

ACADEMIC GUIDELINES



PHARMACY STUDY PROGRAM
FACULTY OF MATHEMATICS AND SCIENCE
UNIVERSITAS ISLAM INDONESIA
2022

VALUES | INNOVATION | PERFECTION

FOREWORD

Bismillahirrohmanirrohim,

Alhamdulillahirabil'alamien. Praise be to Allah Ta'ala for the abundance of His blessings and love. Shalawat and greetings are always given to the Prophet and His noble servant, Sayyidina Muhammad SAW, his family, companions and descendants.

As part of the Pharmacy Study Program's efforts to improve the quality of services and graduates through the availability of an effective and efficient student academic guidance system, an academic guidance guide for students is needed by an Academic Advisory Lecturer (DPA). This guide complements other guidance activities that have also been carried out by lecturers of the Pharmacy S1 Study Program, such as the Ta'lim guide (Qur'ani Self development), the final assignment guidance guide, and so on. This academic guidance guide contains the objectives of academic guidance, the requirements to become a DPA to the MINIMAL frequency of academic guidance carried out by the DPA every semester.

With the publication of the Academic Guidance Guide by the DPA, it is hoped that the students of the Bachelor of Pharmacy Study Program can study better and become Muslim scholars who are knowledgeable and do scientific deeds.

Furthermore, thanks to the drafting team in particular and to all parties who have participated in contributing to the completion of the Academic Guidance Guide by the DPA Pharmacy Study Program.

Yogyakarta, 01 September 2022
Head of the study program

apt. Muhammad Hatta Prabowo, M.Sc., Ph.D.

Vision

The UII Pharmacy Study Program serves as a reference in the development of pharmaceutical science at the national level and is able to take part at the global level and produce graduates with adequate abilities to carry out pharmaceutical work according to the field of work that is based on noble character and is oriented towards the benefit of the community.

Mission

1. **Education:** Organizing education according to national standards and globally oriented to produce pharmacy graduates who are ready to work and as prospective pharmacists who are ready to meet the demands of competency standards set by the Indonesian Pharmacists Association
2. **Study:** Carry out research that supports the development of pharmaceutical science and practice that can be utilized by the people of Indonesia and the world by prioritizing the empowerment of local wisdom that is oriented towards improving health status
3. **Devotion:** Community Disseminate science and technology in the pharmaceutical field so that the community can benefit from it at the local, national and international levels
4. **Islamic Da'wah:** Growing and disseminating Islamic values through the formation of exemplary characters among the academic community and integrating Islamic values in the development of pharmaceutical science and practice

PSF UII Goals

1. **Education:** Producing pharmacy graduates who are ready to do pharmaceutical work according to their field of work and also as prospective pharmacists who are ready to meet the demands of competency standards set by the Indonesian Pharmacists Association
2. **Study:** Produce research works that support the preservation and development of local wisdom to support the development of pharmaceutical science and practice that can be utilized by the people of Indonesia and the world
3. **Community dedication:** Contribute to efforts to improve the health and welfare of the community through the dissemination and utilization of pharmaceutical science and practice
4. **Islamic Da'wah:** Integrating Islamic values in the educational process to produce pharmacy graduates with noble character and in the development of pharmaceutical science and practice oriented to the benefit of the community.

Graduate Profile

The UII Pharmacy Study Program is committed to producing pharmacy graduates with adequate abilities to carry out pharmaceutical work (care givers) according to their field of work, supported by leadership (leader and manager) and qualified communication skills (communicator) and a life-long learner. and disseminator of knowledge (teacher) oriented to problem solving (researcher and decision maker) based on noble character and passion to provide the greatest benefit to the community (entrepreneur)

We STRIVE to be PRECISE

The noble character to be achieved refers to the main noble character possessed by the Prophet which is translated as follows:

1. Siddiq

Honesty and integrity in carrying out the work that is the duty and authority

2. Trust

Responsibility, dedication and discipline in carrying out the work that is the duty and authority based on a sincere attitude

3. Fathonah

Careful and thorough in drawing conclusions and actions related to work that is the duty and authority by prioritizing the principle of win-win solutions and the common good.

4. Tabligh

Dare to convey correct and accountable information while still prioritizing etiquette, as well as compassion and social sensitivity.

TABLE OF CONTENTS

TITLE PAGE..... **1**

FOREWORD..... **2**

TABLE OF CONTENTS..... **5**

ACADEMIC GUIDELINES..... **6**

ACADEMIC GUIDELINES

A. Introduction

The mandate of Law No. 14 of 2005 concerning Teachers and Lecturers states that lecturers are required to have qualifications of pedagogic competence, personality competence, social competence, and professional competence to carry out their functions, roles and positions in the education and learning system. This implementation is one of the efforts to achieve the vision, mission, goals (VMT) of the Pharmacy Study Program (PSF) so that it can produce a predetermined graduate profile. One of the media for fostering and developing these four lecturer competencies is through the assignment of lecturers as academic supervisors (DPA).

The role of DPA in forming the profile of PSF graduates is actually very important and strategic in order to direct, monitor, anticipate, and provide solutions to various problems that can occur in the development of PSF student studies. This is intended so that PSF students are able to undergo the study period on time with the fulfillment of learning objectives marked by the achievement of a GPA and adequate graduate companion certificates. In this regard, the implementation of academic guidance activities by DPA is an important and inseparable part in the effort to realize the VMT of the UII Pharmacy Study Program.

B. Definition of Academic Guidance

Academic guidance is provided by DPA to each student in planning and completing the study period at PSF properly according to the study period specified in the curriculum (8 semesters). Each student is entitled to receive guidance from DPA at least 3 times each semester. This academic guidance service can be carried out in the form of consultations both to students individually and to students in groups. Facilities that can be used in academic guidance are Google Class facilities through DPA services, as well as WhatsApp Group, or zoom or google meet platforms for discussions that require a quick response or when face-to-face coaching is not possible. Besides that,

In carrying out academic guidance, basically DPA who already have pedagogic competence, personality competence, social competence, and professional competence act as care givers, teachers, and communicators. The functions of the Academic Advisor are:

1. As a Care Giver, understanding the background of students to assist in identifying and recognizing interests, potential and academic abilities, as well as the appropriate type of student learning; directing, guiding students to find solutions and strategies in studying at PSF.

2. As a teacher, helping to formulate student study plans in preparing the courses to be taken each semester as well as suggestions for research fields, which are in accordance with interests, potential and academic abilities so that students can study smoothly; provide motivation to students in undergoing lectures at PSF; identify students' academic or non-academic problems that have the potential or that have caused the student's studies to fail; remind, advise when students do things that should not be done; accompany and provide solutions and recommendations for the results of the evaluation of student learning outcomes both to students and their parents/guardians
3. As a Communicator, prioritizing compassion and etiquette in communicating directly or indirectly with students, parents/guardians, and parties related to academic and non-academic problems as well as when submitting suggestions/recommendations/solutions to problems experienced by students.

C. Purpose of Academic Guidance

Student academic guidance activities by DPA aim to:

1. Realizing the vision, mission, goals and quality targets of the Pharmacy Study Program through fostering and developing pedagogic competencies, personality competencies, social competencies, and lecturers' professional competencies through assignments as DPA.
2. Produce graduates who can complete their studies on time (8 semesters) with a high Grade Point Average (GPA), and have various academic and non-academic achievements that can facilitate increased utilization of their knowledge and knowledge in the world of work.

D. Academic Advisor

Academic Advisory Lecturer (DPA) is a permanent lecturer who is appointed and entrusted with the task of DPA based on the Rector's Decree to guide students during their study period at PSF so that they can complete their studies according to the specified study period (8 semesters).

DPA is responsible for assisting, guiding, and assisting students to have good learning attitudes and behavior and later is expected to produce quality graduates in accordance with PSF's graduate learning outcomes (CPL).

E. Academic Advisory Lecturer Requirements

1. Permanent lecturer at the Department of Pharmacy, Faculty of Mathematics and Natural Sciences, Islamic University of Indonesia.
2. Have a Decree of the Rector of UII as a DPA
3. Understanding the process of education and learning in the Indonesian Islamic University
4. Understand the academic system, curriculum composition, and coaching and counseling techniques.
5. Graduated from prajab and has been a permanent lecturer for at least 6 months.

F. Duties, Functions, and Authorities of Academic Advisors

1. DPA tasks
 - a. Instilling Islamic values and principles as well as UII's.
 - b. Directing, guiding, and fostering student ethics.
 - c. Provide direction and guidance to students in preparing study plans, provide consideration of courses and semester credit loads taken as well as effective learning strategies according to the type of student learning to improve academic and non-academic achievements. And can complete the study period in accordance with the PSF quality goals.
 - d. Developing learning motivation that supports student success in taking the study period at PSF
 - e. Identify academic and non-academic problems and provide solutions and/or recommendations for resolution.
 - f. Monitoring and evaluating studies on a regular basis on the progress of student studies.
2. DPA function

The function of DPA is to provide academic guidance to students during their study period at PSF.
3. DPA Authority
 - a. Make a special mentoring schedule either directly or through coordination with the PSF manager and students. DPA is required to provide direct periodic guidance during the student's study period, at least 3 times in one semester and record it in an academic guidance card or other available forms of mentoring records. This 3 times academic guidance includes the time before the key-in, after the UTS, and before the UAS which is held every semester.
 - b. Regulate technical (procedures) for the implementation of guidance either through face-to-face or through the use of information technology and other available facilities.

- c. Provide signing and ratification of documents related to student mentoring and other documents that require DPA approval.
- d. Receive a copy of the Semester Result Card (KHS) of the student he/she mentors at the end of each semester, evaluate the success of the student's study through the KHS by giving special notes to each student based on the results of their study assessments.
- e. Receive notifications of student conditions and developments from the academic division and/or PSF managers related to academic and non-academic problems experienced by students.
- f. If needed, DPA can consult with the PSF manager, or a more competent party in the process of assisting in solving academic and non-academic problems experienced by students.

G. Student Rights and Obligations in Guidance

1. Student Rights

- a. Obtain information about the time and schedule of academic mentoring
- b. Obtaining both academic and non-academic guidance according to the specified schedule in order to complete the study period on time.
- c. Get an explanation about the system facilities and academic equipment at PSF FMIPA, Islamic University of Indonesia, such as in terms of designing courses (key in) and using academic information service applications (UNISys) through activities coordinated by FMIPA.
- d. Obtaining the results of an evaluation of the learning progress he has taken.
- e. Get direction, guidance in developing potential, interests and talents to improve academic and non-academic abilities.
- f. Obtain recommendations for further guidance (if needed) from the university-level counseling service unit, including Professional Counseling Services and Peer Counseling Services.

2. Student Obligations

- a. Maintain the ethics and good name of UII.
- b. Carry out all guidance obligations such as facing directly with DPA or communicating through information technology facilities and other facilities as a form of remote guidance as agreed.

We STRIVE to be PRECISE

DPA GUIDANCE PROCESS FLOW

The following scheme is the time for the implementation of the MINIMAL student mentoring that must be carried out by the DPA Supervisor in the Pharmacy Study Program FMIPA UII

DETAILS OF ACTIVITIES	Initial Assessment	Minimum Guidance Every Semester		
		First Guidance	Second	Third
EXECUTION TIME	First Lecture	Before Key in	After UTS	Before UAS
SPECIFIC OBJECTIVES MINIMUM GUIDANCE	Knowing the background, interests, potential of students, and helping students identify the type of learning	Provide advice, input the number of credits, courses/practicum to be taken and good learning strategies	Directing students to reflect on the learning process that has been undertaken and to reflect on the acquisition of UTS scores; develop learning strategies for the next lesson	Directing students for learning strategies to face UAS

*) Guidance outside of the implementation time can be carried out either individually or in groups according to student needs (discussion on choosing TA topics, submitting leave, selecting KKN schedules, applying for scholarships and so on)

We STRIVE to be PRECISE



DPA INITIAL ASSESSMENT ABOUT STUDENTS

1. Hobby :.....
2. Organizational experience :
3. Achievement (academic and non-academic) :.....
4. Mandatory prayer habits
a. routine b. Often c. Rarely d. Never
5. The habit of reading
a. routine b. Often c. Rarely d. Never
6. Student learning type
a. Visuals b. Auditory c. Kinesthetic d. Combination..... e. Others are.....
7. The choice to become a student of the UII Pharmacy Study Program
a. Alone b. Parents c. Brother d. Others are.....
8. Student communication type
a. Open b. Closed c. Others are.....

Special note about students

(Family/economic/psychological/social problems/etc)

Yogyakarta,

DPA

(.....)

We STRIVE to be PRECISE

**REALIZATION OF ACADEMIC SUPERVISORS GUARANTEE SHEET
PHARMACEUTICAL STUDY PROGRAM**

Lecturer Name :

Date	Guidance Realization		Number of Student Attendance	Lecturer's Initials
	Meeting to	Guidance Material Details		

We STRIVE to be PRECISE

