

**ACADEMIC GUIDELINE
DOCTORAL PROGRAM IN PHARMACY**



**FACULTY OF PHARMACY
2019**



CHAPTER I HISTORY OF THE FACULTY, VISION, MISSION, EDUCATIONAL OBJECTIVES AND GRADUATES COMPETENCIES

1.1 History

The Faculty of Pharmacy, previously having the status as the Department of Pharmacy, was established on February 19, 1959, as the fifth of the seven departments belonged to the Faculty of Exact and Natural Sciences (FIPPA), Universitas Padjadjaran. At that time, academic activities of the Department of Pharmacy took place at Jl. Ir. H. Juanda No. 4 Bandung and the Institute of Natural Sciences (LIPA) at Jl. Singaperbangsa No. 1 Bandung. In 1978, the location moved to Jl. Maulana Yusuf No. 12 Bandung, which was previously occupied by the Faculty of Dentistry. After the new campus of the Faculty of Mathematics and Natural Sciences (FMIPA) in Jatinangor-Sumedang was completed, the Department of Pharmacy, together with other departments at FMIPA, moved to the campus in Jatinangor on September 1986. On October 17, 2006, the Department of Pharmacy changed its status become the Faculty of Pharmacy.

Currently, the Faculty of Pharmacy has 5 study programs, namely the Bachelor of Pharmacy Study Program, the Pharmacist Professional Program, Master Program in Pharmacy, the Master Program in Clinical Pharmacy, and the Doctoral Program in Pharmacy.

The Bachelor of Pharmacy Study Program (known as Program Studi Sarjana Farmasi (PSSF) was started in 1959. This study program has obtained an A accreditation from the Independent Accreditation Institution for Higher Education for Healthcare (LAM-PTKes) and its qualifications have been recognized by the Public Service Bureau (known as Jawatan Pengkhidmatan Awam (JPA) of Malaysia. Since 2006, PSSF has been accepting students from Malaysia.

The Pharmacist Professional Program was started in 1959 and has obtained an A accreditation from the Independent Accreditation Institution for Higher Education for Healthcare (LAM-PTKes).

The Master program in Pharmacy was started since January 10, 2011 after obtaining the permission from the

Ministry of National Education. This study program began accepting new students in the semester period of August - February in Academic Year 2011/2012 and obtained an A accreditation from LAM-PTKes in December 2017.

The Master Program in Clinical Pharmacy was started in the semester period of August - February in Academic Year 2016/2017 and obtained an A accreditation from LAM-PTKes in November 2017.

The Doctor Program in Pharmacy was started in the semester period of August - February in Academic Year 2016/2017 and obtained a B accreditation from LAM-PTKes in December 2017.

1.2. Vision and mission

1.2.1. Vision and Mission of the Faculty of Pharmacy

The vision of the Faculty of Pharmacy is to become a superior faculty in the implementation of research-based pharmaceutical education that is internationally competitive by 2024.

The missions of the Faculty of Pharmacy are:

1. Organizing the research-based pharmaceutical education that is able to meet the demands of the user community and has international competitiveness.
2. Organizing the management of professional and accountable pharmacy higher education to improve public image.
3. Carrying out pharmaceutical research with local excellence oriented towards scientific publications, patents and commercial products.
4. Organizing the community service by utilizing the results of research in the field of pharmacy.
5. Organizing the cooperation in the pharmaceutical sector with the concept of pentahelix.

1.2.2. Vision and Mission of the Doctor Program in Pharmacy

The vision of the Doctor Program in Pharmacy is to become a Doctoral Study Program in Pharmacy that is Excellent and Internationally Competitive on Research and Innovation by 2024.

The missions of the Doctor Program in Pharmacy are:

1. Organizing the doctoral education based on superior research and innovation in the fields of pharmaceuticals and pharmaceutical technology, pharmaceutical analysis and medicinal chemistry, pharmaceutical biology, and pharmacology that meet the demands of the user community.
2. Organizing the professional, accountable and reputable Doctor of Pharmacy Study Program management in the regional area.
3. Carrying out superior research and innovation activities in the pharmaceutical sector based on the Unpad Principal Scientific Pattern (PIP).
4. Carrying out services / community service by utilizing the results of superior research and innovation in the pharmaceutical field.
5. Carrying downstream of research results and superior innovations in the pharmaceutical sector through pentahelix cooperation.

1.3 Objectives

1.3.1 Objectives of the Faculty of Pharmacy

The objectives of the Faculty of Pharmacy are:

- 1 Producing graduates from higher education in pharmacy who are able to meet the demands of the user community and have international competitiveness.
- 2 Realizing a professional and accountable education management, so as to improve public image.
- 3 Produce scientific publications, patents and commercial products from pharmaceutical research based on local excellence.
- 4 Increase the use of research results in the pharmaceutical sector that are appropriate for the benefit of the community.

- 5 Realizing mutual benefit in the pharmaceutical sector through the concept of pentahelix.

1.3.2 Objectives of the Doctor program in Pharmacy

The objectives of the Doctor Program in Pharmacy are:

1. Produce doctoral graduates who are competent in the fields of pharmaceuticals and pharmaceutical technology, pharmaceutical analysis and medicinal chemistry, pharmaceutical biology, and pharmacology, with RESPECT (Responsible, Excellent, Scientific Rigor, Professional, Encouraging, Creative and Trust) characters and uphold the nobility of Sundanese culture and national culture in the world cultural diversity.
2. Realizing a professional, accountable and reputable Doctor of Pharmacy Study Program management in the region.
3. Increase the capacity for superior research and innovation in the pharmaceutical field based on the Unpad Principal Scientific Pattern (PIP).
4. Realizing service / community service by utilizing the results of superior research and innovation in the pharmaceutical field.
5. Realizing the downstreaming of superior research and innovation results in the pharmaceutical sector through pentahelix cooperation.

BAB II MANAGEMENT OF DOCTOR PROGRAM IN PHARMACY

2.1. Graduates Profile

Graduates of the Doctor Program in Pharmacy (PSDF) of the Faculty of Pharmacy Unpad are absorbed by the job market at regional, national and international levels. The profiles of graduates from the Doctoral Program in Pharmacy are:

1. As a lecturer in the field of pharmacy (pharmacology and clinical pharmacy, pharmaceuticals and pharmaceutical technology, pharmaceutical analysis and medicinal chemistry, pharmaceutical biology)
2. Researchers or consultants in the pharmaceutical field
3. Staffs in government agencies
4. Head of hospital pharmacy installation

2.1.1. Regional Level

At the regional level, graduates are absorbed by state and private universities in West Java, totaling around 14 Bachelor of Pharmacy Study Programs. In addition, they are also absorbed by government agencies in West Java such as the Public Health Office, BPOM, and the Government Research Institute. In addition, graduates are also absorbed by non-government (private) agencies such as the Pharmaceutical Industry, Health Foundations, Non-Governmental Organizations (NGOs), and others.

2.1.2. National Level

At the national level, graduates are absorbed by 79 Doctor of Pharmacy Study Programs and 12 Master of Pharmacy and Master of Clinical Pharmacy Study Programs.

2.1.3. International Level

The graduates of the Doctor Program in Pharmacy are absorbed by Malaysia at several public and private universities. As a reference, graduates of the Bachelor of Pharmacy Study Program, the Apothecary Study Program and the Master of Pharmacy Study Program at the Faculty of Pharmacy, Universitas Padjadjaran have been absorbed by several

universities in Malaysia, namely the University of Kuala Lumpur (UniKL) and Geometrica College.

2.2. Learning Outcomes

The learning outcomes of the Doctor Program in Pharmacy include aspects of specific knowledge and skills, namely:

1. Finding a knowledge of basic concepts in pharmaceutical science in one's area of expertise
2. Integrating science, knowledge, technology and advanced concepts in pharmaceutical sciences
3. Design, conduct and maintain original research in one's area of expertise through international publication and research dissemination through seminars
4. Successfully perform analysis, synthesis and antithesis by applying analytical and critical thinking in reviewing scientific literature and evaluating research findings

2.3. Study Materials

| No | Learning Outcomes | Study Materials | | | | | | | | |
|----|--|-----------------|----|----|----|----|----|----|----|----|
| | | PT | BP | PC | PL | PL | MC | PS | RP | MC |
| 1 | Finding a knowledge of basic concepts in pharmaceutical science in one's area of expertise | V | V | V | V | V | | | | |
| 2 | Integrating science, knowledge, technology and advanced concepts in pharmaceutical sciences | | | | V | | V | V | V | |
| 3 | Design, conduct and maintain original research in field of expertise through international publication and research dissemination through seminars | V | V | V | V | V | | | | V |
| 4 | Successfully perform analysis, synthesis and antithesis by applying analytical and critical thinking in reviewing scientific literature and evaluating research findings | V | V | V | V | V | V | | | V |

PT = Pharmaceutical Technology
 BP = Pharmaceutical Biological
 PC = Pharmaceutical Chemistry

PL = Pharmacology
 MC = Medicinal Chemistry
 RP = Radiopharmacy

PS = Pharmaceutics

2.4. Course Structure

| No | Course Code | Course Name | Credits | Prerequisite Course |
|--------------------------------|-------------|------------------------------------|----------|---------------------|
| SEMESTER 1 (11 Credits) | | | | |
| 1. | P30A.01041 | Research Proposal Seminar | 2(2-0) | - |
| SEMESTER 2 (4 Credits) | | | | |
| 1. | P30A.02701 | Research Progress Seminar 1 | 3(3-0) | P30A.01041 |
| SEMESTER 3 (4 Credits) | | | | |
| 1. | P30A.03701 | Research Progress Seminar 2 | 3(3-0) | P30A.02701 |
| SEMESTER 4 (4 Credits) | | | | |
| 1. | P30A.04701 | Research Progress Seminar 3 | 3(3-0) | P30A.03701 |
| SEMESTER 5 (4 Credits) | | | | |
| 1. | P30A.05701 | Publication of Scientific Articles | 15(15-0) | - |
| SEMESTER 6 (15 Credits) | | | | |
| 1. | P30A.06701 | Research seminar | 5(5-0) | P30A.05701 |
| 2. | P30A.06702 | Dissertation Manuscript Review | 6(6-0) | - |
| 3. | P30A.06703 | Doctoral Promotion Session | 5(5-0) | - |

2.5. Learning Methods, Forms and Programs

| Course Code | Course Name | Learning Programs | Learning Forms | Learning Methods | Lecturers |
|-------------|------------------------------------|---|----------------|------------------------|----------------------------|
| P30A.01041 | Research Proposal Seminar | The research proposal seminar is a student work plan that is structured into a dissertation framework based on empirical data | Seminar | Project based learning | Advisory and examiner team |
| P30A.02701 | Research Progress Seminar 1 | Research progress seminars are the progress of student research in the form of research outputs including participation in seminars, publications in journals | Seminar | Project based learning | Advisory and examiner team |
| P30A.03701 | Research Progress Seminar 2 | Research progress seminars are the progress of student research in the form of research outputs including participation in seminars, publications in journals | Seminar | Project based learning | Advisory and examiner team |
| P30A.04701 | Research Progress Seminar 3 | Research progress seminars are the progress of student research in the form of research outputs including participation in seminars, publications in journals | Seminar | Project based learning | Advisory and examiner team |
| P30A.05701 | Publication of Scientific Articles | Part of a dissertation to be published in a reputable international journal | Seminar | Project based learning | Dr. Aliya Nur Hasanah M.Si |
| P30A.06701 | Research seminar | It is a seminar that is held after students carry out research in the | Seminar | Project based learning | Advisory and examiner team |

| | | | | | |
|------------|--------------------------------|--|---------|------------------------|----------------------------|
| | | context of preparing a dissertation manuscript | | | |
| P30A.06702 | Dissertation Manuscript Review | A review of the dissertation manuscript conducted by students and examinations related to the dissertation manuscript | Seminar | Project based learning | Advisory and examiner team |
| P30A.06703 | Doctoral Promotion Session | It is a promotional session which is held after students graduate in a dissertation manuscript review conducted in the form of an open session | Seminar | Project based learning | Advisory and examiner team |

2.6. Lecturers

| No. | Lecturers Name ⁽¹⁾ | NIDN ⁽²⁾ | Date of birth | Academic Position | Academic Degree | Education S1, S2, S3 dan from College ⁽³⁾ | Field of Expertise for Every Level of Education |
|-----|-------------------------------|---------------------|---------------|-------------------|-----------------------------------|--|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| 1. | Anas Subarnas*** | 0019075202 | 19/07/1952 | Professor | Drs., Apt. M.Sc. Prof. Dr. | S1 Unpad S2 Tohoku Japan University S3 Tohoku Japan University | Pharmacy Phytochemicals Pharmacology |

| | | | | | | | |
|----|---------------------|------------|------------|------------------------|--------------------------------------|---|--|
| 2. | Ajeng Diantini*** | 0012036402 | 12/03/1964 | Professor | Prof.Dr. Apt M.S | S1 Unpad S2 ITB S3 Unpad | Pharmacy Pharmacy Chemistry |
| 3. | Muchtaridi*** | 002067401 | 02/06/1974 | Professor | Prof. Apt., Ph.D | S1 Unpad S2 IPB S3 USM | Pharmacy Food Pharmacy |
| 4. | Marline Abdassah*** | 0019055203 | 19/05/1952 | Professor | Drs., Apt. M.S. Prof. Dr.. | S1 Unpad S2 ITB S3 ITB | Pharmacy Pharmaceutical Technology Pharmaceutical Technology |
| 5. | Jutti Levita*** | 0009046303 | 09/04/1963 | Professor | Drs., Apt. M.Si. Prof. Dr.. | S1 Unpad S2 ITB S3 ITB | Pharmacy Pharmacy Pharmacochemistry |
| 6. | Rizky Abdulah*** | 0026017903 | 26/01/1979 | Associate Professor | S.Si., Apt. Ph.D. | S1 Unpad S3 Gunma Japan University | Pharmacy Medical Science |

CHAPTER III ASSESSMENT AND REPORTING SYSTEM

The Doctor Program in Pharmacy at the Faculty of Pharmacy, Universitas Padjadjaran uses the Semester Credit System in the implementation of its education. Implementation of education on the basis of this semester credit system can provide opportunities for:

1. Students who are smart and active in studying can complete their studies in shorter time.
2. Students can take courses according to their abilities, talents and interests.
3. Implementation of the best possible student evaluation system.

3.1 General Definitions

Some of the general definitions used in the semester credit system are described below.

Semester is the smallest unit of time used to express the length/duration of the teaching and learning process of a program within an education level. The implementation of a complete level of education program from start to finish will be divided into semester activities, therefore at the beginning of each semester, students have to plan the study activities in the corresponding semester.

One semester is equivalent to 16 (sixteen) working weeks of study activities, ended by a final semester exam. One academic year consists of two regular semesters, namely the odd semester (on the period of August until February) and even semester (on the period of February until August).

Semester Credit System is a system for providing education using Semester Credit Units (*Satuan Kredit Semester/SKS*) to represent:

1. Student workload.
2. Lecturer workload.
3. Learning experience.
4. Cost of administering the program.

Semester Credit Units (*Satuan Kredit Semester* (SKS))

is a measure of workloads towards the learning experience taken for one semester through scheduled activities per week.

Workload per Semester is the number of credits taken by a student in a semester, while the **Cumulative Workload** is the minimum number of credits which has to be taken by student for completing the learning process in a particular study program.

Cumulative Study Time is the maximum time which has to be taken by a student to complete his/her studies in a study program. For the Master of Pharmacy Study Program, a minimum of 42 credits and a maximum of 48 credits are scheduled for a four-semester study period and a maximum of 8 semesters. Academic leave is not counted as a student's study period. Students who have not been able to complete their studies within four years (8 semesters) without any justifiable reasons, are declared to have failed to take part in the Masters Program at the Faculty of Pharmacy Unpad;

One credit unit (SKS) for college activities is set to be equivalent to the workload of each week for one semester, which consists of the following three activities:

1. 1 hour (50 minutes) of scheduled lectures.
2. 1 hour (60 minutes) of structured activities outside the classroom.
3. 1 hour (60 minutes) of independent activities.

One credit unit for seminar activity is set to be equivalent with 100 minutes scheduled lecturer and 70 minutes independent studies. The minimum number of literature which is used as a reference and summarized for presentation in front of the forum is 3 (three) titles, depending on the weight of the literature.

One credit unit for laboratory activity in the laboratory is set to be equivalent with 170 minutes of scheduled laboratory work, accompanied by structured activities outside the laboratory, but planned by the related teaching staff, including discussion and writing reports every week for one semester and independent activities, including reading reference books, get better understanding on the material and completing assignments.

One credit unit for fieldwork, clinical work and similar activities is set to be equivalent to a workload of 170 minutes

scheduled activities per week for one semester. One credit unit for thesis/dissertation writing, research activities, and similar activities basically refers to fieldwork.

The learning process is carried out using the student-centered learning (SCL) method. The implementation of this method is adjusted with the policies of each study program, including problem-based learning, role playing, simulations, case studies, presentations, mini lectures and group discussions.

3.2. Student Registration

At the beginning of each semester, students are required to make two types of registration, namely administrative registration and academic registration.

3.2.1. Administrative Registration

1. Administrative registration is carried out to fulfill stipulated administrative requirements and to obtain a student card;
2. For new students, the following registration requirements apply:
 - a. Pass the test / selection set.
 - b. Bring an exam / selection card.
 - c. Show original diploma and submit certified copies.
 - d. Fill out and submit again the registration form.
 - e. Pay the Education Administration Fee (BPP) for the applicable semester.
3. For existing students, the following registration requirements apply:
 - a. Pay the BPP for the applicable semester according to the registration schedule.
 - b. Show the last / valid student card.
4. Students who do not carry out administrative registration (herregistration) are not allowed to do academic registration (fill in KRS) and are not entitled to academic services at the faculties and study programs.

3.2.2. Academic Registration

Academic registration is carried out to obtain permission to participate in academic activities. Academic registration rules are as follows:

1. Registration is carried out at the Sub Division of Education (SBP) of the Faculty of Pharmacy by submitting proof of BPP payment or BPP Deferral Approval Letter;
2. Students are required to take a Study Plan Card (KRS), fill it out with the academic adviser.
3. After being signed by the student and academic adviser, KRS is submitted to the SBP according to the predetermined schedule.
4. Students will not receive any academic services as long as they do not register in the current semester.

3.3. Cards and Lists

In the implementation of academic administration, several cards and lists are used, including:

3.3.1. Study Plan Card (KRS)

1. KRS contains a list of courses the student will take in the semester concerned.
2. KRS is filled in by the joint student and approved by the academic adviser by signing his / her signature.
3. KRS is taken at SBP no later than three days before lectures start at the beginning of each semester.
4. KRS is submitted to the SBP.

3.3.2. Change of Study Plan Card (PKRS)

With the approval of the academic adviser, students are allowed to change the KRS (replace, add, or subtract) up to 10 (ten) working days of lectures (2 weeks). After this limit, changes to the KRS are no longer allowed.

The revised KRS must be submitted back to SBP no later than the end of the 2nd week of lecture work days.

3.3.3. Attendance List of Students and Lecturers (DHMD)

1. DHMD contains the name and student identification number (NPM) participating in the relevant course;
2. DHMD is signed by the student during the teaching and learning activities, as well as by the lecturer who teaches courses or assistants at the end of the activity;
3. DHMD is stored in SBP or lecturer who teaches courses.
4. DHMD which is kept by the lecturer who teaches the course on the last day of lecture, must be submitted to the SBP as an evaluation material for student attendance to be made DPNA.

3.3.4. List of Participants and Final Score (DPNA)

1. DPNA contains a list of names and NPMs of all students who take a course in accordance with DHMD;
2. DPNA is given by SBP to lecturer who teaches the course during the final exam of the semester and must be submitted back to the SBP no later than one week after the implementation of the course exam;
3. The original DPNA is kept in the SBP, the first copy is posted on the announcement board, and the second copy is kept by the lecturer who teaches the course.

3.3.5. Study Progress Card (KKS)

1. KKS contains the final score of all courses that the student has taken in the semester concerned and includes the maximum SKS load that can be taken in the following semester;
2. KKS issued by SBP Faculty of Pharmacy;
3. KKS is used as material for consideration in filling the KRS for the following semester;
4. KKS is made in 4 copies: for students, SBP, academic adviser, and study program.

3.3.6. List of Student Achievements (DPM)

1. DPM contains the Grade Point Average (GPA) of students for each batch in one study program, the number of semesters and the study load that has been taken, as well

- as the name and code number of the academic adviser. This DPM was made by SBP Faculty of Pharmacy.
2. DPM is approved and signed by the Vice Dean I.
 3. DPM is announced to students at the end of each semester.

3.3.7. Student Study Card (KSM)

Student Study Card (KSM) is a card used as proof / contract for taking courses by students in each semester, issued by SBP Faculty of Pharmacy after passing through the academic guidance. KSM issuance is adjusted to the needs of the Faculty of Pharmacy.

3.3.8 Academic Achievement Card (KPA)

Academic Achievement Card (KPA) is a card that contains the entire list of courses along with the grade of courses that students have taken / contracted during their studies, which can also be referred to as temporary academic transcripts or a collection of Study Progress Cards (KKS). The issuance of KPA is adjusted to the needs of the Faculty of Pharmacy.

3.4. Learning Activities

1. Students are not required to take a number of credits for certain courses, but are advised to take certain courses that are deemed necessary in Unpad Study Programs or outside Unpad (sit in), with the aim of enriching knowledge relevant to the dissertation research plan
2. Taking courses as mentioned in point a, is made based on the recommendation or approval of the Chief Promoter
3. Monitoring related to courses taken, attendance and research progress is carried out through monthly progress reports approved by the promoter and known by Study Program
4. If the research progress reporting process is not carried out through the monthly research progress form, the student concerned is not allowed to take part in the research progress seminar which is an SKS requirement that must be met during S3 study.

5. Administrative management related to taking courses outside Unpad is the responsibility of the student concerned.

3.5. Arrangement Promoter and Co-Promoter

1. During the process of dissertation, each student is directed and guided by the Promoter Team. The Chief Promoter must meet the following requirements::
 - a. Unpad Lecturers;
 - b. Qualify for Doctoral academic education;
 - c. Has an academic position as low as Associate Professor;
 - d. Qualified in the field of science that is in the same field or related to the Doctor of Pharmacy student or the field of knowledge taken by the student;
 - e. Has publications in reputable international journals within the last 5 (five) years; and
 - f. Has a research grant / roadmap.
2. Co- Promoter, Examiner Team, and Expert Oponent Team must meet the following requirements:
 - a. Unpad lecturers with doctoral academic education qualifications with the lowest academic position as associate lecturer are selected based on their specialization / scientific expertise;
 - b. Permanent lecturers of other universities with academic positions Professor / Associate Professor with Doctoral academic qualifications selected based on their specialization / scientific expertise;
 - c. Experts outside higher education institution with Doctoral academic qualifications selected based on their field of knowledge; or
 - d. Experts or practitioners selected based on the recognition of their specialization / expertise are qualified equivalent to the level of 9 (nine) KKNi.
3. Arrangement of Chief and Co-Promoter
 - a. The Rector's Decree signed by the Dean of the Faculty / Postgraduate School on behalf of the Rector, to the lecturer who is the Chief of the Promoter and the Co-Promoter no later than 1 (one) month after the

- prospective student is declared accepted and registers as a new student of Doctoral Degree in Unpad;
- b. Arrangement of the lecturer who is the Chief Promoter based on the LoA he wrote;
 - c. Co-Promoter are proposed by the Chief Promoter with consideration and coordination with the Head of the Doctoral Study Program;
 - d. The Promoter Team is a maximum of 3 (three) people consisting of a Chief Promoter and 2 (two) Co-Promoter;
 - e. The Chief Promoter is responsible for and coordinates with the Co-Promoter in the educational process of the student he/she supervises;
 - f. Promoter members are selected based on special expertise (substance) which is assigned to assist the Chief Promoter, and is responsible for the education process of the students they supervise;
 - g. If one of the Promoter Team is permanently incapacitated (for example, dies, works at home and abroad for more than 6 (six) months, retires or resigns), the following conditions apply:
 - a. If it occurs before SUR, replacement may be made;
 - b. if it occurs after SUR, no replacement may be made, except both are permanently unable;
 - c. if it occurs after SUR, the Chief Promoter is permanently unable, Co-Promoter may replace him/her, without the need for additional members of the Promoter;
 - d. replacement of a Co-Promoter is permitted, must be with a written statement from the old Co-Promoter (except death); and
 - e. after 6 (six) months there is no written statement from the old Promoter Team (Chief and Co-Promoter), the Head of Doctoral Study Program

has the right to propose a replacement for the Promoter Team.

1.2 Preparation of A Dissertation

1. Definition
 - a. The dissertation is the final scientific work of Doctoral students, made based on the results of research using scientific methods and principles;
 - b. The dissertation must have useful values for the development of science, both theory / concept and application;
 - c. The originality of the dissertation must be stated in a stamped letter and accompanied by a validation letter of the authenticity of the dissertation issued by the Faculty / Postgraduate School using anti-plagiarism software;
 - d. The dissertation is set at 25 (twenty five) SKS;
 - e. The structure and style of dissertation writing, such as outline, citation writing, notes (footnote or running note), bibliography, following the guidelines for dissertation writing that apply in the Doctor of Pharmacy Study Program.
2. The Relationship of the Dissertation with Scientific Articles write a dissertation manuscript in accordance with UR and based on research results published as scientific articles in reputable international journals (equivalent to Q3 Scopus).

1.3 Supervision

1. Supervision is carried out by the Promoter Team from the stipulation of the Dean's Decree of the Faculty of Pharmacy in the first semester until the completion of the dissertation.
2. The supervision process must be recorded in the study progress book (log book) as evidence of the learning process, and the Doctoral Study Program monitors and evaluates as a basis for conducting a performance review of students and the Promoter Team.

3. Monitoring by the Study Program is carried out through a monthly progress report that has been signed by the Promoter and submitted to the Study Program.
4. The Chief Promoter is required to provide a progress report on the progress of student studies at the end of each semester to the Dean of the Faculty of Pharmacy with the recognition of the Head of the Doctoral Study Program.
5. Research Proposal Seminar (SUR), Research Seminar (SHR), Dissertation Manuscript Review (PND), and Doctoral Promotion Session (SPD) can be held after the mentoring process and always begins with an administrative process.
6. Administrative registration for SUR, SHR, PND, and SPD activities no later than 2 (two) weeks prior to the implementation of the activity

1.4 Research Proposal Seminar (SUR)

1. SUR is a student research plan for the preparation of a dissertation. SUR is an open scientific forum that can be attended by students and lecturers.
2. SUR held no later than the end of semester III (three). Students who are late in implementing SUR will receive a warning letter from the Dean of the Faculty of Pharmacy.
3. Before being able to do SUR, students have at least 8 times supervision with the promoter team as evidenced by the supervise card and made a dissertation research proposal.
4. Students are required to take research methodology and philosophy of science (sit in) courses before conducting a research proposal seminar and submitting sit-in evidence
5. Students must attend the department's internal seminar before conducting a research proposal seminar and submit proof of attendance
6. Students who do not or have not implemented SUR by the end of semester III (three) are declared to have resigned.
7. After receiving the Promoter Decree, students discuss further with the Promoter Team (Chief and Co-Promoter) to

revise the Research Proposal (UR) draft, and then students with the permission of the Chief Promoter register for SUR.

8. Assesment of SUR

- a. SUR aims to evaluate the feasibility and provide suggestions for improvement of the Research Proposal (UR);
- b. SUR is carried out in a panel led by the Head of Study Program / Study Program Secretary / Faculty Leaders and can be attended by the Promoter Team and 3 (three) other lecturers as the Discussant;
- c. At the end of the SUR, the Promoter Team and the Discussant will provide a SUR feasibility assessment score with a range of 0-100 which will be converted to Letter Score (HM):
- d. If the numerical score obtained is below 68, the student must repeat SUR

| Final Score | Letter Score | Numerical Score |
|-----------------------|--------------|-----------------|
| $80 \leq NA \leq 100$ | A | 4 |
| $68 \leq NA < 80$ | B | 3 |

1.5 Research Progress Seminar

- 1. Students who have passed SUR, then make improvements to the research proposal to obtain the promoter's approval to do research
- 2. Every semester students must conduct research progress seminar 1, research progress seminar 2 and research progress seminar 3.
- 3. At the end of semester 4 before taking the SKS for scientific article publication, the minimum TOEFL score of students is 525.
- 4. Before being able to conduct research progress seminars, students must have submitted a research progress report that has been approved by the chief promoter to the study program at least three times in one semester and made at least two presentations regarding the progress of their research at the department's internal seminar attended by the promoter.
- 5. The research progress seminar is carried out in a panel led by the head of the research progress seminar which

is attended by the promoter and 3 other lecturers as discussants

6. At the end of the research progress seminar, the promoter team and discussant provide an assessment score with a range of 0-100 which will be converted to Letter Score (HM)
7. If the numerical score obtained is below 68, the student must repeat the research progress seminar

| Final Score | Letter Score | Numerical Score |
|-----------------------|---------------------|------------------------|
| $80 \leq NA \leq 100$ | A | 4 |
| $68 \leq NA < 80$ | B | 3 |

1.6 Research and Writing of Scientific Articles

1. During the research process, students write 1 (one) scientific article on topics that are in accordance with the dissertation research, which is part of the dissertation to be published in a reputable international journal..
2. Students submit scientific articles to reputable international scientific journals with the approval of the promoters who will act as co-authors, including the Unpad institution
3. The value of publication of scientific articles in reputable international journals is set at 15 (fifteen) credits, with a Letter Score (HM) assessment as follows:

| Journal Index | Letter Score | Numerical Score |
|------------------------|---------------------|------------------------|
| Q1 or Q2 or equivalent | A | 4 |
| Q3 or equivalent | B | 3 |

4. For students who can publish their research in a journal of at least 2 (two) Q3 Scopus articles, they can be given a letter score A for the publication of scientific articles.

1.7 Research Results Seminar (SHR)

1. SHR is a seminar held after students carry out research in the context of preparing a dissertation.
2. SHR is closed

3. Students discuss further with the Promoter Team (Chief and Co-Promoter) to write a research report, and then the student with the permission of the Chief Promoter takes the SHR.
4. Assessment of SHR
 - a. SHR aims to evaluate the feasibility and provide suggestions for improvement of research results;
 - b. SHR is carried out in a panel led by the Head of Study Program / Study Program Secretary / Faculty Leaders, attended by the Promoter Team and 3 (three) other lecturers as the Discussants. The discussant consisted of 3 lecturers (internal and external faculty)
 - c. At the end of the SHR, the Promoter Team and the Discussant provide a SHR eligibility assessment score ranging from 0-100;
 - d. Students are declared to have the right to advance to the Dissertation Manuscript Review (PND) stage if they get an average final score of at least 68;
 - e. Students improve their dissertation manuscripts based on input from the Discussants. Dissertation revision is discussed with and approved by the Promoter Team;
 - f. After receiving approval from the Promoter Team, students are entitled to conduct PND.
5. Students who can publish their research results in the Q1 Scopus journal do not need to do the SHR but still have to write a dissertation and PND book.

1.8 Dissertation Manuscript Review (PND)

1. The dissertation manuscript that has been completed and approved by the Promoter Team is submitted by students for further review by the Review Team.
2. PND requirements :
 - a. The proposal letter from the chief promoter that the student he/she supervises has finished carrying out research and writing a dissertation book and is feasible to proceed to the stage of the dissertation manuscript review
 - b. Have at least 1 article published in an international journal equivalent to Q3 Scopus. Published articles are the result of research and not review articles.
 - c. Minimal TOEFLscore is 525

- d. Submit a draft of the dissertation book
3. Based on the recommendation of the Chief Promoter and the approval of the Head of Study Program, the Dean assigns 3 (three) lecturers to become the dissertation manuscript review team to study the feasibility of the dissertation manuscript for a maximum of 1 (one) month. One review team must come from an institution outside Unpad.
4. The review team gave a score of 0-100 for feasibility assessment for the dissertation manuscript..
5. Students improve the dissertation manuscript based on input from the reviewer. The improvement of the dissertation manuscript is discussed with and approved and scored by the Promoter Team.
6. The PND score is a combination of the scores of the Reviewer Team and the Promoter Team which are declared entitled to advance to the Doctoral Promotion Session (SPD) stage if they get an average final score of at least 68 from the results of the dissertation manuscript review
7. SPD is conduct through a request letter from the promoter team

1.9 Doctoral Promotion Session (SPD)

1. SPD Requirements:
Doctoral Study Program students can take SPD if they meet the following requirements:
 - a. Has implemented PND and passed with a minimum score of 68;
 - b. Submit a letter of acceptance and a statement to be published at a certain period / articles that have been published from international journals at least 1 (one) Q3 Scopus and are not a review article. At least 1 (one) scientific article Q3 Scopus (written during the Doctoral Study Program) as a requirement for graduation from Doctoral Degree. Meanwhile, 1 (one) other scientific article has at least been accepted as a judicial requirement of "Cum Laude";
 - c. Improving the dissertation manuscript based on the reviews conducted by the Reviewer Team. Dissertation

- revision is discussed with and approved by the Promoter Team;
- d. After receiving approval from the Promoter Team, students are entitled to conduct SPD.
2. Conduction of SPD
- a. SPD is carried out openly for the scientific community and the general public to know about the eligibility of students to get a Doctorate degree in accordance with their scientific field. SPD can be attended by family, relatives, students, academics and other specially invited members of the community;
 - b. The SPD committee is determined by the Decree of the Dean of the Faculty / Postgraduate School on behalf of the Rector, consisting of:
 - 1) Chairperson and Secretary of the session;
 - 2) 3 (three) promoters;
 - 3) 3 (three) Expert Oponents, one of which is an external examiner;
 - 4) 1 (one) active Unpad Professor Representative.
 - c. SPD leaders are:
 - 1) The Chairperson of the Session is the Dean of the Faculty / Postgraduate School, or the Vice Dean of the Faculty / Postgraduate School, on behalf of the Rector of Unpad;
 - 2) The Secretary of the Session is the Vice Dean of the Faculty / Postgraduate School, or the Head of the related Doctoral Study Program.
 - d. Duties of the SPD Leader and Team of Examiners (Team of Promoters, Team of Expert Oponents, and Representations of Unpad Professors):
 - 1) The chairperson is in charge of guiding the entire trial program;
 - 2) The team of promoters, apart from being tasked with leading students to account for their dissertations in front of the Examining Team, also provides an assessment of student academic performance;
 - 3) The team of examiners (Expert Oponent Team and Unpad Professors' Representation in similar knowledge clusters with the student research field) is

- tasked with providing a comprehensive assessment of student academic performance.
- e. Students take SPD at the stipulated time, and the final dissertation manuscript must be bound in thick yellow (hard cover), and submitted to the SPD Leader, Team of Promoter, Expert Oponent Team and Unpad Professor Representation at least 1 (one) week before the SPD conduction;
 - f. After SPD and students stated passed, there is no more dissertation manuscript revision;
 - g. SPD lasts for a maximum of 2 (two) hours;
 - h. The SPD agenda is as follows:
 - 1) Foreword from the Chief Promoter about the background and feasibility of a student's dissertation to be defended in front of the SPD;
 - 2) Delivery of a summary of the dissertation by the student;
 - 3) The Promoter Team delivers a scientific accountability in relation to the research substance in accordance with the time allocation agreed by the SPD Committee;
 - 4) The examining team (Expert Oponent Team and Unpad Professor Representation) giving questions and objections to students according to the time allocation agreed by the SPD Committee;
 - 5) Questions and answers are not polemic or directive in supervision;
 - 6) After the session is over, an SPD Committee Meeting is held to assess the student's eligibility to become a Doctor and an announcement of the SPD exam results;
 - 7) After the announcement of the SPD exam results, the Promoter Team delivers messages, impressions, and hopes to the new Doctor;
 - 8) Delivery of SPD Pass Certificate, which is signed by the Chairperson of the Session and the Chief Promoter;
 - 9) Expression of gratitude from the new Doctor regarding the completion of Doctoral Degree at Unpad;
 - 10) The SPD session is closed.
3. SPD assessment

- a. SPD assessment based on presentations, questions and answers and submitted dissertation manuscripts;
- b. The Promoter Team and Expert Oponent Team as well as Unpad Professors' Representations gave overall scores on the presentation, question and answer and dissertation manuscripts by giving a score between 68-100;
- c. The mean score of the Promoter Team and the average score of the Expert Oponent Team and the Representation of Unpad Professors were added up, then divided by 2 (two) into the average SPD final score;
- d. Conversion of final score into letter score and numerical score uses the following guidelines:

| Final score | Letter Score | Numerical Score |
|-----------------------|--------------|-----------------|
| $80 \leq NA \leq 100$ | A | 4 |
| $68 \leq NA < 80$ | B | 3 |

3.6. Predicate of Graduation

1. The graduation judicium is based on the student's GPA as follows:

| Numerical GPA | Judicium |
|---------------|-------------------------------------|
| 3,00 - 3,50 | Satisfying |
| 3,51 - 3,75 | Very satisfying |
| 3,76 – 4,00 | Praise (with additional conditions) |

2. The predicate of graduation "Praise", has other additional requirements:
 - a. The study period does not exceed 8 (eight) semesters;
 - b. Have had at least 1 (one) accepted scientific article along with information that will be published at a certain period / has been published in a reputable international journal (Q3 Scopus) and is not a review article and 1 (one) additional scientific article in a reputable international journal (Q3 Scopus) with an accepted status;
 - c. Not repeating courses

3. Students who meet the "Praise" judicium, but do not meet the additional requirements in accordance with point b, then the graduation judicium is only determined "Very Satisfying".
4. Students who can produce HAKI products in the form of patents cannot replace the graduation requirements of the Doctor of Pharmacy Study Program, namely at least 1 scientific article published in the Q3 Scopus journal or become an additional requirement for the graduation juducium.

3.7. Grade Point (IP)

1. Grade point (IP) is a number that shows the achievement or progress of student learning in one semester.
2. IP is calculated at the end of each semester.
3. The calculation formula is as follows (rounding down if less than 0.05, rounding up if equal / more than 0.05).

$$IP = \frac{\text{Total (AM x SKS)}}{\text{Total SKS}}$$

3.8. Grade Point Average (IPK)

1. The Grade Point Average (IPK) is a number that shows a student's cumulative learning achievement or progress from the first semester to the last semester that has been taken.
2. IPK is calculated at the end of each semester.
3. The calculation formula is as follows (rounding down if less than 0.05, rounding up if equal / more than 0.05):

$$IPK = \frac{\text{Total (AM x SKS) the entire semester taken}}{\text{Total SKS the entire semester taken}}$$

4. IPK is used to determine the study load of the following semester.

- The range of IPK and the maximum number of credits a student can take in the following semester (according to the Unpad assessment guidelines).

| IPK range | Maximum number of SKS |
|-------------|-----------------------|
| 3,00 – 4,00 | 24 |
| 2,50 – 2,99 | 21 |
| 2,00 – 2,49 | 18 |
| 1,50 – 1,99 | 15 |
| < 1,50 | < 12 |

- IP and IPK are used as criteria to sanction academic and study evaluation at the end of the program.
- Students are allowed to take a semester study load that is less than the minimum allowable amount, but **are not allowed** to take a semester study load that is greater than the maximum allowable amount.
- The letters T and K are not used in calculating the IPK. The letter T must be changed to A, B, C, D, or E within **two weeks** after the letter T is announced.

3.9. Guidance and counseling

Guidance and Counseling aims to provide guidance and counseling assistance to Unpad students who have problems, both academic and non-academic in order to be able to overcome the problems at hand, and to develop their abilities and self-understanding in an effort to complete their studies..

Guidance and Counseling service procedures are as follows:

- Students can come to the faculty counselor lecturer on their own or at the advice of the guardian lecturer. The guardian lecturer will give a cover letter to the counselor lecturer.
- Student services at the University TPBK are only permitted on the basis of the consideration of the Faculty Leaders who will provide a cover letter, except in certain circumstances deemed emergency.
- Services for students who are recommended to transfer study programs, the following procedures apply:

- a. Submit a letter of application from students / parents / guardians to get guidance and counseling services.
- b. Include the academic transcript of the student concerned.
- c. Submitting a cover letter for the application for "Psychological Test" on behalf of the student concerned from the Head of the Faculty (Dean / Vice Dean I) / University Leaders (Rector / WR I) to TPBK University
- d. The findings and the results of the "Psychological Test" on behalf of the student concerned are from the University TPBK

To help students learn, the Faculty of Pharmacy assigns a guardian lecturer who will guide students while studying the Doctoral Program. The number of students supervised by certain guardian lecturers is adjusted to the ability of the Faculty of Pharmacy with the following conditions:

1. Basically, each lecturer can be a guardian lecturer who guides students for the entire program.
2. Guardian lecturers are required to keep in touch with students periodically to monitor the progress of their studies, at least at the beginning, middle and end of the semester; Guardian lecturers are required to have, fill in, and keep a Student Information File (BIM) book, both for academic guidance and personal guidance..

In summary, the duties of guardian lecturers are:

1. Helping students prepare a study plan, either a full study program or a semester program.
2. Give consideration to the student's guidance in determining the study load and types of courses to be taken, according to the IPK obtained in the previous semester.
3. Monitor the progress of the student's studies under their supervision.

At the beginning of the semester, the guardian lecturer holds a meeting with students to discuss the study plan of the entire program being taken. The things discussed are :

1. The estimated number of semesters a student will take to complete the entire program.

2. Direction of student studies.

The things that need to be considered in determining the course taking, namely:

1. A course that is a prerequisite for the next course.
2. Courses that are only presented in one semester (odd semester or even semester only) or presented each semester.
3. SKS weight for courses, with the understanding that the bigger the SKS weight, the heavier it will be.
4. Different forms of subjects (lectures, laboratory labs, seminars, clinical practicums, etc.) with different hours of learning activities.
5. Minimum attendance requirement is 100% in laboratory lab work and 80% in lectures (20% absence must be accompanied by a justifiable reason).
6. Semester study load, because too much can cause a low IPK which can lower IPK. This will determine the semester study load that can be taken in the following semester.
7. Elective courses available in the study program.

After discussing the whole program study plan, it is followed by the first semester study plan.

The student must fill in KRS with the approval of the guardian lecturer. The guardian lecturer gives considerations and suggestions for taking the semester's study load based on the end-of-semester IPK as a guideline, in addition to improving the overall study plan of the program by signing and stating their agreement with students;

1. The study load for the semester does not have to be the maximum number of SKS allowed on the basis of the IPK at the end of the semester
2. Guardian lecturers must pay attention to the number of letter score D obtained by students so as not to exceed the applicable provisions at the end of the entire program (not to exceed 20% of the cumulative study load).
3. To a certain extent personal difficulties can be accommodated by guardian lecturers, but if they cannot be resolved, it is advisable to be referred to the counselor lecturer at the Faculty of Pharmacy.

4. In the event that the guardian lecturer is unable to carry out their duties for a long enough time, the Head of the Faculty of Pharmacy is obliged to appoint a replacement.

3.10. Temporary Discontinuation of Study

Students can temporarily stop their studies with the Dean's permission according to the following conditions:

1. The maximum number of study terminations is two semesters, either consecutively or separately.
2. The mechanism for applying for a study suspension permit
 - a. Students submit a letter of application to the Head of the Study Program, which is known by the Lecturer Guardian / Academic Advisor by affixing a signature.
 - b. Application letters are submitted no later than 2 (two) weeks after lecture activities.
 - c. After considering the academic aspect (IPK and the amount of credit savings), the Head of the Study Program forwards the application to the Dean.
 - d. If you get the Dean's permission, then during the study suspension period, students are exempt from the BPP.
 - e. Study suspension is not taken into account within the maximum time limit for a student's study period.
 - f. Students who get permission to suspend their studies are not entitled to academic services.
3. Temporary study suspension without the permission of the Dean, will be subject to the following sanctions:
 - a. To re-register must submit a written application to the Rector, through the Dean.
 - b. The study suspension period without the Dean's permission is calculated within the maximum time limit for the study program.
 - c. Pay tuition fees payable, and for the next semester payment is charged according to the new student rate.
4. Stopping studies for two semesters consecutively or separately, with the reasons as mentioned in point 3 (2) after the previous semester obtained the letter K for all semester expenses, it is deemed to temporarily suspend studies with the permission of the Dean for two semesters; thus the student concerned is no longer allowed to temporarily stop his studies.

5. Temporary discontinuation of study should not be carried out on:
 - a. Semester I, and/or
 - b. Semester II, and/or
 - c. One and / or two semesters prior to the study deadline.

3.11. Graduation and Academic Degrees

1. To be eligible for graduation, students of the Doctor of Pharmacy study program must have graduated.
2. Students must submit scientific publications that have been published in journals. **Evidence of Submission of Scientific Publications**
 - a. Scientific article as a graduation requirement and “Cum Laude” judiciary: 1 (one) proof of publication of a scientific article from a reputable international journal (Q3 Scopus) which is not a review article can be in the form of proof of reprinting of scientific articles from reputable international journals, copies of scientific articles from reputable international journals the following URL or site address that can be accessed online along with scientific article manuscripts as well as 1 (one) additional scientific article in a reputable international journal (Q3 Scopus) with an accepted status;
 - b. Scientific article as a graduation requirement: 1 (one) proof of publication of a scientific article from a reputable international journal (Q3 Scopus), in the form of writing that is part of a dissertation, can be evidence of reprinting of scientific articles from reputable international journals, copies of scientific articles from reputable international journals below The URL or website address that can be accessed online along with scientific article manuscripts.
3. Doctoral Degree Students who have graduated to obtain a Certificate of Graduation with Academic Transcripts and Diplomas are required to: Submit hard and soft copies of the dissertation; Submitting a cover letter has completed the administration of the Doctoral Study Program.

4. Graduates can attend graduation if they have fulfilled the obligations as stated in point 3
5. Graduates of the Doctor of Pharmacy Study Program are given the right to use the academic title Doctorate (Dr.)

CHAPTER IV ACADEMIC SANCTIONS

Academic sanctions can be in the form of academic warnings and/or termination of studies. The study termination sanction is proposed by the study program/faculty and decided by the Rector.

4.1 Academic Warning

Academic warning is in the form of a letter from the Vice Dean addressed to parents/ guardians or funding institutions to inform student's lack of academic achievement or violations of other provisions. Academic warning is carried out to warn the student in order to not to experience the termination of study.

Academic warning is imposed on students who at the end of the second semester and the semesters thereafter have a GPA below 2.00 and / or the amount of credit savings is less than 50% of the total credits that should be taken.

4.1.1 Academic Warning Due to Administrative Negligence

Academic warning is imposed on students of the Master of Pharmacy Study Program who neglect administrative obligations (not registering / re-registration, etc.) for one semester.

4.2 Study Termination

With the stipulation of termination of study, it means that students are expelled from Universitas Padjadjaran because their performance does not comply with applicable regulations, administrative negligence, and/or negligence in participating in learning activities. Reports on student conditions who must be given an academic warning as a result of negligence, attached with the proof of academic achievement and/or evidence of negligence.

1. A warning letter to the student concerned from the Faculty Leader (Dean/Vice Dean)

2. A letter requesting consideration of students who have violated the law from the Faculty Leader (Dean /Vice Dean) to the Faculty Senate.
3. The decree violate /does not violate the law on behalf of the student concerned from the Faculty Senate
4. A letter of application for termination of study on behalf of the student concerned from the Faculty Leader (Dean / Vice Dean) to the University Leaders (Rector / Vice Rector I)
5. Letter of approval / rejection of the study termination of the student concerned from the University Leadership (Rector / Vice Rector I)
6. Academic transcripts that have been taken by the student while studying at Universitas Padjadjaran, signed by the Head of the Faculty (Dean/Vice Dean)

Study termination is imposed on students who experience one of the conditions that exceeds the set cumulative study time limit.

4.2.1 Termination of Study Due to Administrative Negligence

Termination of study is imposed on students of the Pharmacy Masters Study Program who stop their studies for two consecutive semesters or at different times without the permission of the Rector.

4.2.2 Termination of Study due to Failure to Participate in Teaching and Learning Activities

Termination of study is imposed on the Master of Pharmacy Study Program that has registered or re-registered administratively, but:

1. at the end of semester II (two) obtains a GPA below 3.00;
2. at the end of semester I (one) and semester II (two) obtain a letter of quality below C;
3. at the end of semester III (three) has not conducted a Seminar of Research Proposal or has not passed a Seminar of Research Proposal for the second time;

4. at the end of semester VIII (eight) cannot complete the study;
5. at the end of semester VIII (eight) does not or does not have scientific articles according to the graduation requirements;
6. for 2 (two) consecutive semesters or at different times do not register;
7. doing things that defame the good name of the alma mater (Unpad), commit plagiarism, and / or violate scientific ethics.

4.3 Other Academic Sanctions

1. Academic sanctions are imposed on students who commit disrespectful actions in the teaching-learning process, both academic and non-academic, or violate the law, and / or commit immoral acts.
2. The determination of academic sanctions for certain cases (data plagiarism, discussion plagiarism, not mentioning sources, norms and ethics) is determined based on a recommendation from the Faculty / Graduate School Team.
3. The handling of plagiarism cases refers to the applicable regulations in Unpad and the prevailing laws and regulations.
4. The types of academic sanctions are determined based on the prevailing laws and regulations by the Advisory Commission, which consists of:
 - a. University representatives (Rector / Vice Rector for Academic and Student Affairs / Director of Education and Student Affairs); and
 - b. Representatives of Masters Education administering institutions (Dean of the Faculty / Postgraduate School, Deputy Dean, Chairperson / Secretary of the Masters Study Program, and Chief Advisor).
5. The results of the Advisory Commission agreement are then followed up by signing the Minutes as the basis for determining the decision.

4.3.1 Not completing KRS and not participating in Teaching and Learning Activities in Semester I and / or Semester II

Students who have registered administratively in semester I and / or semester II, either filling in KRS but not participating in teaching-learning activities or not completing KRS at all, without justifiable reasons, are considered resigned and subject to study termination sanctions.

4.3.2 Not Filling KRS

Students who have registered or re-registered administratively, but do not complete KRS (do not participate in teaching and learning activities) without justifiable reasons, are subject to the following sanctions:

1. Given a stern written warning by WD I not to repeat;
2. The semester left is calculated within the maximum time limit for completion of the study;
3. If this action is repeated, either in the following semester or in another semester, students will be subject to study termination sanctions.

4.3.3 Resign After the Change of KRS

Students who withdraw from one or more courses after the KRS change deadline without a justifiable reason (for example, illness, accident, or accident) are subject to the following academic sanctions:

1. The courses that are abandoned are declared not passing (given the letter quality E);
2. The letter E quality is used in calculating the Grade Point Average (GPA);
3. Got a warning letter from Vice Dean to not repeat.
4. The abandoned semester is calculated within the maximum time limit for completion of the study;
5. If this action is repeated, either in the following semester or in another semester, students will be subject to termination of their studies

4.4 Sanctions for Non Academic Violations

If a student commits a violation, after discussing it with the Faculty Senate, he will be subject to special sanctions, while the handling of criminal matters will be left to the authorities. The types of violations are like:

1. Violation of Law

Students who violate the law are subject to special sanctions in the form of academic suspension during the legal process, after being discussed with the Faculty Senate, while criminal matters are handed over to the authorities. Students who violate the law and have been legally found guilty by a court that has permanent legal force, will be subject to sanctions in the form of termination of study by the Rector. in accordance with applicable regulations.

2. Violation of Moral Ethics and Professional Ethics

Students who violate moral, professional ethics (examining patients / clients without supervision, making prescriptions, conducting consultations without supervision, etc.), falsifying signatures and the like, will be subject to sanctions in the form of suspension by the Dean until termination of studies by the Rector.

3. Violation of Academic Ethics

Students who violate academic ethics, including cheating, plagiarizing (papers, reports, Final Project Reports, Thesis, etc.), plagiarism, leaking questions or similar, will be subject to sanctions in the form of academic suspension by the Dean until termination of studies by the Rector.

4.5 Other Sanctions

All activities that disturb public order and immoral acts in the campus environment are subject to sanctions in the form of warnings up to termination of studies.

Basically every student has the right to carry out various activities as part of the academic community, however, as in human life in general, it must be avoided from committing

actions that can be categorized as crimes. These actions include:

1. Brawls between students, whether carried out inside or outside the campus environment that cause damage to other people's property and / or injured victims. The perpetrator of an act that causes damage or a victim of injury may be subject to the provisions of Article 406 of the Criminal Code concerning the destruction of property and Article 351 of the Criminal Code concerning persecution. The provisions in Article 406 and Article 351 of the Criminal Code can also be imposed on demonstrations that are disorderly and cause riots resulting in damage to other people's property and / or injured victims.
2. Drinking alcohol, both inside and outside the campus environment that disturbs public security. The provision that can be imposed is Article 492 regarding public security breaches.
3. Using narcotics, either for yourself or giving narcotics to others both inside and outside the campus environment. The provisions that can be imposed are Article 84 and Article 85 of Law no. 22 of 1997 on Narcotics.

In certain cases, the faculty may issue its own decisions that do not conflict with the legal or regulatory provisions above.

CHAPTER V INFRASTRUCTURE

5.1 Facilities

The Faculty of Pharmacy Unpad provides complete, self-owned and adequate facilities to ensure the smooth running of the Tridharma of Higher Education, in order to produce graduates who meet the specified competencies.

The facilities available at the Faculty of Pharmacy Unpad consist of a collection of books, scientific journals (physical and electronic), internet access, computer facilities, notebooks, tablets, LCD projectors, printers, digital cameras, scanners and complete laboratory instruments. Internet network already uses optical fiber with a bandwidth of 84 Mbps. All academicians can easily access the internet, due to the availability of adequate access points in all areas in the Faculty of Pharmacy Unpad.

Several courses in the Pharmacy Masters Program have taken advantage of the e-learning program at Universitas Padjadjaran. This program uses Moodle open source and can be accessed at <http://elearning.unpad.ac.id/kuliahonline/>. PS Masters students can access library facilities on the Unpad campus at Jalan Dipati Ukur Bandung which since 2017 has moved to the Jatinangor campus. This library is known as CISRAL-Unpad or Center of Information Scientific Resources and Library of Universitas Padjadjaran. CISRAL has implemented a digital library since 2003 and to date has a collection of 200,000 (two hundred thousand) books. Another advantage of CISRAL UNPAD is the search for books using the Online Public Access Catalog (OPAC), namely the automated CISRAL book collection tracking system subscribing to electronic journals (e-journals) related to PSPA UNPAD. CISRAL also has facilities such as a Multi Media room to be able to use the internet and access e-journals and e-books, which consists of: Sampoerna Corner room which provides reading books, internet facilities, TV, DVD and CD-Rom. There is a reading room (readingroom) and there is a computer and WiFi that can be used by users. Online access to the collections of the Universitas Padjadjaran library can be done through: Electronic Library (<http://lib.unpad.ac.id/>), Electronic

Journal (<http://jurnal.unpad.ac.id/>), Knowledge Management (<http://repository.unpad.ac.id/>) and Online Public Access Catalog (OPAC) (Opac.unpad.ac.id). The central library of Universitas Padjadjaran has various facilities provided to make it easier for the academic community to access the library collections online. Apart from the university website as a vehicle for information, faculty websites were also developed. Until now, it has a book collection of around 200,000 (two hundred thousand) copies. There are various references available in the pharmacy faculty library which can be accessed online by the PSMF academic community including e-books and e-journals..

Another advantage of CISRAL Unpad is book search using the Online Public Access Catalog (OPAC), a book collection tracking system. CISRAL subscribes to an electronic journal (e-journal) which can be accessed by students of the Faculty of Pharmacy Unpad. In addition, CISRAL also subscribes to electronic books (e-books) in various fields of science. CISRAL also has facilities such as a multi-media room to access e-journals and e-books in the form of the Sampoerna Corner, which also provides books, TV, DVD and CD-Rom. At CISRAL, there is a reading room that provides computers and WiFi.

In addition to the facilities at the Faculty of Pharmacy, students also can access various facilities in the classroom, administration room, laboratory, laboratory center, meeting room, sports facilities (badminton indoor sports hall, futsal field, soccer field, and basketball court), art activity room, activity room student affairs, health facilities, ATM platforms, bookstores, canteens, central library, mosque, Technical Implementation Unit (UPT) Medical & Health Center, Unpad Teaching Home (RSP), arboretum, on-campus transportation facilities and other facilities located on three campuses Unpad located in Bandung, Jatinangor and Arjasari.

Students can also access various facilities owned by other parties, such as the facilities at the Hospital dr. Hasan Sadikin Bandung, PT. Prodia Widya Husada and BATAN as well as facilities in various pharmacies, pharmaceutical industries, hospitals and government agencies (Balai POM and Puskesmas).

In the next five years, the Faculty of Pharmacy plans to increase the availability of various facilities, including the addition of laboratory instruments (HPLC, FTIR, UV spectrophotometer, densitometer, PCR, refrigerator, freeze dryer, dissolution device, SPE-vacuum and CO2 incubator), additional equipment. at the Unpad Educational Pharmacy-Kimia Farma, adding office equipment (electronics and furniture), teaching equipment, adding library collections and increasing internet bandwidth.

The management information system and ICT (Information and Communication Technology) facilities used by the Faculty of Pharmacy Unpad are in the form of:

1. Hardware in the form of a computer connected via an intranet and the internet.
 - a. Cable network & hot spots covering all areas of the Faculty of Pharmacy, both inside and outside the building.
 - b. 3 servers
 - c. 143 personal computers, 39 notebooks, 9 tablets and 12 Hubs.
 - d. The use of PABX as many as 16 points for direct communication services between divisions and between administrative rooms.
2. A sufficient number of licensed software
 - a. Licensed Windows Operating System and *Office Applications (Microsoft Certificate Agreement)*, plus *Open source* applications such as Linux
 - b. Otomigen X automation *software* and GDL 4.2 *Digital Library software* which are connected to the IDLN (*Indonesia Digital Library Network*) used in the Unpad Faculty of Pharmacy Library and can be accessed through <http://farmasi.unpad.ac.id/perpustakaan>
 - c. *Moodle E-learning* Universitas Padjadjaran for *e-learning* applications, can be accessed at <http://elearning.unpad.ac.id/kuliahonline/>
 - d. *Plagiaricek software*, is a student's thesis antiplagiarism *software*, which can be accessed via a LAN network.

SIAT (Integrated Academic Information System) <https://siat.unpad.ac.id/> was built to facilitate and integrate all

systems related to academic information both in the fields of education and teaching, research, community service and other support. SIAT can be accessed via <https://siat.unpad.ac.id/index.php/login> (for operator login), <https://students.unpad.ac.id/> (for student login) and <https://staffs.unpad.ac.id/login> (for lecturer login).

SIAT contains:

1. PACIS (Padjadjaran Academics Information System) <http://pacis.unpad.ac.id>
Application for processing academic data which includes data for new students and old students, the finance department and BAA (Academic Administration Bureau).
The facilities there are:
 - a. Student registration and registration.
 - b. Up date student status.
 - c. Student bio and profile.
 - d. Payment process (e-payment).
 - e. Online Graduation.
2. PADI (Padjadjaran Admission) <http://padi.unpad.ac.id>
Applications for data processing of Unpad Entrance Examination (SMUP) participants include:
 - a. Purchase number and PIN for online registration.
 - b. Division of the exam room.
 - c. Exam attendance.
 - d. Pass participant report.
3. Registration (<http://pendaftaran.unpad.ac.id>)
Application for online registration processing, which includes:
 - a. Fill in participant biodata.
 - b. Checklist of required documents.
 - c. Announcement portal.
 - d. Download proof of registration.
4. Students (<http://students.unpad.ac.id/>)
This application was built as an information portal for Unpad students. The facilities contained in it are:
 - a. Filling in student biodata (for up date).
 - b. Registration information and billing form.
 - c. Academic information.
 - d. KRS Online.
 - e. Academic calendar

- f. Test scores
 - g. Class schedule and lecture
 - h. Evaluation of learning outcomes (questionnaire)
- This application was originally called the student portal with the address <http://mahasiswa.unpad.ac.id>, which has now changed to become student students.
5. e-Office (Padjadjaran Linked Mail) <http://siat.unpad.ac.id/eoffice>
Application / system provided to process incoming and outgoing mail workflow in the Universitas Padjadjaran environment. The facilities provided include:
 - a. Incoming Mail System.
 - b. Outgoing Mail System.
 - c. Mail Tracking.
 - d. Document Management.
 6. *SIMAK BMN (State Property Accounting Management Information System) is an off line reporting system for the use of state property.*
 7. Online Alumni Database, is an online alumni database system that can be accessed through <http://farmasi.unpad.ac.id/data-alumni>.

SIAT has also been integrated with PDPT-DIKTI data (Higher Education Database) or <http://forlap.dikti.go.id> through a web service that is connected between Universitas Padjadjaran and Kemenristekdikti, to function as evaluation reporting on study programs each semester.

5.2 Infrastructure

The Faculty of Pharmacy Unpad provides complete, self-owned and adequate facilities to ensure the smooth running of the Tridharma of Higher Education, so as to produce graduates who meet the specified competencies.

In 2015, the infrastructure for the Faculty of Pharmacy Unpad was more complete with a grant from the IDB (Islamic Development Bank) in the form of 2 new buildings, complete with the facilities. This new 3-story building, which is named Laboratory Building 2, contains classrooms and laboratories, which are integrated with research rooms, discussion rooms and lecturers' workrooms. A new 2-story Dean building,

contains rooms for faculty and study programs management, academic and administrative service rooms, small meeting rooms, plenary meeting rooms and other rooms needed to support the learning process, including an auditorium room for larger events. The two buildings complement the Laboratory 1 Building, which consists of classrooms, tutorial rooms, CBT Center and laboratories, which are integrated with research rooms, discussion rooms and lecturers' workrooms.

Classrooms, tutorial rooms and discussion rooms are used for lecture activities. The tutorial room is used for lectures using the SCL learning method and student comprehensive sessions. The auditorium room is used for guest lectures, guest visits or as a paper-based examination room (Paper Based Test). The Computer Based Test (CBT) method was conducted at the CBT Center.

Various laboratories and dry laboratories (Teaching Dispensatory), student research workspaces are available for use by students. The spacious library room is equipped with an adequate reading room. Comfortable open space for study and discussion, canteen, BEM Kemafar room, music room with band and angklung equipment and sports field. A large vehicle parking lot can meet the parking needs of lecturers, students and guests. Unpad Faculty of Pharmacy has Unpad-Kimia Farma Educational Pharmacy, medicinal plant garden and Padjadjaran 3 Dormitory for first year students. The Faculty of Pharmacy Unpad also has a fostered village, namely in Cilayung Village, Jatinangor District, Sumedang Regency, as a place for routine community service implementation.

In addition to infrastructure at the Faculty of Pharmacy Unpad, students can also access various academic and administrative infrastructure, laboratories, laboratory centers, meeting rooms, sports infrastructure (badminton indoor sports hall, futsal field, football field, and basketball court), art activity room, student activity room. Health facilities, ATM platforms, bookstores, canteens, central libraries, mosques and the Technical Implementation Unit (UPT) of the Medical & Health Center which provides health services in the form of Emergency Unit (UGD), doctoral practice, outpatient care, inpatient care and referral to a more complete hospital (generally the Hasan Sadikin Hospital). Universitas Padjadjaran also has Unpad

Teaching Hospital (RSP), arboretum and other infrastructure located on three Unpad campuses located in Bandung, Jatinangor and Arjasari.

Unpad Faculty of Pharmacy students can also access various infrastructures owned by other parties, such as the facilities of dr. Hasan Sadikin Bandung, PT. Prodia Widya Husada and BATAN. In the next five years, there will be expansion of the CBT space.

CHAPTER VI RESEARCH, COMMUNITY SERVICE AND COOPERATION

6.1 Researches

Various researches by lecturers of the Doctor Program in Pharmacy at the Faculty of Pharmacy Unpad are funded from various sources. At the university level, there is ALG (Academic Leadership Program) research funding for professors and PUPT (Higher Education Excellence Research) funds. National scale research, such as Competitive Grants according to National Priorities, Foreign Cooperation Grants and International Publications, National Strategic Competitive Grants and Incentive Programs are funded by the Ministry of Research, Technology and Higher Education, the Ministry of Health and several private institutions. The amount of the grant varies depending on the qualifications of the researcher, the scale of the research and the final product produced. Research is generally carried out in groups involving lecturers, students and educational staff, which produce scientific publications, patents and commercial products.

All research activities in the Doctor Program in Pharmacy at the Faculty of Pharmacy Unpad are carried out in an integrated manner and in coordination with the Directorate of Research, Community Service and Innovation (DRPMI), Universitas Padjadjaran. Monitoring and evaluation of activities and reporting is carried out regularly by faculties, universities and funders to ensure the quality, relevance and productivity of activities.

Most of the research results from the academic community of the Doctor Program in Pharmacy at the Faculty of Pharmacy Unpad are used as materials for learning / education and are applied in the community in the form of community service activities. The results of this research are also published in the form of scientific presentations or scientific articles in accredited national journals and reputable international journals. This is in accordance with the vision of the Master of Pharmacy Study Program at the Faculty of Pharmacy Unpad, namely "Becoming a Superior Study

Program in the Implementation of Research-Based and International Competitive Masters in Pharmacy Education in 2024" and one of the points on its mission is "Organizing research-based master of pharmacy demands of the user community and international competitiveness". Research-based education and community service (Transformative Learning) are the hallmarks of Universitas Padjadjaran in organizing higher education tridharma activities.

Currently, the Faculty of Pharmacy Unpad has 4 scientific journals that are published regularly, namely "Farmaka" as a forum for publication of Unpad Faculty of Pharmacy students, "Indonesian Journal of Clinical Pharmacy I" as an accredited national scientific journal, "Indonesian Journal of Pharmaceutical, Science and Technology" as a publication. National scientific journals have not been accredited as well as international journals "Pharmacology and Clinical Pharmacy Research". Each journal has special personnel (lecturers and education staff) who are trained in professional journal management.

6.2 Community service

Service / community service activities for lecturers of the Doctor Program in Pharmacy at the Faculty of Pharmacy Unpad are funded by various sources, including from Unpad DIPA funds in the form of priority PPM (Community Service) funds and integrated KKNM-PPMD funds. Other sources of funds come from the Ministry of Research and Technology in the form of grants (IbM Grants) and other institutions such as PT. Prodia, PT Kimia Farma and the West Java Provincial Health Office in the form of a cooperation fund.

The amount of funds from DIPA Unpad can fund outreach activities, training or simple demonstrations, while other sources of funds are able to fund entrepreneurship programs or application of research results for the community.

Various service / community service activities are applications of the research results of the Unpad Faculty of Pharmacy academic community, in accordance with the vision of the Unpad Faculty of Pharmacy Master of Pharmacy Study Program, namely "Becoming a Superior Study Program in

Organizing International Competitive Research-Based Master of Pharmacy Education in 2024". This is also in accordance with one of the points on its mission, namely "To carry out community service by taking advantage of research results in the field of pharmacy". Research-based education and community service (Transformative Learning) are the hallmarks of Universitas Padjadjaran in organizing higher education tridharma activities.

The Faculty of Pharmacy Unpad has a fostered village, namely Cilayung Village, Jatinangor District, Sumedang Regency as a routine location for the implementation of services / community service from the academic community of the Faculty of Pharmacy Unpad.

All service / community service activities at the Faculty of Pharmacy Unpad are carried out in an integrated manner and in coordination with the Directorate of Research, Community Service and Innovation (DRPMI), Universitas Padjadjaran. Monitoring and evaluation of activities as well as reporting are carried out periodically by faculties, universities and funders to ensure the quality, relevance and productivity of activities.

6.3 Cooperation

To increase the quantity and quality of higher education tridharma activities, the Master of Pharmacy Study Program at the Faculty of Pharmacy, Universitas Padjadjaran has collaborated with various agencies, both at home and abroad. This collaboration is coordinated by the Research Manager, PPM, Innovation and Cooperation, Faculty of Pharmacy Unpad.

6.3.1 Cooperation in the Education Sector

In the field of education, the Doctor Program in Pharmacy at the Faculty of Pharmacy, Universitas Padjadjaran has collaborated with various universities that provide pharmacy education throughout Indonesia, which are members of the Indonesian Pharmacy Higher Education Association (APTFI). APTFI regularly holds meetings to improve the quality and standardization of pharmaceutical master's education in Indonesia.

The Doctor Program in Pharmacy, the Faculty of Pharmacy, collaborates with various universities abroad in the form of guest lectures, workshops and bench marking. The guest lectures and workshops that have been held involve teaching staff from Gunma University (Japan), Yonsei University (Korea) and Universiti Sains Malaysia (USM), Chiba University (Japan), National University of Singapore (Singapore).

Bench marking activities for several staff of the Pharmacy Faculty Master of Pharmacy Study Program have been carried out to various universities in Indonesia and abroad, such as the College of Pharmacy, Monash University (Australia).

Educational collaboration with institutions abroad has provided opportunities for further study for lecturers and alumni of the Faculty of Pharmacy Unpad at universities where cooperation, lecturers in collaborating institutions become resource persons for public lectures, guest lectures, international workshops or seminars, organizing joint international seminars and student exchanges and lecturers.

To improve the competence of graduates, the Doctor Program in Pharmacy has collaborated with the pharmaceutical industry, pharmaceutical wholesalers, government agencies and various pharmaceutical service facilities, such as pharmacies, hospitals and health centers, especially as presenters in public lectures, guest lectures, workshops and national / international seminars. The collaborating parties also provide feedback used for improvement and evaluation of curriculum and graduate competencies.

6.3.2 Research Cooperation

In the field of research, the Doctor Program in Pharmacy at the Faculty of Pharmacy Unpad has collaborated with various institutions at home and abroad. Research collaborations that have been established with various domestic agencies include LIPI, BPPT, BATAN, PT. Kimia Farma, PT. Prodia, PT. Jamu Borobudur, Darya Padma Enoes, PT Inertia Utama, PT Midix Graha Farma, PT Martina Berto, and various pharmaceutical

service facilities, such as pharmacies, hospitals and health centers, especially as a place for student and lecturer research.

Research collaborations that have been established with various foreign agencies include:

1. *Post Doctoral Research* at Toyama Medical and Pharmaceutical University (Jepang).
2. *Joint Research* with Hohenheim Universitat (Stuttgart, Jerman).
3. *Joint Research* with University of the Phillipine (Manila, Filipina).
4. *Post Doctoral Research* at Department of Pharmacy and Biology Munich University (Jerman).
5. *Training Course* at Faculty of Agriculture Kyoto University (Jepang).
6. *Joint Research* with Osaka Prefecture University (Jepang).
7. *Post Doctoral Research* at Institut of Pharmacy – Ludwig Maximilliam (Munich, Jerman).
8. *Post Doctoral Research* at Department of Chemistry, University of Braunschweig (Jerman).
9. *Post Doctoral Research* at Freie Universitat Berlin – Jerman.
10. *Sandwich Research* with Yonsei University (Korea).
11. *Joint Research* with Graduate School of Medicine, Gunma University (Jepang).
12. *Sandwich Research* with INSA, Toulouse (Perancis).
13. *Joint Research* with Monash University, Australia.
14. *Joint Research* with Universiteit Twente
15. *Joint Research* with Vrije University
16. *Joint Research* with Universitas Pompeu Fabra Barcelona
17. *Joint Research* with Faculty of Science Leiden University
18. *Joint Research* with Chiang Mai University
19. *Joint Research* with China Pharmaceutical University
20. *Joint Research* with Vienna University
21. *Joint Research and double degree program* with Rutgers University the state of new jersey
22. *Joint Research* with Tsukuba University
23. *Joint Research* with Chiba University
24. *Joint Research* with Groningen University
25. *Joint Research* with Glouchestershire University

6.3.3 Cooperation in the Field of Community Service

In the field of community service, the Doctor Program in Pharmacy at the Faculty of Pharmacy Unpad provides services in the form of self-medication training, pap smear examinations and free medical examinations, in collaboration with PT. Prodia and PT. Kimia Farma. In addition, various health education activities were carried out in collaboration with BPJS and the Indonesian Ministry of Health.

To improve the quality of pharmaceutical care, the Doctor Program in Pharmacy of the Faculty of Pharmacy has collaborated with the West Java Provincial Health Office in the form of clinical pharmacy training for health workers at health centers.

In 2005, the academic community of the Doctor Program in Pharmacy at the Faculty of Pharmacy participated in building the image of herbal medicine as a traditional Indonesian medicine, through the Traveling Exhibition on Jamu in 4 countries, namely Indonesia, the Netherlands, Singapore and Greece. This activity was held in collaboration with the National University of Singapore (Singapore), Leiden University (Netherlands), Maich University (Greece), Martha Tilaar Foundation and Bapak Anak Agung Gde Agung.

In 2010 and 2017, the Unpad Faculty of Pharmacy Doctor Program in Pharmacy held international seminars, expos and workshops on herbal medicine. In this activity, the community was introduced to the existence of herbal medicine as a traditional Indonesian medicine which has gone global.

Faculty of Pharmacy Unpad also has an Education Pharmacy, which collaborates with PT. Kimia Farma Apotek, as a place for implementing education, research and community service for lecturers and students of the Faculty of Pharmacy.

The satisfaction statement of the collaborating parties was obtained from the feedback form and questionnaire provided by the Faculty of Pharmacy Unpad, either by email or given during direct visits.

CHAPTER VII STUDENT AND ALUMNI

7.1 Student

7.1.1 Student Development System

The main objective of student development in the Doctor program in Pharmacy at the Faculty of Pharmacy Unpad is to support and endeavor to complement intracurricular activities with co-curricular activities, so that graduates have added value in the form of organizational experience, actualization and self-development, sensitivity to the surrounding environment and upholding the value of togetherness.

Since 2015, Students of the master Program in Pharmacy have a forum to carry out student activities together with students of the Clinical Pharmacy Study Program and the Doctor Program in Pharmacy in the Postgraduate Student Association of the Faculty of Pharmacy, Universitas Padjadjaran. Some of the activities that have been carried out in 2016 and 2017 are the provision of workshops "How to Publish in Accredited National Journals and Reputable International Journals" in collaboration with the Indonesian Clinical Pharmacy Journal and seminars and HPLC training for research. Apart from academic activities, postgraduate associations also regularly carry out sports and arts activities together with Kemafar.

7.2 Alumni

Universitas Padjadjaran Postgraduate Program alumni are gathered in the Unpad Postgraduate alumni association. One of the goals of the establishment of this alumni association is to provide input to the study programs, especially in the curriculum, in order to be more applicable and in accordance with the actual situation in the field.

Consequently, alumni of the Doctor Program in Pharmacy is member of the Faculty of Pharmacy Unpad alumni association, which are not separated from the postgraduate alumni association. To date, there are 4000 alumni registered

at the Faculty, who are spread across the nation. The Alumni Association, embodied in the **Alumni Association of the Faculty of Pharmacy** as part of the **Alumni Association (IKA) Universitas Padjadjaran**. This association is a forum for all alumni, both undergraduate, pharmacists and masters who have AD/ART, vision - mission and work programs that are in line with both academic and non-academic educational goals at the Faculty of Pharmacy, Universitas Padjadjaran. Alumni association is seen as one of the important pillars in the progress and development of the institution. The name of the Faculty of Pharmacy Alumni Association is the **Ikatan Alumni Universitas Padjadjaran Komisariat Fakultas Farmasi (KOMFAK Farmasi)**.

The active role of alumni in collecting and providing financial assistance has been demonstrated both in the form of individuals and on behalf of the Faculty of Pharmacy Unpad. Since 2011, formal fundraising has been carried out with the Decree of the IKA Pharmacy Unpad Management which reforms the membership by carrying out her-registration and is required to pay member fees. 50% of the fundraising results are allocated to be donated to the Faculty in the form of scholarships and assistance for faculty activities. Almost every year IKA Pharmacy conducts major activities in the form of national seminars and alumni gatherings. In the big event, a number of funds were collected which were used to assist the faculty according to agreed needs. In addition, there are also scholarships for student study assistance from various generations.

The Alumni Association donates educational facilities in the form of books, equipments and research materials that are donated/lent as well as provides places for simulation of drug counseling for students who will work in the service sector in order to help implement education in the faculty of pharmacy. In addition, the alumni workplace can also be used as a research place for master students of the Faculty of Pharmacy.

Alumni have formed a wide and strong network through the institutions where theywork to provide information such as job vacancies, training activities and seminars. In addition, social networks such as Facebook and the mailing lists on the *yahoo group* and WhatsApp (instant messaging application)

have also strengthened friendship, communication and information between alumni with their alma mater. This network is also often used as a means of information on job vacancies for new alumni.

Alumni also play an active role in providing input on learning activities such as being involved in the curriculum evaluation process, therefore the material provided can meet the needs of stakeholders. As one example, in the alumni forum there is a community of alumni who work in industry who provide input related to the curriculum in order to in order to be in synergy with the field of work.