a meeting agreement online or offline;
- c. Guidance can be done collectively and individually depending on student agreement;
- d. Guidance can be made through face-to-face, email, sms and telephone on condition that both parties have made an agreement;
- e. The place of guidance depends on the agreement of the mentor and the student;
- f. After the guidance session is complete, the DPA Lecturer processes the guidance notes by entering "KRS Guidance" in the SIA SIMASTER account DPA Guidance Records;
- g. Guidance is carried out at least 2 (two) times per semester recorded in the SIMASTER SIA Guidance Records from **Student and DPA SIA SIMASTER accounts**.

4. Student Obligations

- a. Submitting KRS for courses that have been agreed on the mandatory Active Lecture requirements;
- b. Submitting KRS Guidance Notes for SIA SIMASTER Students;
- c. Record Guidance Activities with Proposal and Thesis Guidance Notes as one of the requirements for Thesis Examination.

5. Student Rights

- a. Get guidance and direction from DPA;
- b. Obtain Guidance Record Verification by DPA at SIA SIMASTER;
- c. Got KRS Approved by DPA at SIA SIMASTER;
- d. Have a right to come more than 2 times per semester.

ASSESSMENT AND EVALUATION

Assessment and evaluation of student's learning outcomes are essential to the learning process. Assessment is a procedure to obtain information about the process and results of learning to determine the level of knowledge and skills of students as learners. Assessment, as a process of measuring the achievement of learning or competencies, can be done in various ways, including examinations and assignments. Subsequently, grading is carried out, which involves assigning attributes or quantities in the form of numbers/letters to the assessment results by comparing them to a specific standard instrument, such as an answer key, checklist, scoring guide, or rubric. The measurement results, or scores, are then converted into grades (A, B, C, D, E) based on their quality.

Assessment of measurement of learning outcomes aims to:

1. Determine the level of achievement of learning outcomes and determine the graduation status at each stage of education (summative);
2. Provide feedback or input for students to develop their learning abilities and for educators to improve the learning process (formative);
3. Certification or proof of competence and professional activities to establish credibility in performing specific professional responsibilities.

Assessment activities during the educational process in the Bachelor's Program in Nutritional Sciences adopt the assessment principles outlined in the University of Gadjah Mada Higher Education Standards. These principles are integrity, educative, authentic, objective, accountable, and transparent, carried out in an integrated manner.

1. Integrity principle: Assessment encourages students to demonstrate honesty in their attitudes and behaviors;
2. Educative principle: Assessment motivates students to improve their planning, learning methods, and achievement of learning outcomes;
3. Authentic principle: Assessment is focused on learning outcomes that reflect students' abilities during the learning process. The achievement, of course, learning outcomes are assessed using appropriate methods based on the nature of the competencies;
4. Objective and accountable principle: Assessment is conducted according to precise procedures and criteria agreed upon between the instructors and students at the beginning of the course. The students understand it and are free from the influence of subjective judgment from both the assessor and the assessed;
5. Transparency or openness principle: Assessment procedures and results can be accessed by all stakeholders. Students have the right to seek clarification about the assessment process, the implementation of passing standards, and the determination of graduation decisions;

6. Integration principle: The final grade of a course can be derived from several competency components, including cognitive, affective, and psychomotor features, with varying percentages based on the learning outcomes stated in the Course Program and Semester Learning Activities Plan (RPKPS) for the course;

- a. Cognitive aspect (knowledge): Mastery of the subject matter through the ability to express opinions orally (e.g., presentation of assignments, thesis proposal seminars) and in written form (e.g., paper assignments, reports, written tests/exams);
- b. Affective aspect (attitude): Evaluation of professional behavior during tutorials and field practices by instructors, tutors, or field instructors. Structured assessment is part of the assessment during tutorial sessions. Tutors observe students' behavior continuously during tutorial activities using an instrument. The assessed components include attendance, neatness, participation, and communication skills;
- c. Psychomotor aspect (skills): Assessment is conducted in the classroom, laboratory, or field practice, involving direct action or simulation in performing specific topics, such as anthropometric measurements and nutrition counseling. Psychomotor and affective components are assessed using direct observation assessment techniques and accompanied by constructive feedback on the displayed performance.

Assessment is carried out by the responsible instructor or instructor team, involving relevant stakeholders, including:

1. Tutors: Educators appointed by the Dean of the Faculty of Medicine, Public Health, and Nursing at Gadjah Mada University (UGM) through an official decree (SK). They facilitate and evaluate students' participation in discussions/tutorials;
2. Instructors: Educators appointed by the Dean of the Faculty of Medicine, Public Health, and Nursing at UGM through an official decree (SK). They guide students in clinical skills training (skills lab) and laboratory practicum activities in the program;
3. Clinical instructors or field instructors: Nutritionists or dieticians working in hospitals, health centers, or food service institutions trained and authorized by the program coordinator to guide students in field practice or internships;
4. Peer assessment: Students assess each other's performance (peer assessment).

In general, the types of assessment in the Bachelor's Program in Nutritional Sciences include:

1. Summative Assessment: Conducted to measure individual students' fulfillment of learning outcomes or abilities at the end of a course. Summative assessment results are usually included as components of the course evaluation. Summative exams in the Nutritional Sciences program include mid-semester, final, and practical exams (e.g., response). There may not be a written exam in field practice, internships, or projects. Still,

performance-based assessments in a natural work environment are conducted, such as direct observation assessment (DOA) and logbooks, in addition to final reports and self-reflection;

2. **Formative Assessment:** Aimed at facilitating students in understanding their strengths and weaknesses to improve during the learning process. Formative assessment is provided by instructors/tutors in the form of feedback during or immediately after the learning process, which can be oral or written. Examples of formative tests include quizzes, pre-tests, post-tests, specific topic assignments during lectures and tutorials (e.g., case studies, video creation), laboratory reports, and progress tests. Formative tests can be conducted using paper-based testing or online learning platforms (Learning Management Systems) and interactive quiz applications. Oral feedback is provided in various learning activities, such as instructors giving feedback on student assignments after they are submitted or presented in class, tutors evaluating the tutorial process at the end of a discussion, instructors providing input on innovative products in laboratory practicals, and instructors providing feedback on correctly performed skills and areas for improvement at the end of skills lab activities.

A. Types of Examinations:

1. Semester Examination:

- a. Consists of Mid-Semester Examination (MSE) and Final Semester Examination (FSE) to assess cognitive aspects (knowledge);
- b. The scheduling of MSE in the middle of the semester (week 8) and FSE at the end of the course or the end of the semester (week 16) is arranged by the study program and announced to all relevant parties;
- c. Students can participate in the FSE if their attendance in class activities is at least 75% of the scheduled class meetings. Students with attendance below 75% are allowed to take the exam with a recommendation from the course coordinator;
- d. The exam material is derived from all course materials, tutorials, and practicals corresponding to the learning outcomes. The respective course instructor prepares the exam material, and the course coordinator determines the number and composition of questions;
- e. Written exams can be in the form of a closed book, open book, or take-home exams, with essays and non-vignette multiple-choice questions;

f. The exams can be conducted using computer-based testing (CBT) and online learning platforms (Learning Management Systems), as well as paper-based testing (PBT).

2. Remedial Examination: Students eligible to take the remedial examination have yet to take the main examination for the following reasons:

a. Documented illness with a medical certificate;

b. Bereavement of immediate family members (parents, siblings, grandparents);

c. Being assigned as a delegate or representative in activities authorized by the study program/faculty/university, supported by an official assignment letter. For these reasons, students taking the remedial examination are entitled to receive a maximum grade of A. The scheduling of remedial exams is arranged by the study program and announced to all relevant parties.

3. Make-up Test:

a. Students eligible to take the make-up test have taken the main examination but have achieved grade under A/B;

b. Students propose the courses for which a make-up test should be conducted. The decision to hold a make-up test is at the discretion of each course coordinator;

c. The study program will conduct the make-up test if the number of participants is at least ten students;

d. Students register for the make-up test at the academic affairs office of the study program and pay the prescribed fee;

e. The make-up test is held in even semester. Course from odd semester is held on the second week of the mid-semester examination while course from even semester is scheduled on the second week of the final semester examination;

f. The maximum grade for students taking the make-up test is A/B for the first make-up opportunity and B for the second make-up opportunity;

g. Students can take the make-up test a maximum of 2 times for the same course. The highest grade obtained (before and after taking the make-up test) will be recorded on the transcript;

h. Students who have taken the make-up test twice but still received a grade of E or wish to improve their grade must retake the course during their valid study period, with a maximum grade of A.

4. Progress Test:

a. The progress test is a formative test aimed at monitoring and measuring the development of students' reasoning abilities and knowledge mastery from year to year (longitudinal) during their undergraduate education;

b. The progress test is conducted annually in the odd semester and is mandatory for all active students in the Bachelor's Program in Nutrition;

c. The progress test covers materials from all courses and semester examinations from the 1st to 7th semester that corresponds to the learning outcomes of the Bachelor's Program in Nutrition (except for mandatory university courses, elective courses, and work practice);

d. The progress test is also based on the curriculum content of the undergraduate nutrition program determined by the Indonesian Association of Nutrition Education Institutions (AIPGI);

e. The progress test uses the Computerized-Based Test (CBT) model in the CBT Room at the Faculty of Medicine, Public Health, and Nursing, Gadjah Mada University;

f. The results of the progress test should be included in the course grades. After taking the progress test, students are assessed based on the tested competencies.

5. Thesis Examination:

a. The thesis examination is conducted when students have completed the proposal seminar, conducted research, completed final assignment guidance notes in SIMASTER which were then verified by the thesis supervisor, and registered with the academic section of the study program by completing all the requirements for the thesis examination.;

b. The thesis examination is conducted orally in a session called a defense;

- c. The final grade for the thesis examination is determined through a meeting of the Examination Committee, consisting of the first and second supervisors and the examiner, chaired by the first supervisor;
- d. The assessment components for the thesis examination include the writing and content structure, research methodology, oral presentation, performance, and mastery of the thesis content and method;
- e. Students are deemed 'Pass' if they obtain a grade of at least B. If thesis is not yet completed, grade T (Tunda/Cancel) is given. Student must take thesis course again in the next semester.

The respective course instructors adjust the forms of examination and assessment for Cross-Disciplinary Courses (CDC). In contrast, the examination and assessment regulations for the CFHC-IPE courses follow the methods determined by the Head of the Program and the CFHC-IPE Year Coordinator. As for the assessment system for Merdeka Belajar Kampus Merdeka (MBKM) elective courses, such as internships and independent studies, it involves submitting written reports to the Academic Management of the Bachelor's Program in Nutrition regarding the activities undertaken during the MBKM program. This report includes a final activity report, self-reflection, activity log, learning achievement analysis (self-assessment), and field supervisor evaluation.

B. Grading System

1. Course Grades Assessment

Assessment is conducted for each active student enrolled in a particular course. Assessment takes place at the end of each course to determine the students' achievements and learning outcomes in that specific course. The course coordinator compiles the grades from various assessment methods that measure the learning outcomes within the course and determines the final grade. For example, exam scores are combined with tutorial discussions, laboratory work, and field practice to calculate the final grade. The course grade, indicating the qualification of students' success in the course, is determined by following the grading scale according to the Regulations of the Rector of Universitas Gadjah Mada No. 7 of 2022 on the Higher Education Standards of Universitas Gadjah Mada.

The conversion of absolute scores to letter grades uses the Reference Point Assessment (RPA), Norm-Referenced Assessment (NRA), or the Cohen formula approach. The Reference Point Assessment (RPA) is based on the whole approach of students' success in reaching specific material achievement standards for each course. The grouping of material achievement standards using the Reference Point Assessment (RPA) with a lower boundary of C = 50 is as follows:

Letter Grade	Final Grade	Score Grade
A	80-100	4,00
A-	75,00-79,99	3,75
A/B	70-74,99	3,50
B+	67,50-69,99	3,25
B	65-67,49	3,00
B-	62,5-64,99	2,75
B/C	60-62,49	2,50
C+	57,5-59,99	2,25
C	55-57,49	2,00
C-	52,5-54,99	1,75
C/D	50-52,49	1,50
D+	47,5-49,99	1,25
D	45-47,49	1,00
E	<45	0

Norm-Referenced Assessment (NRA) is conducted when the grade distribution within a class population does not exhibit a normal distribution, particularly if the percentage of failures in each course exceeds 14% of the course participants. The assessment utilizes the NRA approach by considering the score distribution, mean grade, and standard deviation of the grades within the student population.

A grade of E indicates a failure and must be remedied by the student through a makeup exam or retaking the course in the scheduled semester. If a grade cannot be determined due to incomplete work, a grade of T (incomplete) is assigned. Suppose the student needs to complete the requirements within the specified time frame. In that case, a grade of 0 is given for the unfinished assessment component, and the final grade is determined accordingly. Students can retake or take the course with an incomplete grade the following semester when the course is scheduled. Additionally, students who dissatisfied with their grades have the right to request an explanation from the teaching staff. The teaching staff provides a high opportunity for the students to confirm their results.

2. Grade Announcement and Academic Transcript

Course coordinators submit the final grades to the academic section of the study program within a maximum of 2 weeks after the last exam schedule. The final grades are announced online through Simaster UGM, an integrated information system at Universitas Gadjah Mada, in the form of letter grades. The academic staff in the administrative section carries out the input of course grades and management of educational data in Simaster UGM.

Simaster UGM is an integrated information system at UGM that manages academic data, including student assessment results such as course grades, grade history (through course enrollment, course retakes, or makeup exams), Semester Grade Point Average (GPA), Cumulative Grade Point Average (CGPA), and the Academic Transcript. The Academic Transcript records the grades obtained by students for courses in the current semester as programmed in the Course Enrollment Card (KRS). The Academic Transcript also includes the GPA from the previous semester, which can be used as a reference for planning the next semester's study plan. The study program has the authority to certify the Academic Transcript.

3. Course Retakes

Course Retakes Course retakes participate in all class activities, laboratory work, exams, and other relevant academic assignments related to the specific course in their entirety or as determined by the course coordinator's policies. If the grade improvement obtained from retaking the course is lower than the previous grade, the higher grade is used for calculation.

4. Grade Point Average

Academic achievement of students over a specific period, measured by the final grades of a set of courses, is expressed as the Grade Point Average (GPA). The level of student success in a single semester is indicated by the Semester Grade

Point Average (SGPA). SGPA represents the assessment of learning outcomes for each course a student takes in a given semester. SGPA is calculated by summing the product of the grade points earned for each course and the credit hours (CH) of that course, divided by the total credit hours taken in that semester.

$$SGPA = (\sum(\text{grade point} \times \text{credit hours})) / (\sum \text{credit hours in the semester})$$

The SGPA determines the number of credits (credit hours) to be taken in the following semester. The credit hours for the next semester are determined through the Course Enrollment Card (KRS) in consultation with the Academic Advisor. The credit hours for the next semester based on the SGPA are as follows.

Table ... Credits taken

Grade Point	Next course credits (maximum)
$\geq 3,00$	24 credits
2,50 – 2,99	20 – 23 credits
2,00 – 2,49	17 – 19 credits
$< 2,00$	≤ 16 credits

The success rate of students from the first semester to a specific semester is measured by the Cumulative Grade Point Average (CGPA). CGPA is calculated by summing the multiplication of the grade points of each completed course by the credit hours of that course, divided by the total credit hours taken and constructed. CGPA serves as a parameter for evaluating students' academic success and indicates the achievement of learning outcomes at the end of their education in the study program.

Evaluation of Study Success: Evaluation is a continuation of the assessment process, which involves decision-making regarding students' learning performance (a series of learning achievements at a specific stage). The assessment results determine whether students are eligible to continue their studies to the next step, require improvement, or should discontinue their studies. The Bachelor of Health Nutrition Program conducts several evaluations of students throughout their undergraduate program.

C. Study Evaluation

Evaluation is a continuation of the assessment process, namely the decision-making process regarding student learning performance (a series of learning achievements at a certain stage). The results of the assessment are

used as a benchmark to determine whether students graduate to continue their studies at the next stage or level, need improvement, or drop out of study. The Undergraduate Nutrition Study Program carries out several evaluations of students during their undergraduate program.

1. Early year Evaluation:

- a. Student in the first 4 semester meeting at least 30 credit hours with at least 2.00 GPA requirement;
- b. Students who cannot fulfill the provisions as intended in letter A are not permitted to continue their studies and are asked to resign or are declared to have dropped out.

2. Final Year Evaluation:

- a. Students at the end of the 8th (eighth) semester who have not completed their studies will be issued a first warning letter and given 2 (two) semesters to complete their studies;
- b. Students at the end of the 10th (tenth) semester who have not completed their studies will be issued a second warning letter and given 2 (two) semesters to complete their studies;
- c. Students at the end of the 12th (twelfth) semester and have not completed their studies will be issued a third warning letter and given 2 (two) semesters to complete their studies;
- d. If student cannot achieve study progress as referred to in letter C, the student concerned is not permitted to continue their studies and is asked to resign or be declared a drop-out.

3. Undergraduate Education Program Evaluation:

After students undergo the Bachelor of Nutrition education program, an evaluation is carried out at the end of the program. Students are declared to have passed if:

- a. Pass all courses and thesis without an E grade. If you have a D grade, a maximum of 25% of the total credits;
- b. Have graduate learning outcomes targeted by the study program with a Cumulative Achievement Index (GPA) > 2.50 (two point five).

If they do not pass, the student is declared to have dropped out and the Dean gives a notification letter to the student concerned and their parents with a copy to the Chancellor of UGM. The next procedure is in accordance with the provisions set by the university.

D. Graduation Assessment (Yudisium)

Yudisium is the confirmation of a student who has fulfilled all the requirements to become a bachelor or has completed the undergraduate program (graduated as a bachelor). Yudisium is held at the end of the undergraduate phase. The Yudisium in the Nutrition and Health Sciences undergraduate program is scheduled four times yearly in January, April, July, and October.

Students who register for Yudisium must comply with the schedule determined by the study program, such as the deadline for the thesis examination. Students who register for Yudisium must also have passed the thesis examination and submitted the revised thesis manuscript. Yudisium registration is done according to the procedures and regulations set by the academic division of the study program. Students submit the required documents for Yudisium registration to the education staff in charge of Yudisium for the Nutrition and Health Sciences program at the academic division.

The Yudisium meeting is chaired by the Head of the Study Program or the assigned official and attended by the course coordinators and education staff of the Nutrition and Health Sciences program. The final graduation assessment is determined during the Yudisium process. The Yudisium meeting will announce the graduation of students according to the graduation requirements for the Nutrition Bachelor's degree (S.Gz), which are as follows:

1. Cumulative Grade Point Average (CGPA) > 2.50;
2. No grade E;
3. If there are any grades D, they should not exceed 25% of the Total Credit Units (SKS);
4. Completion of thesis revisions and all administrative obligations;
5. Passing the assessment of professional behavior

Students are required to attend the Yudisium meeting according to the specified schedule, wearing black trousers, a white top, and an academic gown. Students declared to have passed the Yudisium meeting will receive a Certificate of Graduation (SKL), which can be used for UGM graduation registration through the student's Simaster UGM account.

Graduating students are entitled to the degree of Sarjana Gizi (S.Gz). Each graduate also receives a diploma from Universitas Gadjah Mada, an Academic Transcript that lists the grades and courses taken during their education in the Nutrition and Health Sciences program, and a Certificate of Achievement (SKPI) that provides information about the qualifications or achievements of the degree holder. The final graduation predicate for the Nutrition Bachelor's program is based on the Cumulative Grade Point Average (CGPA):

1. Satisfactory Predicate for CGPA 2.76 - 3.00;
2. Very Satisfactory Predicate for CGPA 3.01 - 3.50;
3. Cum Laude Predicate for CGPA 3.51 – 3.70;
4. Magna Cum Laude Predicate CGPA 3.71 – 3.90;
5. Summa Cum Laude Predicate CGPA 3.91 – 4.00;
6. The Cum Laude, Magna Cum Laude, and Summa Cum Laude predicate is awarded to students with a study period of ≤ 5 years;
7. The Cum Laude, Magna Cum Laude, and Summa Cum Laude predicate is awarded to students who haven't retake any course, either to fix grade or retake course within semester.

E. Academic Code of Conduct

The educational activities code refers to the university's regulations. All courses are given a code with "KUG" followed by four digits. "KU" indicates the Faculty of Medicine, Public Health, and Nursing, "G" indicates Nutrition, and the four digits represent the year, phase, and course sequence number.

F. Registration for Educational Activities and Course Registration Announcement

Every semester, students are required to re-register at the specified time. If students fail to re-register, they will be logged off, meaning they cannot participate in learning activities for that semester. The course registration process is as follows:

1. Fill out the online learning evaluation;
2. Obtain a course registration form (KRS) from the Nutrition and Health Sciences program (must bring two 2x3 photos and proof of online learning evaluation);
3. Seek guidance from the Academic Advisor (DPA);
4. Submit the approved KRS form to the program and receive the unblocking proof;
5. Pay the tuition fees at the BNI counter in the Faculty of Medicine;
6. Complete the re-registration process at the Faculty's Academic and Student Affairs Division to unblock the KRS (provide proof with signatures and stamps from the Academic Division of the program);
7. Fill out the form at the Academic Division and attach the tuition fee payment proof;
8. The staff verifies the tuition payment and operational fee/UKT in the Information System;
9. Online course registration by the student;
10. Finished.

1. General

General academic rules as follows:

- a. Every student must obey all the rules set by the university, faculty and study program;
- b. Every student must be honest in all teaching and learning activities;
- c. Every student is obliged to uphold the manners/polite of the society on campus;
- d. Every student must participate in maintaining the sanitation of the lecture room, practicum, tutorials and treat for all educational facilities.

Professional Behaviour

Each student must perform professional behavior as a candidate for a Bachelor in Nutrition and Health while attending educational activities on campus (lectures, tutorials, lab work, and skills lab) and field study activities.

The professional behavior of candidates for the Bachelor in Nutrition and Health is as follows:

- a. Every student must dress neatly and politely, not be allowed to wear sandals/slops, and t-shirts without having to wear while attending educational activities on campus or in the practice field;
- b. For male / female students are not allowed to wear jeans or short culottes;
- c. For female students are not allowed to wear mini skirts;
- d. For male students, they are not allowed to have long hair;
- e. For female students dressed as Muslim, face must be visible, not allowed to wear face veils so that it can be easily recognized by both teaching staff/administrative staff and fellow students wherever he is in the education environment of the Faculty of Medicine, Public Health and Nursing UGM;
- f. Don't smoke on campus;
- g. Do not use piercing (earrings in an inappropriate place);
- h. For male students are not allowed to use earrings.

2. Lectures

- a. The minimum attendance is 75% of the scheduled time, for students who do not meet the minimum limit are not allowed to take the final exam;
- b. Not allowed to be late for more than 15 minutes and not allowed to leave college before college or without permission from the lecturer concerned;

- c. In the lecture room every student must maintain order and not be allowed to eat, drink and smoke and not activate communication tools.

3. Practicum

- a. Has been registered and took a preliminary test;
- b. Present 5 (five) minutes before the practicum begins and wearing a lab coat;
- c. During the practicum the students are prohibited from leaving the practicum without the permission of the lecturer/assistant;
- d. Students must follow the entire practicum program starting from the mini test at the beginning of each practicum program, explanation of practicum implementation, practicum implementation until the practicum is declared complete. For students who are absent or not participating in the activity until they are finished, they must follow the inhalation. Inhalation is carried out at the end of the semester after all practicum events are completed and are subject to fees;
- e. Submit a practicum report according to the date specified in the report format and written procedure in accordance with the applicable provisions;
- f. Take the final test (responsiveness) on condition that have participated in all practicum events and have ratified all practicum reports.

4. Tutorial

- a. Attendance: present on time (M: <10 minutes late; TM: late > 10 minutes);
- b. Students must fill in the presence list;
- c. Activeness: giving opinions and contributing in the learning process (M: expressing opinions; TM: never express opinions);
- d. Active listening: not chatting, not playing cellphone, not eating, not opening the laptop when not needed;
- e. Tidiness: wear clothes that are polite and not (tight, jeans, leggings, mini skirts, T-shirts, flip-flops/slops).

5. Exam

- a. Students who are eligible to take the midterm, final semester exams, follow up exam, make-up test and progress test are students who are registered in KRS online;
- b. Each type of exam is held according to a predetermined schedule. Before the exam takes place, students must already know the place, room, and exam schedule. Consequences that arise due to errors in reading the schedule or place where the exam is held are the student's responsibility;

- c. Every student is required to dress neatly and politely and is not allowed to wear sandals, collarless shirts, pants/culottes/cshort skirts or denim pants/skirts;
- d. Male and female students are not allowed to dye their hair and use piercings (earrings not in the ears);
- e. Male students may not have long hair and wear earrings;
- f. Examinees are allowed not to take the exam with 3 reasons: **ill** is proven by a certificate from a doctor, **relatives (parents, siblings, grandparents)** dies, becomes **ambassador/representative** in activities assigned by the university/faculty;
- g. The rules for the implementation of examinations are read at the beginning of the exam and posted on the door of the exam room, as follows:
 - 1) Examinees present at the location of the test 15 minutes before the exam is held. For students who are late, no additional time is given to work on the questions;
 - 2) Examinees are not allowed to enter the examination room before being given a sign/warning by the examiner;
 - 3) Examinees sit in seats according to the participant number;
 - 4) Before the exam begins, supervisors allow students to go to the toilet first for those who need it. After the exam begins, students are not allowed to ask for permission to go to the toilet;
 - 5) Examinees are required to bring an examination card that has been attached to the photo and placed on their respective examination chairs/tables. The test card must not be scribbled. Especially for make-up tests, students are asked to bring receipts for payment & student cards (KTM);
 - 6) Examinees whose test cards are left behind are still allowed to take the exam by showing the student card (KTM). If students do not bring KTM, students are required to request a letter of recommendation at the Academic Section by showing an identity card (KTP, SIM, etc.);
 - 7) Examinees are allowed not to take the exam with 3 reasons: **ill** is proven by a certificate from a doctor, **relatives (parents, siblings, grandparents)** dies, becomes **ambassador/representative** in activities assigned by the university/faculty;
 - 8) Examinees must fill in the attendance list provided by the exam supervisor. Examinees who forget to fill in the attendance list are considered not taking the exam;
 - 9) Students must maintain order and are not allowed to eat, drink, and not activate communication tools;
 - 10) Handphone is left in the bag in silent mode. Bag is placed in the front of the class;
 - 11) The exam supervisor invites participants to work on the questions and participants answer the questions within the allotted time;

- 12) Students are not allowed to use calculators and open dictionaries, books, notes or any paper while working on questions, except for open book exams or according to the instructions for working on the questions;
- 13) Students are not allowed to leave the exam room before the exam supervisor has finished examining the exam files and answer sheets/computer exams;
- 14) In *paper-based test* (PBT) examination:
 - a) Exam held in Lecture room Health Nutrition Building;
 - b) Participant are required to bring test equipment (pen, 2B pencil, sharpener, eraser). Participant are prohibited from borrowing and or lending writing equipment to fellow participant;
 - c) A valid exam answer sheet is a test answer sheet given by the exam committee/supervisor at that time;
 - d) The exam supervisor invites participants to write their identity on the answer sheet (Name, NIM, etc) before the exam starts. Participants who forget to fill in their identity will not get a dispensation.
- 15) In *computerized-based test* (CBT) examination:
 - a) The exam is carried out using computer media in the CBT Room of the FK-KMK UGM Library Building or using student laptops and devices (gadgets) with the exam venue in the Lecture Room of the Health Nutrition Building;
 - b) Before the test takes place participants check and prepare the test equipment, including the speed and stability of the internet connection and the condition of the laptop or device used (must be functioning properly and try to keep the battery full);
 - c) Participants log in or access the computer-based/online exam platform according to the instructions of the course coordinator and exam supervisor. Before the exam takes place participants check the correctness of the website address and online exam platform password, ensure they have been registered (enroll) as a participant (user) on the platform and prepare the information needed to log in;
 - d) During the exam participants are not allowed to do the following:
 - i. record or copy questions by taking photos or screenshots of questions, saving and distributing questions using communication media/data storage devices on computers/laptops/gadgets at the exam location;
 - ii. open websites, folders and/or files on computers/laptops/gadgets other than the online exam platform page that displays exam questions and answer sheets;

- iii. open information sources (books, notes, mobile phones, googling and online/cloud-based data storage media on computers/laptops/gadgets);
 - e) Participants fill out the Computer-Based/Online Exam Integrity Pact in certain subject exams or certain tests;
- 16) In order to maintain the orderly administration of the examination, the examination supervisor has the authority to take steps and actions in accordance with the applicable regulations as follows:
- a) Arranging and determining the seats of examinees;
 - b) Refusing the presence of people who are not participants, supervisors and exam committees or who have no interest in the exam;
 - c) Determine the equipment/goods that may be carried by examinees;
 - d) Take the exam answer sheet if the participant cheats;
 - e) Report everything related to the implementation of the exam;
- 17) Participants are prohibited from doing the following:
- a) Cheating or fraudulent acts, namely acts intentionally or not, using or trying to use informational materials or other study aids without permission from the lecturer in charge of the course and the supervisor in exam activities;
 - b) Make notes or copy part or all of the PBT/CBT/online exam questions in writing and/or use a data storage device at the exam location;
 - c) Communicating with other people or other participants and working together in any form during the exam, namely exam questions done by other people and/or assisted by other people, or taking other participants' exams and/or helping other participants' exams.

The exam supervisor will give a warning to examinees who take actions that are contrary to these regulations. If it is violated or not complied with, the exam supervisor will record the student's actions in the exam minutes and the exam supervisor can take the question and answer sheets for the exam or invite participants to leave the exam room as a form of sanction.

Each examinee must comply with all applicable exam regulations and follow the technical instructions given by the supervisor. Students who violate the exam rules will be declared disqualified from the exam and given a score of 0 (zero).

6. Social/Community Service Program (KKN)

Student requirements for participating in KKN-PPM activities:

- a. Students are registered as students of the Bachelor in Nutrition and Health FK-KMK UGM;

- b. Students have taken a minimum of 100 Semester Credit Units (SKS) without **E scores**;
- c. Not allowed to take courses and/or practicum during the KKN-PPM;
- d. Permitted and sent by each study program/faculty;
- e. Students fill out KRS in KKN-PPM courses;
- f. Pass a health test from GMC Health Center and not pregnant;
- g. Willing to obey the rules and regulations set by LPPM UGM and willing to be assessed by the rules of KKN-PPM implementation.

7. Special Program

- a. Special programs are additional learning programs for students who have attended the main courses but have less satisfying subjects. This program is followed mainly by participants with the value "D" or "E", but can also be followed by other participants with a value of "C" or "B" with the requirements set by the Faculty and Study Program;
- b. The aim of Special Program:
 - Provide opportunities for students to improve grades;
 - Give students the opportunity to graduate on time;
 - Avoid dropping out;
- c. In the event of a major curriculum change during the education period, then for students who enter the old curriculum at the time of entry, given the opportunity to complete the study through a special program with appropriate regulations and curriculum;
- d. Students must register to the academic secretariat. Mahasiswa yang memenuhi persyaratan mengikuti kegiatan belajar mengajar dan ujian program khusus dengan SAP dan presensi yang diproses oleh oleh bagian akademik program studi.

8. Academic Leave

- a. Academic leave is only permitted for students who have passed the evaluation of the first 2 (two) years. Academic leave can be made for a maximum of 2 semesters;
- b. Academic leave is not taken into account in the study period. During academic leave students are not obliged to pay UKT;
- c. If academic leave is more than one semester, it is only allowed two consecutive semesters;
- d. Submission of leave before going through the first 2-year evaluation is not considered an academic leave. The leave time will still be counted as the study period and the student will continue to pay UKT;
- e. Cumulative academic leave for students of Study Program in Nutrition and Health up to 8 semesters (same as programmed study time);

- f. To get academic leave, students must submit a letter of application to the Dean of the Faculty of Medicine, Public Health, and Nursing with a copy of the Head of the Bachelor in Nutrition and Health FK-KMK UGM for certain reason and the application must be known by the parents of students;
- g. Students who will be active again after academic leave must submit a letter of active application again accompanied by a letter of leave and addressed to the Dean of the Faculty of Medicine, Public Health, and Nursing with a copy to the Chairperson of the Head in Nutrition and Health FK-KMK UGM.

9. Scholarship

To students from disadvantaged families given the opportunity to apply for scholarships with certain conditions. A student can only get one type of scholarship. Aside from the university, the faculty also provides special scholarships, the sources of which are funded by SPMA, Potma and lecturers from FK-KMK UGM.

General conditions for prospective scholarship recipients:

- 1) Registered students (active);
- 2) Fill in the application form;
- 3) Minimum GPA of 3.00 (proven by academic transcript);
- 4) From families experiencing economic difficulties;
- 5) Attach the latest parents' income;
- 6) Family card (C1);
- 7) Have not received a scholarship from anywhere.

Information about domestic scholarships (from government and private institutions) and abroad can be accessed through the website <http://www.ditmawa.ugm.ac.id>

STUDENT AND ALUMNI AFFAIRS

Various student and alumni organizations from university to department level have been formed and are actively organizing various activities and programs to facilitate students and alumni to work and apply their knowledge. Apart from that, specifically in nutrition science, several professional organizations have also been formed to facilitate nutrition professionals, food experts, public health experts, and other related health professionals in order to build networks to advance nutrition science.

1. Student Organization

a. Student Family of Universitas Gadjah Mada (KM UGM)

Student Family of Universitas Gadjah Mada abbreviated as KM UGM is a student organization at Universitas Gadjah Mada whose members are all students of Universitas Gadjah Mada. KM UGM consists of UGM Student Family Completeness Board consisting of:

- 1) UGM Student Congress (KMU);
- 2) UGM Student Senate (SMU);
- 3) UGM Student Executive Board (BEMU);
- 4) Faculty Student Senate (SMF);
- 5) Faculty Student Executive Board (BEMF);
- 6) Department Student Association (HMJ);
- 7) Student Activity Unit (UKM).

b. Student Senate of Faculty of Medicine, Public Health and Nursing

The faculty student senate is the KM UGM at the faculty level. Duties and authorities:

1. Supervise BEMF in implementing the faculty GBHK and other SMF provisions;
2. Absorb and formulate the aspirations of faculty students and channel them to BEMF;
3. If in the view of SMF, BEMF does not carry out its duties or deviates from the direction of the SMF policy, the SMF is obliged to issue memorandum I with a time limit of three weeks, after the decision is issued BEMF must correct. Then if BEMF still makes a mistake, then it is obligatory to issue memorandum II with a deadline of 2 weeks. After the deadline BEMF does not improve the SMF can submit a proposal for the Special Plenary Session of the SMF.

c. Faculty Student Executive Board

The Faculty Student Executive Board is the UGM KM at the faculty level. Duties and authorities:

- 1) Carry out all provisions of the SMF;

- 2) BEMF must uphold AD/ART KM UGM and basic rules of the faculty;
- 3) BEMF is the implementer of faculty student GBHK;
- 4) Make decisions that are deemed necessary in the implementation of student GBHK;
- 5) BEMF represents faculty students both inside and outside the faculty;
- 6) BEMF conducts work meetings at least once a month;
- 7) The FK-KMK Student Executive Board consists of the President, Deputy/General Secretary, Executive Secretary, general Treasurer and ministers who lead the department.

d. Nutrition and Health Student Association (HIMAGIKA)

Himagika is part of UGM FK-KMK Student Family (KMKF). HIMAGIKA's position is as HIMAPRODI which is directly in the line of coordination of the Student President. Himagika was established on March 13, 2004. The establishment of the Nutrition and Health Student Association was aimed at aligning the vision and mission of the student movement of the Health Nutrition Faculty of Medicine, Public Health and Nursing at Gadjah Mada University in a directed and systematic stage.

Himagika's vision and mission are as a forum for actualization and channeling of students' aspirations of Nutrition and Health FK UGM in order to realize the real role of Nutrition and Health students in providing benefits to the alma mater, society, nation and state which refers to the *Tridharma Perguruan Tinggi*.

The daily management of Himagika is coordinated by the Chairperson, Secretary and Treasurer. The forms of HIMAGIKA activities are carried out under the coordination of various fields, namely:

1. External Relations (Hublu) and Communication Information (Infocom)

Activities carried out in the field of Hublu and Information and Communication include stakeholder visitation, delegation of the Indonesian Nutrition and Health Student Association (ILMAGI), Faculty Interaction, Expo Nutrition and information and communication.

2. Education

Education activities include; training and development for Himagika team, Nutrition Research Course (NRC), Dietitian English Course (DEC), National Nutrition Symposium (SGN), International Symposium on Wellness and Healthy Life Style (ISWHN).

3. Entrepreneurship

Entrepreneurship activities include the procurement of lecture reference books, lab coats, apron and medical equipment, food expos and honesty canteens.

4. Community Service

Activities in the field of community service include; Nutriforce, Health Service Roadshow (Yankes), Nutrition (Nutrition in Action), Nutrition Care Indonesia.

5. Strategic Studies and Advocacy

HIMAGIKA facilitated several strategic studies and advocacy such as routine studies, study program discussions, open discussions, World Food Day, Commemoration of National Nutrition Day, Treasure Study, Himagika Watch and Chair of Greeting.

6. Human Resource Development

HIMAGIKA also carried out HR development activities including activities held during Himagika Anniversary (HUT), Up Grading, Syawalan, Nutrition Gathering, Open Recruitment (OPREC) Himagika and restructuring of HIMAGIKA management.

7. Interest in Student Talent

Himagika conducts activities to improve student skills and develop student talent interests including Table Manner, Public Speaking Training, Percussion (Saman, Badminton, Futsal, Basketball, Swimming, Padus, and Acoustic), and Singing to be a nutrition idol.

e. Association of Indonesian Nutrition and Health Student Institutions (ILMAGI)

ILMAGI is an Indonesian nutrition and health student organization founded on February 17, 2006 in Jogjakarta. ILMAGI aims to form qualified nutrition and health students and take the initiative to be able to play a professional role in the development of cooperative networks, especially in the health sector in accordance with scientific capacities and capabilities. ILMAGI oversees institutions from 11 nutritional 1 stratum (S1) universities with a dietetic basic education orientation in Indonesia which has nearly 100 students. ILMAGI, as the only national nutrition and Health student organization in Indonesia, realizes the importance of education as one of the pillars in the success of the development of the Indonesian nation. There are many things that nutrition students can do to participate in the field of education, as well as ILMAGI which tries to make programs in accordance with their capacity and capabilities. PIMGI or the Indonesian Nutrition and Health Student Science Week is one of the programs related to education carried out by ILMAGI. PIMGI is a biennial program of ILMAGI which consists of a series of events which include national seminars, talk shows, scientific work competitions, and scientific poster competitions with the theme of nutrition, food and health. The implementation of PIMGI shows that there is a large public interest in current nutritional issues, because many parties are involved and participate in PIMGI. In addition, ILMAGI also has a routine program which is the publication of articles related to the latest nutritional issues and the target villages are nutrition student organizations at the national level. Information about ILMAGI can be accessed through the website <http://www.ilmagiindonesia.org>

f. Student Parent Organization (POTMA)

POTMA is a non-structural organization, its members are parents/guardians of students of FK-KMK UGM, formed based on an agreement that the responsibility of education lies within the government, parents and the community. POTMA aims to help shape human development in the health sector, with the aim of increasing the cooperation of parents of students and assisting the faculty to improve the success of the implementation of *Tridharma Perguruan Tinggi* in FK-KMK UGM, among others in the form of: Giving scholarships to underprivileged students, means of service extracurricular student education and activities.

2. Alumni Organization

a. Gadjah Mada Alumni Family (KAGAMA)

The Gadjah Mada University Alumni Family (Kagama) is a scholarly organization based on alumni of Gadjah Mada University, the first university born after the proclamation of Indonesian independence, August 17, 1945. This alumni union organization was initiated in 1956 by the first generation alumni of Gadjah Mada University to contributed to finding solutions to the nation's problems that were currently plaguing the Indonesian nation in various sectors. KAGAMA has a vision and mission that cannot be separated from the Vision and Mission of Gadjah Mada University, namely to become an organization of university alumni-based intellectuals that is managed by modern, innovative and superior organizational standards, and always serves the interests of the nation and humanity imbued with values. national culture based on Pancasila.

KAGAMA's work through the contributions of members and organizations to society and the country must be in harmony with the values of Gadjah Mada University, independence, leadership and a strong and rooted national commitment. KAGAMA must also always be ready to capture and contribute to overcoming the problems faced by the Indonesian people. KAGAMA must be able to become a pioneer in the preservation and development of the culture of the Indonesian nation so that Indonesian citizens become virtuous and nationalistic people. KAGAMA activities can be visited on the website <https://kagama.id/>

b. Gadjah Mada Alumni Family – Medicine (KAGAMA-DOK)

KAGAMA-DOK is an alumni organization of three study programs at the Faculty of Medicine, Public Health and Nursing UGM, namely Medical Education, Nursing and Health Nutrition. Information and program activities regarding KAGAMA-DOK can be accessed through the website <https://www.instagram.com/kagamadok.ugm/>

c. Nutrition and Health Alumni Family (KAGIKA)

KAGIKA UGM Faculty of Medicine, Public Health, and Nursing is an alumni organization of the Study Program in Nutrition and health, Faculty of Medicine, Public Health, and Nursing UGM. Information about KAGIKA can be accessed through the website <http://www.facebook.com/kagikaugm>

d. Indonesian Nutritionist Association (ISAGI)

The Indonesian Nutritionist Association (ISAGI) is an organization established to maximize the potential of undergraduate nutrition in Indonesia. This organization was formed on January 25, 2012 in Yogyakarta. ISAGI has a vision to be a professional organization, and has social intelligence, and able to develop itself so that it is beneficial for fellow members, society, nation and country. In addition, ISAGI has a vision to develop professionalism in the field of nutrition; advancing science, technology and entrepreneurship related to nutrition in an effort to improve the welfare of Indonesian members and society; maintain, maintain and uphold the good name of the organization; maintaining relationships and brotherhood of nutrition scholars throughout Indonesia, as well as building cross-sector cooperation; encourage and increase the active participation of members in achieving nutrition improvement in Indonesia. Information about ISAGI can be accessed through the website <http://www.facebook.com/isagiindonesia>

3. Professional Organizations

a. Indonesian Nutritionist Unity (PERSAGI)

PERSAGI (Indonesian Nutritionist Unity) is a forum for Nutritionist-Dietitian professional organizations in Indonesia. This professional organization was established on January 13, 1957 with the original name of the Indonesian Nutritionists, then refined on November 19, 1989 to become the Indonesian Nutritionists Unity. PERSAGI is independent, non-profit, and imbued with a code of ethics from nutritionists and nutrition professional standards. PERSAGI acts as an advocate and reformer in improving nutrition to realize the ideals of the Indonesian people. This goal is shown in the PERSAGI logo which includes the motto "SVASTHA HARENA", which means improving health through food/nutrition. As a professional organization of national nutritionists in Indonesia, PERSAGI becomes a large professional organization and has members in each district. The Central Executive Board of the Indonesian Nutritionist Association's professional organization is domiciled at Jalan Hang Jebat III-Blok F III Jakarta and registered with the Ministry of Health of the Republic of Indonesia as a professional organization with list number 00091007.

In accordance with AD/ART and the vision and goals of PERSAGI organization, nutritionists as members of PERSAGI have contributed ideas in overcoming nutritional problems in Indonesia. Contributions of thought of PERSAGI members in the Indonesian university are:

- 1) National Widyakarya Food and National Nutrition, which resulted in the Food and Nutrition Determination Policy
- 2) National Nutritionist Meeting, which produces:
 - KMS Standardization and Anthropometry
 - Standardization of General Guidelines for Balanced Nutrition
 - Mother's Milk Complementary Food
 - Nutrition Power Education Curriculum
 - Eating Guidelines for Heart Health
 - Nutrition Adequacy Rate
 - Preparation of the Bachelor in Nutrition and Health Curriculum
 - Preparation of the Profession in Nutrition and Health Curriculum
 - Draft constitution for the Nutrition Practices
 - Nutrition Competency Standards

Information about PERSAGI can be accessed through the website <http://www.persagi.org>

b. Indonesian Dietetics Association (AsDI)

The Indonesian Dietetics Association (AsDI) is a branch of the Indonesian Nutritionist Association (PERSAGI) organization, which is a professional organization that gathers all dietitians or dietetic nutritionists working in hospitals, clinics, health centers, research centers and nutrition education throughout Indonesia.

c. PERGIZI PANGAN

PERGIZI PANGAN Indonesia stands for Association of Indonesian Nutrition and Food Enthusiasts; then at the PERGIZI PANGAN Indonesia Congress in June 2013 it was refined into the Association of Indonesian Nutrition and Food Experts using the same abbreviation, namely PERGIZI PANGAN Indonesia. Since 1974, PERGIZI PANGAN Indonesia represents the Indonesian Nutrition and Food organization and has been accepted as a member of the Adhering Bodies at the International Union of Nutritional Sciences (IUNS), as well as a member of the Federation of Asian Nutrition Societies (FANS). In 2013 PERGIZI PANGAN Indonesia co-founded, became an administrator and a member of the South East Asia Public Health Nutrition Network (SEA-PHN Network). Information about PERGIZI PANGAN can be accessed through the website: <https://pergizi.org/>

A. LIBRARY

1. History

The library was founded in 1946 in one of the rooms of the Faculty of Medicine UGM in the Yogyakarta Sultanate's Ngasem Complex. In 1974 the Library moved to Sekip, following the move of FK-KMK UGM as its parent organization. At that time the Library occupied 2 rooms on the 2nd floor of the main building (Administrative Head Office) of the Faculty. Then in 1989 the Library moved to a 768 m² 2-floor building located in the middle of the FK-KMK UGM campus complex (now used for the Doctoral Program). In November 2003 the Library moved to a new building specially designed for the library. This new building consists of 2 floors covering an area of 2,216 m² which has been equipped with multimedia facilities and internet access. Since 2007 the building has not only been occupied by the Library Unit but also by the Information Technology Unit of FK UGM.

2. Main Tasks

As one of the main supporters of FK-KMK UGM Library Unit has 4 main tasks, namely:

- a) Conduct, process, provide, and provide literature services in the fields of biomedical, clinical, public health, nutrition, nursing, and other related fields of science that support education, research and service activities for the entire academic community of the Faculty of Medicine, Public Health and Nursing at Gadjah Mada University and the academic community in general.
- b) Provide literature search guidance to improve the utilization of available information resources and foster the spirit of independent learning and lifelong learning.
- c) Facilitating access to the latest scientific information sources available both inhouse and online.
- d) Document the scientific writing of the academic community of the Faculty of Medicine, Public Health, and Nursing UGM in an effort to develop local contents as an information resource of institutions that can be accessed by the wider community.

3. Services

Faculty Library provides various types of services.

a. Membership Services

Library Member Cards (KAP) are given to the academic community (internal users) for the needs of printed books, internet access (WiFi), and download local content from the FK-KMK UGM intranet. Membership is valid during the study period (2-5 years depending on the study program). Membership terms:

1. Filling in the member form (can be downloaded here) equipped with a 2x3 color photograph attached to the available column
 2. Pay IDR 30,000.00 for students of master and doctoral Programs (free of charge for undergraduate students, lecturers and staff)
 3. Submit the completed form and membership fee to the Circulation Service counter.
- b. Reading Card Service
- Reading cards are given to outside users of FK-KMK UGM (external users) who often visit the Library of FK-KMK UGM. For those who only occasionally come, they can request a daily visit permit. The reading card is valid for 6 months and can be obtained at a cost of IDR. 50,000.00 (undergraduate program students) or IDR. 100,000.00 (students of S2, S3 or the general public). Daily visit permits are given at a cost of IDR. 5,000.00/day. UGM students apart from the Faculty of Medicine, Public Health, and Nursing are charged half of the students outside UGM. Requests for read cards are served at the Spot Control counter.
- c. Book Lending Service
- KAP owners can borrow books of 2 copies (S1 Program) or 3 copies (S2 Program, S3 and lecturers/employees) per loan for 14 days. Borrowing can be extended as long as there are no orders for books borrowed and the loan period has NOT FALL TEMPO. Request for loan extension can be served via SMS to 0274 8317706 by mentioning the KAP number. Fines for late returns of IDR 1,000.00 per book/day.
- d. Document Information and Request Search Services
- Members and non-library members can request help finding specific information/documents that are available or not available at the library through officers. The cost per document obtained is IDR 3,000. If want to print a document, it will be charged an additional fee of IDR 1,000.00 per page. Requests for documents obtained from outside the FK-KMK Library are subject to tariffs as stipulated by the document owner plus library services.
- e. Print and Electronic Journal Services
- A collection of printed journals is served to be read or photocopied in certain parts needed. Access and download of full text electronic journals available offline can be done directly by the owner of a temporary KAP for external users (owners of reading cards or daily visit permits) access is served by officers. Access to full text online electronic journals in databases subscribed by Faculties and Universities can be done from both the campus and off campus environments for academics who already have an e-mail account ugm.ac.id. External users can access via a computer provided in the Electronic Library (EL) Room.
- f. Scientific Writing Service
- Scientific papers (undergraduate theses, master theses, dissertations and scientific papers/lecturer research) are printed to be read on the spot or photocopied in certain sections that are needed. Requests for

photocopies of scientific papers by external users must be accompanied by the ability to sign a statement sheet containing information about the name of the supervisor, the origin and address of the college concerned. A signed statement sheet is sent to the supervisor for notification.

Full text (full text) collection of electronic scientific papers can be accessed or downloaded from the campus of FK-KMK UGM (local) by the academics who own KAP; while external users access to full text are served through officers after being able to sign statement sheets.

g. Special Collection Services

Special collections in the Library Unit of FK-KMK UGM include reference collections (encyclopedias, dictionaries, manuals etc.), collections published by the World Health Organization (WHO) and textbooks that are served to be read at a place or photocopied in certain sections needed. Collection of backup text books is referred to as stock collections.

h. Internet Access and Workstation Services

The Library Unit of FK-KMK UGM provides more than 150 computer units (workstations) for Internet access and other study needs in the Electronic Library (EL) Room. The use of a computer in the EL Room is charged IDR 1,000.00/hour for the academics of FK-KMK UGM and IDR 3,000.00/hour for external users. For academics from UGM UGM UGM who want internet access from laptops or other mobile access facilities through the campus network can be served by first registering to the IT Unit on the 2nd Floor of the Library Building.

i. Literature Search Guidance Services

The Library Unit provides literature search guidance services for the academics of the FK-KMK. The time and implementation of guidance are adjusted to the study program's request. Guidance is generally carried out per group of study programs in the early days of study (August - September for S1 and February/July programs for S2).

j. Photocopying Services

Photocopying services at the FK - KMK UGM Library Unit are held in collaboration with an outsourced service provider. Requests for photocopies are subject to a fee of IDR 150.00 (come directly to the photocopier counter) and IDR 200.00 (if ordered through the clerk).

k. Library Free Certificate Service (SKBP)

SKBP is a certificate given to students of FK-KMK UGM who need the letter for graduation or graduation. SKBP is given if the person has submitted the final work script and is proven not to have a library book loan.

Requirements for obtaining SKBP:

1. Submit the final work to the Library Secretariat in hardcopy and softcopy format in the form of a PDF that has been bookmarked (example 1) complete with attachments and validation sheets signed by the official authorized and stamped (example 2); and the signed statement of the author/researcher (example 3).

2. Show Proof of Submission of Final Work and submit a Library Member Card to the loan counter for loan checking.
3. Paying the administration fee for the Library-Free Certificate in the amount of Rp. 10,000.00 (S1/Professional) or Rp. 50,000.00 (S2/PPDS/S3) to the Treasurer/Library Secretariat. SKBP requests are served during morning/afternoon working hours as follows:

Monday, Tuesday, Thursday	07:30 - 16:00 WIB
Wednesday	08:30 - 16:00 WIB
Friday	07:30 - 11:00 WIB and 13:00 - 15:00 WIB (Friday at the end of month 07:30 - 11:00 and 14:00 - 15:00)

- I. Plagiarisme Checking Service (Turnitin)

4. Collection

Collection of learning resources available and accessible from the FK-KMK UGM Library include:

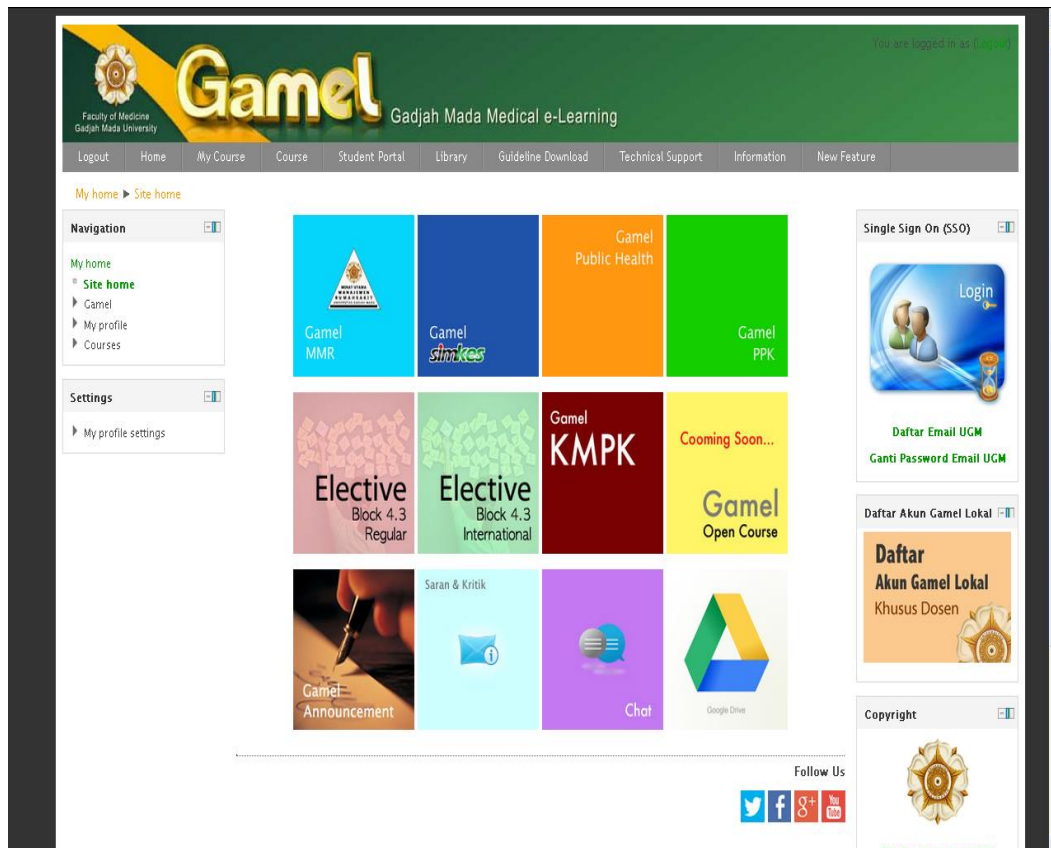
1. Print Textbooks, there are 13,535 books available with 20,979 copies.
2. Electronic Books (e-books), there are about 860 titles available for access in the internet.
3. Available 28,359 printed journal data.
4. Scientific work (undergraduate thesis, master thesis, dissertation and research report), 15,037 data of scientific works are available.
5. CDs and video tapes, available in over 150 titles.
6. Online databases from EBSCO and ProQuest contain scientific journal articles. Since 2003 FK-KMK UGM has subscribed to EBSCO Biomedical Reference Comprehensive (BRC) which contains information on biomedical fields totaling 900 titles. In addition, UGM Faculty also subscribes to ScienceDirect, Springer Link, SAGE Journals, Scopus, Web of Science, ACS Publications, Wiley Online Library, ProQuest Academic Research Library (4000 titles) by Postgraduate schools, EBSCO Academic Search Premier (6000 titles) by Library UPU UGM and EBSCO Business Source Premier (8,000 titles) by the Master of Management program. Since October 2006, the Cochrane Library database is also available which contains a collection of the best scientific evidence in the field of medicine/health.
7. Source through internet facilities:
 - 1). UGM Central Library: lib.ugm.ac.id
 - 2). FK-KMK UGM' Subscribes:
 - a. The Cochrane Library: thecochranelibrary.com

- b. Medline: ebscohost.com
 - c. Sciencedirect: sciencedirect.com
- 3). DIKTI Subscribes: proquest.com
- 4). UGM Subscribes: springerlink.com
- 5). Free access:
- a. medicalstudent.com
 - b. ncbi.nlm.nih.gov
 - c. <http://www.cdc.gov/>
 - d. <http://gizi.depkes.go.id>
 - e. <http://www.persagi.org/>
 - f. <http://www.who.int/>
 - g. <http://www.bps.go.id/>
 - h. <http://www.litbang.depkes.go.id>
 - i. <http://www.wfp.org/>
 - j. <http://www.unicef.org/>

B. Information System Facility

1. An Information System that supports the learning process of lecturer and student interactions conducted online through the website:
 - a. GAMEL (Gadjah Mada Medical e-Learning) <http://gamel.fk.ugm.ac.id/>

It is an internet-based learning media that can help Faculty of Medicine, Public Health, and Nursing lecturers to upload lecture materials, discuss, and assign assignments to students. Students can download lecture materials, discuss and do assignments from lecturers.



b. eLisa (eLearning System for Academic Community) <http://elisa.ugm.ac.id>

It is a Learning Management System (LMS) developed by UGM for UGM. This LMS is useful to help the academic community organize learning through the internet. Lecturers can upload lecture materials, discuss, and assign assignments to students. Students can download lecture materials, discuss and do assignments from lecturers.

The screenshot shows the eLisa website interface. At the top left is the eLisa logo and the text 'Depan Login'. The main header is 'Kedokteran Umum'. On the left sidebar, there is a logo for Universitas Gadjah Mada and the text 'eLisa' and 'Fakultas Kedokteran'. Below the logo are navigation options: 'Ilmu Keperawatan', 'Pendidikan Dokter', and 'Studi Gizi Kesehatan'. The main content area is titled 'Daftar komunitas:' and lists several community groups with their respective members. The right sidebar contains an 'Informasi' section, a 'Perlu bantuan?' section with contact details, and a social media section for 'eLisa UGM'.

2. Information System that supports the teaching and learning process through online media using the website;
 - a. Library of the Faculty of Medicine, Public Health, and Nursing – Universitas Gadjah Mada (<http://libmed.ugm.ac.id/>)
 Helping students to find literature (books, journals, scientific papers, and other information) available at the Faculty Library.

Universitas Gadjah Mada

Perpustakaan
Fakultas Kedokteran - Universitas Gadjah Mada

car... Go

Halaman Depan Berita Layanan Panduan Tentang Kami


Basisdata Kedokteran

- CINAHL with Full Text
- Cochrane Library, The
- ClinicalKey
- Emerald
- Medline with Full Text
- ScienceDirect
- SpringerLink

Basisdata Lainnya

- ABINFORM Global
- AMA
- Annual Reviews
- ARL
- Ebrary
- IFFF

Selamat Datang



Jam buka Unit Perpustakaan Fakultas Kedokteran UGM:

	Kantor:	Layanan:
Senin, Selasa, Kamis	: 07.00 - 16.00	07.30 - 21.15
Rabu	: 07.00 - 16.00	08.30 - 21.15
Jum'at	: 07.00 - 11.00 13.00 - 15.00	08.00 - 11.00 13.00 - 21.00
Sabtu	: Tutup	08.00 - 13.30

Koleksi

- Buku
- Jurnal
- Karya Tulis Ilmiah
- Indeks Jurnal Cetak

Sumber Terbuka

- DOAJ
- Free Medical Journals
- HighWire Free Online
- Fulltext
- Medical Student
- MedScape
- Free PMC Articles
- Entrez cross-database

Rapat Monitoring bulan Oktober

- b. Lecturer Research Information System (<http://gizikesehatan.ugm.ac.id/article-category/Artikel-Ilmiah.html>)
Provide information about research lecturers of the Bachelor in Nutrition and Health that can be accessed by students.



3. Supporting hardware and software facilities in the teaching and learning process:

- a. PC computer
- b. Multi Media LED TV
- c. LCD
- d. Software (Nutrisurvey, WHO anthro, SPSS)

C. Laboratory facility

The Bachelor in Nutrition and Health FK-KMK UGM uses 5 laboratories in the Faculty of Medicine, Public Health and Nursing for practicum activities, namely:

1. Laboratory of Physiology (Faal)
2. Laboratory of Biochemistry
3. Laboratory of Microbiology
4. Culinary Laboratory
5. Nutrient Analysis Laboratory
6. Nutrition Skills Laboratory (Skills Lab)

Skills lab is a facility to practice the skills to provide Nutrition Services with measurements in a laboratory setting before students face to face with patients. There are three types of clinical skills, namely communication skills, physical examination skills and therapeutic skills. Students are trained in small groups of 10-11 students accompanied by an instructor. Students are trained in role play, practicing with friends, or using models for certain skills.

7. Field Laboratory

To fulfill competencies in the fields of clinical nutrition, community nutrition and institution, students are trained to practice directly facing patients or clients in hospitals, health centers and institutions such as catering.

- a) **Hospital:** RSUP dr. Sardjito, RSA UGM, RSUD Wates, RS Soeradji Tirtonegoro Klaten, RSUD Banyumas, RSUD Muntilan
- b) **Primary Health Care/Puskesmas:** Puskesmas Seyegan, Puskesmas Tempel 1, Puskesmas Tempel 2, Puskesmas Ngemplak 2, Puskesmas Mlati 2
- c) **Nutrition Recovery House (RPG) of Yogyakarta City**
- d) **Catering/Food industry:** Marwah, Karunia, Laras, Sidosemi, Bimasena, Syuhada

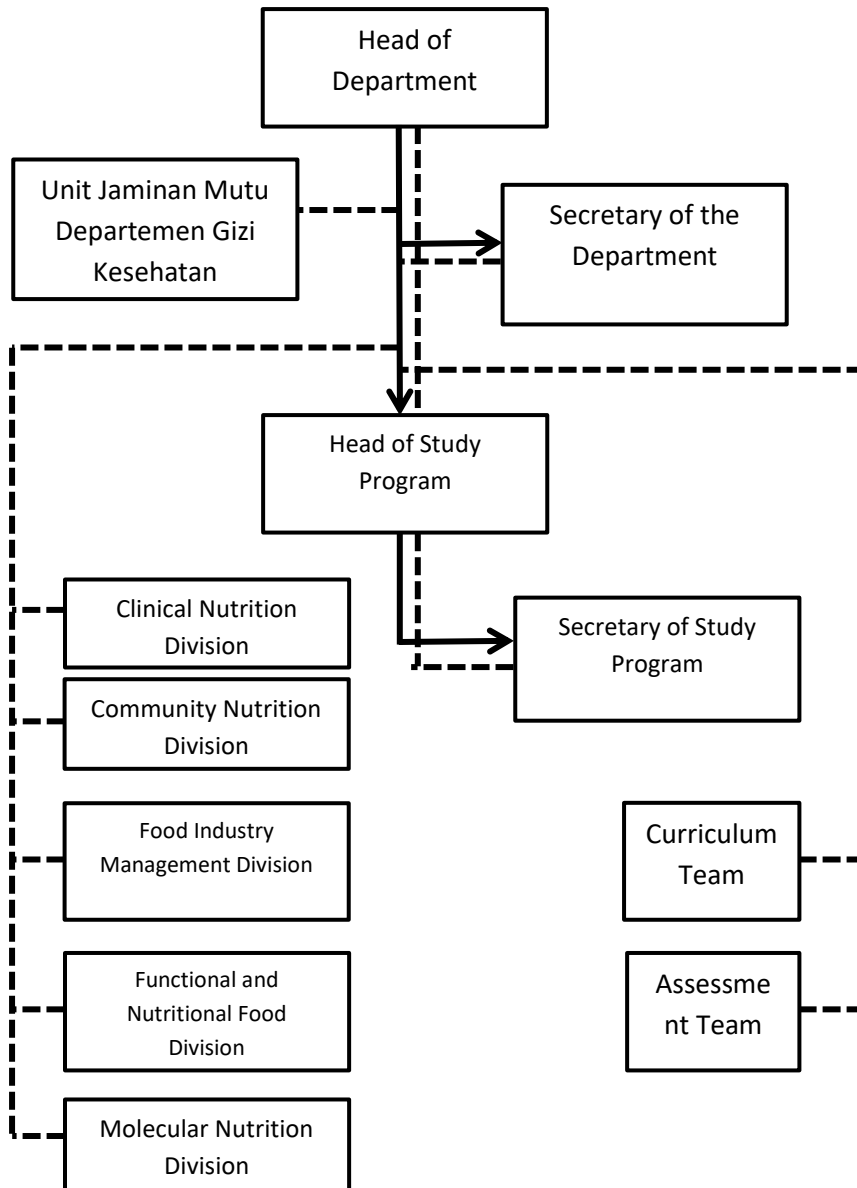
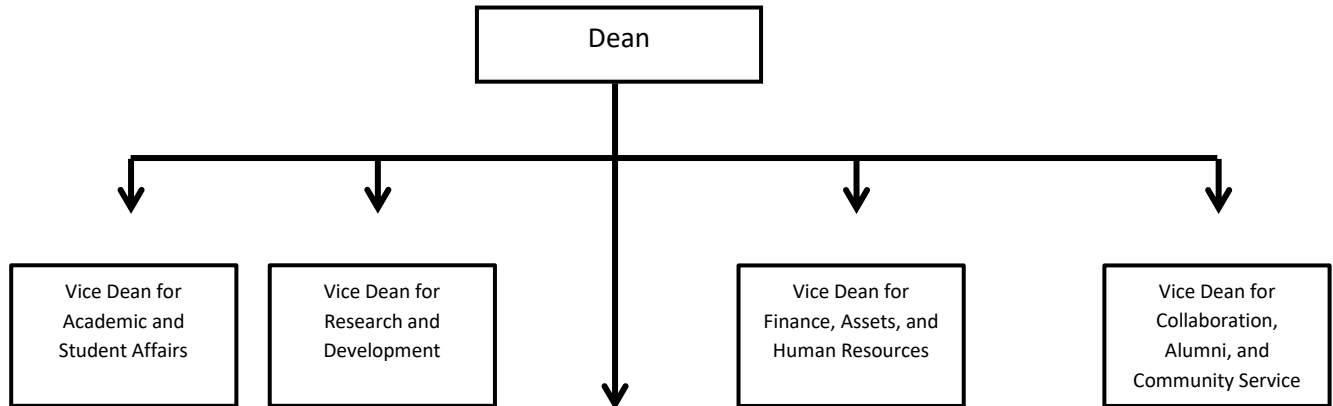
MANAGEMENT AND LECTURER

The organization structure of the Bachelor in Nutrition and Health is under the responsibility of the Dean of the Faculty of Medicine, Public Health, and Nursing UGM which is then regulated according to the policy of the UGM Rector. For lecturing, students are taught by outstanding nutrition scholars, permanent lecturers of PSGK FK-KMK UGM and guest lecturers from other universities. While lecturers of public lectures, basic biomedical sciences, clinical medical sciences, public health sciences, and elective subjects are from the Faculty of Medicine, Public Health, and Nursing and other faculties within Universitas Gadjah Mada.

A. THE ORGANIZATION STRUCTURE OF PSGK FKUGM

Deans	:	Dean of Faculty of Medicine, Public Health and Nursing of UGM Vice Dean for Academic and Student Affairs Vice Dean for Finance, Assets & Human Resources Vice Dean for Research and Development Vice Dean for Collaboration, Alumni and Community Service
Head of Department	:	Dr. Susetyowati, DCN, M.Kes
Secretary of Department	:	Dr. Mirza Hapsari, SGz, MPH
Head of the Study Program	:	R. Dwi Budiningsari, SP, M.Kes, Ph.D
Secretary of Study Program	:	Yayuk Hartriyanti, SKM, M.Kes
Academic Administration, Finance & Public Section	:	1. Dhani Rihatwanti, SE 2. Agus Setyaningsih, S.Kom 3. Eva Dewi Lilik F, AMd. 4. Dwi Djoko, SE 5. Muhammad Masrur 6. Dian Pradikta Laksanawati, AMG.. 7. Mardiana 8. Junet

**ORGANIZATION STRUCTURE
DEPARTMENT AND BACHELOR IN NUTRITION AND HEALTH FK-KMK UGM**



QUALITY ASSURANCE

In maintaining and improving quality, both in the academic field, research and community service, as well as other supporting fields, Universitas Gadjah Mada has established the Quality Assurance Office (KJM) of Universitas Gadjah Mada (UGM) which functions as quality control for the implementation of each activity at the faculty level and study programs under the umbrella of Universitas Gadjah Mada.

At the faculty level, the quality assurance system is carried out through the Quality Assurance Unit (UJM) and quality control in the Faculty of Medicine, Public Health, and Nursing aims to ensure the teaching and learning process to run optimally. The task of the Quality Assurance and Control Team is to assess the implementation of quality assurance and prepare the tools needed in the process. The guarantee process such as the one at the faculty level is also owned at the Department level where daily quality assurance is carried out by the PSGK Quality Assurance Team. One of the tasks of the Quality Assurance Implementation team is to assess the implementation of quality assurance and to prepare the tools needed in the learning process in the academic field.

In carrying out its quality control function, the faculty conducts an Internal Quality Audit (AMI) which is an annual cycle activity to maintain and supervise the quality of the implementation of education, research and community service activities at the study program level. While at the study program level, PSGK periodically has carried out monitoring and evaluation to improve and improve quality, such as evaluating lecturer teaching activities, academic counselors, conducting lectures, implementing street vendors, practicum, tutorials, thesis guidance and academic services. Internal Audit results are then in the management meeting to plan follow-up activities.

The Quality Assurance Unit/Task Force for Quality Assurance at the PSGK level has the following duties and functions:

1. Collecting of documents and all the compliance of the Study Program Accreditation process;
2. Conducting a study program quality assurance workshop including the process of evaluating the implementation of SIPMA, EPSBED, SIMAKUN, SIMABEKA, SIMAGAMA and SIMASET;
3. Conducting learning evaluations based on data obtained from the evaluation of online learning;
4. Preparing of Procedure Manuals and Standard Operating Procedures (SOP) as well as work descriptions of Study Program Governance.

PSGK provides opportunities for students to provide assessments in the context of monitoring and evaluation through several mechanisms, namely:

1. Semester evaluation for each subject

This evaluation aims to expedite the process of evaluating evaluation of courses that aim to implement academic standards in the learning process to improve the implementation of learning activities and the subsequent curriculum. Students have the right to provide an evaluation of the implementation of learning for each subject online through the EDOM SIMASTER feature. This activity is used as one of the requirements for submitting KRS for the following semester.

2. Lecturer evaluation

Lecturer evaluation by students becomes part of lecturer performance evaluation to ensure the quality of academic standards in the learning process as well as improving the implementation of learning activities and subsequent curriculum. The evaluation is carried out online through the SIMASTER EDOM feature and is used as one of the requirements for submitting KRS for the following semester.

3. Student satisfaction survey

Gadjah Mada University has developed several survey instruments for student satisfaction with learning activities. The general satisfaction survey is disseminated by the Faculty through SIMASTER. Meanwhile, a more in-depth satisfaction survey was given separately by the PSGK Quality Assurance and Student Affairs Team. On this occasion, students are asked to evaluate lecture material, tutors, lecturers, conduct lectures, tutorials, skills labs, practicum, administration, supporting facilities and exams which are carried out throughout one semester.

The results of course evaluations, lecturers, and student satisfaction surveys will be fed back to the study program heads, coordinating lecturers, course lecturers, and related parties. The course coordinator, lecturers, tutors and related sections discuss the results of the analysis, to then provide feedback to the academic coordinator as input for improvement. The results of input from lecturers, tutors and related sections are used as material for efforts to improve the next course.

Evaluation of online learning has been prepared by PSGK to facilitate the evaluation process by students. Evaluation of online learning is carried out at the end of each semester and is a condition for submission of the following semester KRS.

MECHANISM FOR SUBMITTING STUDENT INPUT AND SUGGESTION RELATED TO THE IMPLEMENTATION OF ACADEMIC ACTIVITIES

Students may provide input or suggestion dealing with the learning process and the exam implementation. The mechanism can be done in several ways as follows:

1. Through the Study Program

Students who are dissatisfied with the learning process can submit complaints to the Study Program.

The following are the steps for submitting complaints:

- a. Students send/collect complaint forms to the academic section (attached form);
- b. The academic section submits a complaint form to the Head of Bachelor in Nutrition and Health;
- c. The Head of the Study Program approves and signs the complaint form;
- d. The academic section sends a complaint form to the lecturer or coordinator lecturer;
- e. Related lecturers will respond to student complaints formally (oral and or written) to the academic section;
- f. The academic section conveys the responses of lecturers to students who file complaints;
- g. In certain cases, the academic section may provide responses and or solutions to student complaints;
- h. If the student's complaint cannot be resolved at the Study Program level, the Study Program will deliver complaints from students to the Faculty level.

2. Through workshop held at the faculty and/or department level

The workshop will be facilitated by the student association at the faculty level (BEM) or at the department level (HIMAGIKA). The workshop will be attended by lecturers and student representatives.