

PROCEDURE MANUAL
DETERMINATION OF STUDENT ADMISSION QUOTA



Master Program in Biomedical Science
Faculty of Medicine Universitas Brawijaya
2016



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PROCEDURE MANUAL: DETERMINATION OF STUDENT ADMISSION QUOTA

Objectives

To improve efficient and effective implementation of determining student admission quota to ensure and improve quality of teaching and learning process for all part of student body (newly admitted students and other in-progress students) in Master Program of Biomedical Sciences.

Scope

Determination in size of quota for student admission each semester refers to these 3 (three) considerations:

1. Capacity of classroom
2. Capacity of laboratory
3. Ratio between lecturer and student

Quota determination is conducted via meeting between these elements below:

1. Leader of faculty
2. Head of study program
3. Secretary of study program
4. Permanent lecturer of study program
5. General affair body of faculty
6. General affair body of study program
7. Quality assurance unit of study program

Definition

Determination of student admission quota is a process to decide number of new students to be admitted into program study in each semester. It is important so that all part of student body will be able to receive adequate support during their study from Master Program in Biomedical Sciences Faculty of Medicine Universitas Brawijaya.

Related Party

Admitting candidate, admitted student, student body, lecturer, supporting staff, Quality Assurance Unit.

Internal Control System

Person in charge : Vice Dean I (Academic Affair)

Technical implementer : Head of Master Program of Biomedical Sciences

Required Document

List of lecturer (including FTE, workload and number of student under his/her guidance), quota of total classroom, quota of laboratories.

Related Units

Study Program, Faculty, Center Office Universitas Brawijaya

References

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Details of Procedure

1. Study program collects data about classroom and laboratories regarding their availability and capacity which is usable by Master Program of Biomedical Sciences for the upcoming semester. Study program also collects data about prediction of lecturer workload for the upcoming semester. All collected data must be verified to be used as basis in determining student admission quota
2. Study program, together with leader of faculty, permanent lecturers, general affair body of faculty and general affair body of study program conducts a meeting to determine student admission quota based on collected and verified data. Output of the meeting is student admission quota for the upcoming semester
3. Study program conducts student admission process
4. Study program conducts a meeting for student admission with leader of faculty and permanent lecturers. The meeting will evaluate academic prospect of each admitting candidate. Output of the meeting is decision of admitted candidates to become new students.
5. Study program sends letter of acceptance to each admitted candidate, and letter of renunciation for each rejected candidate.

FLOWCHART

