



RECTOR'S DECREE OF HASANUDDIN UNIVERSITY
NUMBER 08792/UN4.1/KEP/2023

CONCERNING

**ESTABLISHMENT OF STANDARD OPERATING PROCEDURES (SOP) FOR
THE ADMISSION OF NEW STUDENTS FOR MEDICAL SPECIALIST
EDUCATION PROGRAM (PPDS) AFFIRMATION PATHWAY AT FACULTY
OF MEDICINE OF HASANUDDIN UNIVERSITY**

RECTOR OF HASANUDDIN UNIVERSITY

Regarding: The letter from the Deputy for Prevention and Monitoring of the Indonesian Corruption Eradication Commission (KPK) Number UND/2462/LIT.05/10-15/11/2022 dated November 8, 2022.

Considering:

- a. that in the context of effectiveness, efficiency, transparency and accountability in for the admission of new students through Medical Specialist Education Program (PPDS) Affirmation Pathway at Faculty Of Medicine of Hasanuddin University, it is deemed necessary to implement Standard Operating Procedures (SOP);
- b. that for the interest of point 'a' above, decree letter is necessary;

Bearing in mind:

1. Acts Number 20 of 2003 concerning the National Education System;
2. Act Number 12 of 2012 concerning the Higher Education;
3. Regulation of Government Number 23 of 1956 concerning the Establishment of Hasanuddin University
4. Regulation of Government Number 4 of 2014 dated January 30, 2014 concerning The Implementation of Higher Education, and The Management of University
5. Regulation of Government of the Republic of Indonesia Number 82 of 2014, dated October 17, 2014 concerning the Establishment of Hasanuddin University as the Legal Entity State University (PTN-BH) (Supplement to LN 2014 Number 303)
6. Regulation of Government Number 53 of 2015 dated July 22, 2015 concerning the Statute of Hasanuddin University PTN-BH;

Catatan :

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7. Regulation of Ministry of Education and Culture Number 48 of 2022 concerning New Student Admission in the Higher Education;
8. Circular Letter of Corruption Eradication Commission (KPK) Number 9 of 2023 concerning Governance Improvement of the Admission of New Students for Independent Pathway;
9. Regulation of Academic Senate of Hasanuddin University Number 32064/UN4.2/UM.07/2016 dated June 23, 2016 concerning Opening, Closing, Transferring, Managing and Reactivating Study Programs in Hasanuddin University;
10. Regulation of Rector Hasanuddin University Number 36621/UN4.1/PP.37/2017 dated December 14, 2017 concerning New Student Admission at Hasanuddin University;
11. Regulation of Rector Hasanuddin University Number 7/UN4.1/KEP/2019 concerning the Implementation of specialist Program in Hasanuddin University;
12. Regulation of Rector of Hasanuddin University Number 12/UN4.1/2022 dated July 1, 2022 concerning Organization and management of Hasanuddin University.
13. Regulation of Rector of Hasanuddin University Number 12/UN4.1/2022 dated August 22, 2022 concerning Organization and management of Faculty/School in Hasanuddin University
14. Decree of Board of Trustee Number 5/UN4.0/KEP/2022 dated April 21, 2022 concerning Dismissal of the Rector of Hasanuddin University for the 2018-2022 Period and Appointment of the Rector of Hasanuddin University for the 2022-2026 Period;

HEREBY DECREES

To enact: **DECREE OF THE RECTOR OF HASANUDDIN UNIVERSITY CONCERNING THE ESTABLISHMENT OF STANDARD OPERATING PROCEDURES (SOP) FOR THE ADMISSION OF NEW STUDENTS FOR MEDICAL SPECIALIST EDUCATION PROGRAM (PPDS) AFFIRMATION PATHWAY AT FACULTY OF MEDICINE OF HASANUDDIN UNIVERSITY HASANUDDIN UNIVERSITY.**

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- FISRT:** to enact Standard Operating Procedures (SOP) for the admission of new students for Medical Specialist Education Program (PPDS) Affirmation Pathway at Faculty of Medicine of Hasanuddin University, as stated in the attachment of this decree letter.
- SECOND:** this decree is effective as of the date of enactment under the condition that if there is any mistake in this decree letter, it will be corrected accordingly.

Enacted in Makassar
On September 18, 2023
RECTOR



JAMALUDDIN JOMPA
NIP 196703081990031001

Cc:

1. Head of Academic Senate of Unhas
2. Vice-Rectors of Unhas
3. Secretary of University of Unhas
4. Deans of Faculty/School of Unhas
5. Heads of Bureau and Directors of Unhas
6. Heads of Faculty/School Administration

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Attachment : Decree Letter of Rector of Hasanuddin University
Number : 308792/UN4.1/KEP/2023 on September 18, 2023
Concerning : Establishment of Standard Operating Procedures (SOP) of the admission of new students for Medical Specialist Education Program (PPDS) Affirmation Pathway at Faculty of Medicine of Hasanuddin University.

I. Objectives of Affirmation Program

1. This program aims to increase the role of Hasanuddin University in fulfilling specialists in areas that need specialist services. This program provides greater opportunities for medical graduates to take Specialist Doctor Education from areas that need specialist services, especially in the Academic Health System Regional VI and Eastern Indonesia.
2. The University, in this case the Faculty of Medicine and certain Specialist Study Programs within the scope of the Medical Specialist Education Program, provide quotas for prospective candidates who meet the requirements that will be regulated in this program. The amount of the quota is proposed by the Study Program to the Faculty and proceeded to the University level in each semester according to the conditions of the Study Program.

II. Requirements of Medical Specialist Education Program (PPDS) Affirmation Pathway

A. General Eligibility:

1. Age of Candidates:
 - Maximum of 39 years old for Specialist Education

Note: Maximum age: has not yet reached his/her (n+1) birthday at the time of starting education based on the academic calendar
2. Period of the previous study
 - The study period of medical education for Specialist education candidates ≤ 10 years calculated based on the date of graduation or the date of the first UKMPPD.
3. Grade Point Average (GPA) of the previous study
 - For Specialist Education: Profession GPA or GPA (Bachelor+Profession) $\geq 2,75$. For international graduates (adaptation program) GPA in line with MBBS score/value.
4. Candidates must sign-up on the registration website and follow the admission process of the CPPDS conducted by study program, faculty, and university.
5. Candidates must meet the minimum requirements from various assessment aspect established by study program.

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B. Specific Eligibility:

1. Have an active employment contract with local governments even after the completion of study.

Document: have a statement letter concerning the commitment to return serving the local community after graduation signed by candidates and local government.

2. Have a sponsorship from local government, central government, or other state institutions.

Document:

- a. A Certificate letter of sponsorship signed by sponsor (local government, central government, or other state institutions).
 - b. A letter from sponsor (local government, central government, or other state institutions) for the Rector of Unhas regarding the proposed name that will receive funding for the PPDS affirmation program in Faculty of Medicine, Hasanuddin University (The financial supports at least covers single tuition fees and operational Costs for Hasanuddin University (in this case to be used by the Study Program/Faculty which will later be determined in the Rector's Decree)
3. Have a legally enforceable cooperation agreement with the proposing sponsor (local government, central government, or other state institutions) concerning the agreement on the obligation to serve in the proposing area.

C. Eligibility for Proposing Institution:

1. The proposing institution must fall into category of Remote and Underdeveloped Areas, Borderland and Outlying Islands (DPTK) and is incapable of providing services due to the lack of human resources in the specialist field (proven by a document on the need for specialist human resources from the RSUD or the local Health Office)
2. Have a hospital service facility that does not yet have adequate medical specialist (proven by a recommendation document from the Director of the Hospital/RSUD)
3. Provide financial support for prospective candidates of the medical specialist education affirmation program (can be a supplementary document for employee who have served and will continue to serve to the area concerned)
4. The financial support at least includes tuition fees and assistance with operational costs for Hasanuddin University institutions which will be determined in the Rector's Decree.
5. Make a legally enforceable statement that will employ the candidate after graduation to the appointed service area.
6. The proposing institution must submit a report to the University / Faculty of Medicine / Study Program and PPDS manager regarding the employment of candidate who have graduated.

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D. Administration Eligibility

1. Application letter addressed to the Dean of the Faculty of Medicine Unhas
2. Registration form printed from the portal <https://regpmb.unhas.ac.id> and has been signed on 10k stamp
3. Photo copy of legalized certificate of graduation (bachelor and profession)
4. Photo copy of legalized academic transcript of Professional Stage.
5. Certificate letter from the first UKMPPD.
6. Curriculum vitae
7. Photo copy of BPJS card
8. For civil servants (PNS) / regional employees, proof documents as civil servants (photo copy of the last legalized decree letter or Employee Card)
9. Copy of STR from KKI that is still valid at the time of registration, and for STR that are in the process of being extended must attach a receipt from KKI.
10. Certificate letter of Internship completion for candidates who undergo an internship program
11. Certificate letter of active employment signed by direct superior.
12. For PNS, a letter of permission from the direct superior / manager known by the Regional Personnel Agency (BKD) or local government and for central / military / police PNS, a letter of permission from the direct superior / manager of the institution.
13. Certificate of accreditation of the previous Professional and University (LAM- PTKes accreditation for Faculty of Medicine and BAN-PT for University). For international graduates, attach a certificate of accreditation of the previous overseas university or university of adaptation program.
14. Recommendations from the Health Office / Local Government for civil servants / non-civil servants who will get funding and / or have a contract agreement to return to service area (can include an agreement in front of a notary with the Ministry of Health / Regional Hospital / Local Government for post-education placement).
15. Reference letter from Peers from the field of Specialization of interest (the purpose is for prospective Candidates to get information about the specialist profession of interest in preparation for the selection and is not limited to references from certain peers and regions). All recommendations / references are signed no more than 6 (Six) months at the time of registration and are not recommended from the Dean, Deputy Dean, Head of the PPDS Center, Head of Department and Head of Study Program from the study program in Hasanuddin University.
16. One (1) colored photograph of 4x6 size.
17. Statement letter that states being not-registered in other formal education (10k stamped)
18. Permission Letter to continue education from spouse / parents (10k stamped)
19. Other related documents if needed (leave letter for study, sponsorship / scholarship certificate from KEMENKES, LPDP, TM / POLRI and others)

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E. Admission Procedure:

1. Candidates search for information on available Study Programs on <https://regpmb.unhas.ac.id>.
2. Candidates sign-up an registration account on <https://regpmb.unhas.ac.id>.
3. Candidates choose the registration pathway, namely the PPDS Affirmation Pathway
4. Candidates enter their phone/Whatsapp (WA) number and name without title.
5. Candidates click register/print the registration bill.
6. Candidates make payment for registration fee through the Bank designated by Hasanuddin University. The phone / WA number is the user ID and the Access Code / PIN serves as the password printed on the receipt.
7. Candidates complete the online form on <https://regpmb.unhas.ac.id>.
8. On the Login form page, candidates enter their phone number/WA in the user ID and Access Code / PIN in password.
9. Candidates who have made a payment but cannot log in with an access code from the bank can send the receipt to the Helpdesk number.
10. Candidates select the Education Level and Study Program on <https://regpmb.unhas.ac.id>.
11. Candidates fill in the Biodata Form and upload the required documents.
12. For verification purposes, candidates are required to print the form, send the registration file in 2 (two) copies as well as the requirements documents via delivery services to
 - a. PPDS Affirmation Pathway is mailed to: Head Office of Specialist Doctor Education Program (PPDS) Faculty of Medicine, Hasanuddin University, Jl. Perintis Kemerdekaan Km. 10 Tamalanrea Campus Makassar (90245).
 - b. Documents must be delivered no later than 1 (one) day after printing the form and received at each address mentioned above according to the specified date.
13. Candidates who meet the requirements will then take a Medical Check-up conducted at Dr. Wahidin Sudirohusodo Makassar General Hospital (RSWS) or Hasanuddin University Hospital (Unhas Hospital) according to a predetermined schedule (medical check-up flow information can be downloaded: <https://regpmb.unhas.ac.id/files/001005/upload/ALUR MCU RS UNHAS.pdf>)
14. Candidates must participate in:
 - a. Academic Potential Test (TPA) (Online)
 - b. Indonesian Language Test (Online)
 - c. English Proficiency Test (EPT) (Online)
 - d. Minnesota Multiphasic Personality Inventory (MMPI)
 - e. Major Field Test
 - f. Clinical/Practical Skills Test
 - g. Interview

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15. Candidates print the Exam Card after the documents are verified and eligible by the University Admissions Committee.
16. Candidates print the exam card on A4 paper (color) by clicking the Verification Results menu. The printed Exam Card shall be shown to the exam supervisor before the exam begins.
17. Candidates must carefully read the information on the Exam Card about the day, date, time, and exam materials.
18. For candidates who have purchased the registration fee but do not register online according to the schedule, they will be declared invalid and the registration fee is not refundable.
19. Candidates must attend the network connection checking conducted at least 1 (one) day before the exam (the schedule can be seen on the exam card).
20. Online Examination, Result Announcement, and Re-registration:
 - a. Candidates should be present 1 hour before the exam starts and the time zone used is Central Indonesian Time (WITA).
 - b. Candidates prepare a computer/laptop with Microsoft Windows operating system (OS) to work on questions.
 - c. Candidates are required to use the Zoom application via mobile phone and camera and audio must be on.
 - d. ID and Zoom Password will be notified 1 (one) day before the exam by the committee through WhatsApp Group (group information can be obtained through the helpdesk).
 - e. The position of the candidates' mobile phone camera is directed at the computer/laptop monitor and the candidates' faces.
 - f. Candidates must ensure the condition of the device used is in good condition and a stable internet network in their respective places.
 - g. Candidates log in with their respective accounts on <https://regpmb.unhas.ac.id> to work on questions.
 - h. Monitoring / Attendance of Examinees is carried out through Zoom.
21. Announcement of Exam Results can be accessed online through each candidates' account.
22. Candidates who have passed the exam must re-register and complete the payment of Single Tuition Fees (UKT) for Semester 1 (one) according to a predetermined schedule.
23. New students are required to follow the New Student Admission ceremony.

F. Entrance Exam Assessment Procedure

1. The proportion of the assessment of the PPDS Affirmation Pathway is divided into 3 (three) with their respective percentage: university level (25%), faculty level (35%) and study program level (40%).

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2. At the University level the assessment component consists of: (a) Indonesian Language Test; (b) English Proficiency Test (EPT); and (c) Academic Potential Test.
3. At the Faculty level, the assessment components consist of: (a) MMPI Test; and (b) Faculty level interview.
4. At the study program level, the assessment components consist of: (a) Scientific Field Test; (b) Interview; and (c) Clinical/Practical Skills Test.
5. The MMPI test is conducted by the Psychiatry team of RSPTN UNHAS/RS Dr. Wahidin Sudirohusodo.
6. Indonesian Language Test, English Proficiency Test (EPT) and Academic Potential Test are conducted by the Hasanuddin University Level Committee.
7. The Interview Team at the Faculty level is determined and enacted through a Dean's Decree.
8. The Interview Team at the Study Program level is proposed by the Head of the Study Program and enacted through a Dean's Decree.
9. The interview points at the faculty level consist of administrative availability of prospective students, commitment to study completion and finance.
10. The interview points at the study program level consist of the commitment of prospective candidates in participating in the education process and the availability of support related to the education process.
11. The study program must be involved in the process of preparing Major Field Tests questions, including interviews.
12. Major Field Test is theoretical exams that can be given in the form of Multiple-Choice Question (MCQ), case essay exams or other forms of theoretical exams.
13. Skills/Practice tests include study program competencies.
14. The test scores are inputted into the <http://portalreg.unhas.ac.id> system directly.
15. Assessment process is managed by the system directly and is based on value weighting.

G. Admission Decision Procedure

1. After the entire process of tests is carried out, the system will immediately recapitulate the exam result data based on the proportion of the assessment and issue a sequence of student name results along with the scores obtained in the system.
2. The new student admission committee at the University level holds a recommendation meeting attended by the Deputy Dean for Academic and Student Affairs, Head of Study Program from each Faculty / study program and the Manager of PPDS no later than 2 (two) weeks after the exam.
3. The Rector through the University Level New Student Admission Committee organizes a Focus Group Discussion (FGD) for determining graduation which is attended by the Rector, Vice Rector, and Dean of the Faculty no later than 2 (two) days after the recommendation meeting.

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4. Shortlisted candidates are determined based on the minimum score obtained from each component (university and study program).
5. Successful candidates can be considered based on affirmation, partner cooperation and environmental development.
6. The results of the FGD are then enacted through the Rector's Decree and announced online in each candidates' account on <https://regpmb.unhas.ac.id>.

RECTOR,



JAMALUDDIN JOMPA
NIP 196703081990031001

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