

Internal Quality Assurance
Internal Quality



ADDITIONAL STANDARDS



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI
PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

SK. Menteri Hukum dan HAM Republik Indonesia Nomor AHU-AH. 01.06-0012143 Tanggal 11 Maret 2020

Akte Notaris Hari Bagyo, S.H., M.Hum. Nomor 1 Tanggal 3 Maret 2020

Jl. Lontar No. 1 (024) 8454775, Semarang 50125

Email : yplpptgrisemarang@gmail.com

DECISION

**BOARD OF YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI
PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

Number: 064/Kpts/3.1/YPLP PT PGRI/III/2023

**REGARDING
THE INTERNAL QUALITY ASSURANCE SYSTEM OF
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG

- Considering : a. that the Yayasan Pembina Lembaga Pendidikan Perguruan Tinggi PGRI Semarang is the organiser of Universitas Persatuan Guru Republik Indonesia Semarang;
- b. that in order to achieve the vision of Universitas Persatuan Guru Republik Indonesia Semarang, which is excellent and distinctive, it is necessary to have standards for the implementation of the four pillars of higher that exceed the National Standards for Higher Education;
- c. that the implementation of the four pillars of higher education can be carried out effectively in accordance with applicable regulations;
- d. that for the purposes of points a and b and c above must be stipulated by a Decree of the Yayasan.
- Having regard to : 1. Law Number 20 of 2003 concerning the National Education System;
2. Law No. 12 of 2012 on Higher Education;
3. Government Number 17 Year 2010 Concerning Management and Implementation Education;
4. PGRI Articles of Association and Bylaws 2019;
5. Articles of Association of YPLP PT PGRI Semarang 2007;
6. Statutes of Universitas Persatuan Guru Republik Indonesia Semarang 2019;
7. Decree of the Supervisor of YPLP PT PGRI Semarang No. 022/Kpts/1.1/YPPT PGRI /II / 2020 regarding the Appointment of the Board of Yayasan Pembina Lembaga Pendidikan Perguruan Tinggi PGRI Semarang Term of Office XXII.
- Taking into consideration : 1. The minutes of the University Senate's Deliberation of Universitas Persatuan Guru Republik Indonesia Semarang, No. 016/BA/SENAT/UPGRIS/III/2023 dated 1 March 2023;
2. The Approval Sheet for the SPMI Policy Document, document code: K-SPMI-UPGRIS-01 dated 31 March 2023.

DECIDES

- To enact : **DECISION OF THE BOARD OF YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PERSATUAN GURU REPUBLIK INDONESIA SEMARANG REGARDING THE INTERNAL QUALITY ASSURANCE SYSTEM OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**
- First : Approves the Internal Quality Assurance System of Universitas Persatuan Guru Republik Indonesia Semarang as set forth in the annex to this decision.
- Second : This decision shall take effect on the date of its enactment, and if any errors are found in this decision at a later date, corrections shall be made as necessary.

Issued in Semarang
On the date of 31 March 2023

YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG

Chairman of the Board


Dr. Bunyamin, M.Pd.
NPA PGRI 12011700084



Secretary of the Board


Drs. Sardju Maheni, M.Pd.
NPA PGRI 33740609481

Copies are hereby forwarded to:

1. Chairman of the YPLP PT PGRI Semarang
2. Supervisor of YPLP PT PGRI Semarang
3. Rector of Universitas Persatuan Guru Republik Indonesia Semarang
4. Archive

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POLICY DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



POLICY DOCUMENT APPROVAL SHEET FOR THE INTERNAL QUALITY ASSURANCE SYSTEM UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG STANDARDS, VISION, MISSION, OBJECTIVES AND RESOURCES OF THE FACULTY AND STUDY PROGRAMMES

Document Code	: S-UPGRIS-4.1
Effective Date	: 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

A. VISION AND MISSION

VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a university of excellence with a distinct identity.

MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and leaders who are outstanding and possess a national character for the betterment of life and society.

B. SCOPE

This section sets out the minimum criteria for the process of formulating, implementing and evaluating the vision, mission, objectives and targets of faculties and study programmes at UPGRIS.

C. RATIONALE FOR ESTABLISHING STANDARDS

As an organisation seeking future development, UPGRIS has a vision and mission that serve as the aspirations and guiding principles for the entire academic community.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To serve as a guideline for the leadership of UPGRIS in establishing policies related to the vision, mission, objectives and facilities of faculties and study programmes
2. To serve as a guideline for the LPM in evaluating and monitoring the vision, mission, objectives, and facilities of faculties and study programmes
3. To serve as a guide for faculties and degree programmes in establishing their vision, mission, objectives and resources in terms of both quality and quantity
4. To serve as a guide for lecturers in formulating the vision, mission, objectives and resources of faculties and study programmes

E. RESPONSIBLE PARTIES

1. The Drafting Team is responsible for drafting the community service standards
2. The Vice-Rector IV is responsible for reviewing the draft standards for community service

3. The Academic Senate is responsible for providing input on the draft standards for community service
4. The Vice-Rector is responsible for approving the draft standards for community service outcomes and proposing their adoption to the YPLP PT PGRI Central Java
5. YPLP PT PGRI Central Java is responsible for setting standards for community service outcomes
6. The LPM is responsible for monitoring the standards for community service outcomes
7. Lecturers and students are responsible for the implementation and achievement of standards for community service outcomes

F. GLOSSARY

1. **A vision** is a series of sentences that express the aspirations or dreams of an organisation that it wishes to achieve in the future. It can be said that a vision is a statement of what the organisation aspires to be.
2. A **mission** statement is a declaration of what an organisation must do in its efforts to realise its vision. In day-to-day operations, people are guided by the mission statement, which is the result of a compromise in the interpretation of the vision. The mission is a concrete goal to strive for and can also provide a general guide on how to achieve the vision.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
4.1.1.1	Universities must formulate strategic plans for the long term, medium term, and short term, which include performance indicators, internationally oriented targets, as well as implementing work programmes based on strategic plans and operational	APT 3	The availability of strategic plans for the long term, medium term, and short term, containing performance indicators, internationally-oriented targets, as well as the implementation of work programmes based on strategic plans and	IKU	Monev	U

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	plans consistently and in a documented manner.		operational plans in a consistent and well-documented manner.			
4.1.2.1	Faculties and study programmes are required to formulate a vision that reflects the university's vision and encompasses the academic vision related to the uniqueness of the study programme, supported by consistent implementation data; a mission, objectives, and strategies that are aligned and synergistic with the university's mission, objectives, and strategies, and support the development of the study programme with consistent implementation data.	APS 3	The availability of a vision that reflects the university's vision and encompasses the academic vision relating to the uniqueness of the study programme, supported by consistent implementation data; a mission, objectives and strategies that are aligned and synergise with the university's mission, objectives and strategies, and support the development of the study programme with consistent implementation data.	IKU	Monev	F/P
4.1.3.1	Faculties and study programmes are required to provide and implement a faculty VMTS development system involving internal and external stakeholders.	APS 4	The availability of a mechanism for the development, review and updating of the faculty VMTS, involving internal and external stakeholders, which is implemented consistently and documented.	IKU	AMI	F/P
4.1.4.1	Faculties and degree programmes are required to develop effective strategies to achieve their objectives based on systematic analysis using relevant and documented methods; these strategies must be monitored, evaluated	APS 5	The availability of effective strategies to achieve objectives based on systematic analysis using relevant and documented methods, with monitoring and evaluation carried out	IKU	AMI	F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	and followed up during implementation.		during implementation and followed up.			
4.1.5.1	Universities, faculties and study programmes are required to disseminate policies of the university, faculty and study programme leadership regarding VMTS, and that these have been disseminated, implemented, evaluated and followed up.	LAMD IK 10	Availability of complete policy documents university, faculty and programme heads regarding the VMTS, and has been disseminated, implemented, evaluated and followed up	ICT	Monev	U/F/P
4.1.6.1	Universities, faculties and study programmes are required to disseminate information about VMTS via the official websites of their respective units.	UPGRI S	's implementation of VMTS promotion via official websites, x-banners and social media by each unit.	IKT	Monev	U/F/P
4.1.7.1	Faculties and study programmes are required to ensure that the academic vision and objectives of the study programme have been formulated clearly, credibly and realistically , taking into account the resources available to the study programme.	LAMD IK, LAMT EK, LAME MBA	The academic vision of the study programme is available and is clear, credible and realistic in view of the support capacity of the study programme and has been approved by a Rector's Decree.	IKT	AMI	F/P
4.1.8.1	Faculties and degree programmes are required to formulate the academic vision of their degree programmes in accordance with KKNi Level 6.	LAM INFOK OM 5	Availability of an academic vision for the study programme in accordance with KKNi level 6.	IKT	Monev	F/P
4.1.9.1	The Faculty and study programme must conduct a survey of students', lecturers' and educational staff's understanding of the university, faculty and study	LAM INFOK OM 9 LAMT EK 6	The implementation of a survey on the understanding of students, lecturers and academic staff regarding the VMTS of the	IKT	Monev	F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	programme's VMTS, with a level of understanding reaching 75%.		university, faculties and study programmes, with a level of understanding reaching 75%.			
4.1.10.1	Faculties and study programmes must ensure that the faculty's VMTS contributes to advancing the national economy and business as well as the EMBA profession through the implementation of the Three Pillars of Higher Education.	LAME MBA	The existence of a faculty VMTS that contributes to advancing the national economy and business as well as the EMBA profession through the implementation of the Tridharma of Higher Education.	IKT	AMI	F/P
4.1.11.1	The university and faculties must ensure the implementation of programmes to instil UPGRIS's core values among the academic community.	UPGRI S	The implementation of the programme to instil UPGRIS's core values among the academic community.	IKT	Monev	F/P
4.1.12.1	Universities, faculties and degree programmes must ensure that all internal stakeholders—the academic community (lecturers and students) and support staff—understand the faculty's vision, mission, objectives and strategies.	LAMT EK 5	The implementation of an understanding of the Faculty's vision, mission, objectives and strategies by all internal stakeholders: the academic community (lecturers and students) and educational staff.	IKT	Monev	U/F/P
4.1.13.1	Faculties and degree programmes must formulate a vision that reflects the university's vision and encompasses the academic vision relating to the programme's unique characteristics, supported by consistent implementation data; a mission, objectives and	LAMD IK 14	The availability of a vision that reflects the university's vision and encompasses the academic vision related to the uniqueness of the study programme, supported by consistent implementation data; a mission, objectives, and	IKT	AMI	F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	strategies that are aligned and synergise with the university's mission, objectives and strategies, and support the development of the degree programme with consistent implementation data.		strategies that are aligned and synergistic with the university's mission, objectives, and strategies, and support the development of the study programme with consistent implementation data.			
4.1.14. 1	Universities, faculties and study programmes must ensure the implementation of an optimisation process that is highly effective (improvement, adjustment and alignment) in relation to the standards (IKU and IKT) pertaining to VMTS UPPS and PS, accompanied by valid evidence.	LAM Infoko m 11	The highly effective implementation of the optimisation process (improvement, adjustment, and alignment) against standards (IKU and IKT) related to VMTS UPPS and PS, accompanied by valid evidence.	IKT	Monev	U/F/P
4.1.15. 1	The Faculty must ensure the availability of a clear, realistic and credible vision, taking into account the direction of development and economic and business conditions.	LAM EMBA C1a1	the availability of a clear, realistic and credible vision, taking into account the direction of development and economic and business conditions.	IKT	Monev	F/P
4.1.16. 1	The Faculty must ensure that policies and documentation relating to the review and evaluation of the vision are in place and are implemented effectively and efficiently	LAM EMBA Ca2	The availability of policies and documentation relating to the review and evaluation of the vision, and their effective and efficient implementation	IKT	Monev	F/P
4.1.17. 1	Faculties must ensure the availability of a mission statement outlining the academic focus to be conveyed, developed and	LAM EMBA Cb1	Availability of a mission statement outlining the academic disciplines to be delivered, developed and	IKT	Monev	F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	applied in the Tridharma of Higher Education.		applied in the Tridharma of Higher Education.			
4.1.18. 1	The Faculty must ensure that it has a mission statement that clearly sets out its economic and business outcomes and impact, the stakeholders it serves and benefits, the scope of its work, and the values and beliefs underpinning its activities	LAM EMBA Cb2	The availability of a mission statement that clearly articulates the economic and business outcomes and impacts, the stakeholders served and benefiting, the scope of operations, and the values and beliefs underpinning the work	IKT	Monev	F/P
4.1.19. 1	The Faculty must ensure the availability of a mission statement () that highlights the uniqueness of the study programme, is concise, memorable, up-to-date and realistic	LAM EMBA C1b3	Availability of a mission statement that highlights the uniqueness of the study programme's existence , is concise, memorable, up-to-date and realistic	IKT	Monev	F/P
4.1.20. 1	The Faculty must ensure the availability of policies regarding the formulation and establishment of a documented mission, and must involve all stakeholders, both internal (management, lecturers, academic staff, students, etc.) and external (Bank Indonesia, the Financial Services Authority, the Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers' Association (APINDO), Director General of Taxes, Accounting Firms, Banking, Industry, Cooperatives, etc.).	LAM EMBA C1b4	The formulation of policies regarding the drafting and establishment of a documented mission, involving all stakeholders, both internal (management, lecturers, academic staff, students, etc.) and external (Bank Indonesia, the Financial Services Authority, the Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers' Association (APINDO), Director General of Taxes, Accounting Firms, Banking, Industry, Cooperatives, etc.).	ICT	Monev	F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
4.1.21. 1	The Faculty must ensure that policies relating to the review and evaluation of its mission are in place and are implemented effectively and efficiently, so as to bridge the gap between current and future economic and business conditions.	LAM EMBA Cb5	The formulation of policies regarding the review and evaluation of the mission, and their effective and efficient implementation, to bridge current and future economic and business conditions.	IKT	Monev	F/P
4.1.22. 1	The Faculty must ensure the availability of a mechanism for evaluating objectives that are reviewed periodically to align with current and future economic and business developments.	LAM EMBA Cc1	The availability of a mechanism for periodically reviewing objectives to ensure they remain aligned with current and future economic and business trends.	ICT	Monev	F/P
4.1.23. 1	Faculties must ensure the availability of specific, measurable objectives that clearly state what is to be achieved and by when, as well as the involvement of all stakeholders, both internal (management, lecturers, academic staff, students, etc.) and external (Bank Indonesia, the Financial Services Authority, the Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers' Association (APINDO), the Director General of Taxes, Accounting Firms, the Banking Sector, Industry, Cooperatives, etc.).	LAM EMBA Cc2	The availability of specific, measurable objectives that outline what is to be achieved and the timeframe for achieving them, as well as the involvement of all stakeholders—both internal (management, lecturers, academic staff, students, etc.) and external (Bank Indonesia, the Financial Services Authority, the Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers' Association (APINDO), the Director General of Taxes, accounting firms, the banking sector, industry, cooperatives, etc.).	IKT	Monev	F/P

H. STRATEGY FOR ACHIEVING STANDARDS

1. Conducting an environmental analysis (SWOT) and assessing signs of change
2. Involving stakeholders in the formulation of the vision and mission
3. Continuous dissemination to the entire academic community and stakeholders

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for the Self-Evaluation Report and Programme Performance Report, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on the Higher Education Accreditation Instrument
5. LAMEMBA Programme Accreditation Assessment Guidelines for the Independent Accreditation Agency for Economics, Management, Business and Accounting, 2020
6. Assessment Matrix for Self-Evaluation Reports and Performance Reports of Study Programmes of the Independent Accreditation Agency for Engineering Study Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

J. REFERENCES

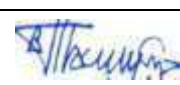
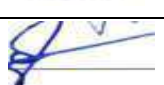
1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD FORM FOR THE VISION, MISSION, OBJECTIVES AND TARGETS OF FACULTIES AND STUDY PROGRAMMES

Document Code	: F-SPMI-UPGRIS-4.1
Effective Date	: 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme
Faculty Name :
Date of Completion :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The availability of long-term, medium-term and short-term strategic plans containing performance indicators and internationally oriented targets, as well as the consistent and well-documented implementation of work programmes based on strategic and operational plans.	APT			
2	The availability of a vision that reflects the university's vision and encompasses the academic vision related to the uniqueness of the study programme, supported by consistent implementation data; a mission, objectives, and strategies that are aligned and synergistic with the university's mission, objectives, and strategies, and support the development of the study programme with consistent implementation data.	APS			
3	The existence of a mechanism for the development, review and updating of the faculty's VMTS, involving internal and external stakeholders (), which is	APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	implemented consistently and documented.				
4	The availability of effective strategies to achieve objectives based on systematic analysis using relevant and documented methods, with monitoring, evaluation and follow-up during implementation.	APS			
5	The availability of comprehensive policy documents from the university leadership, faculties and study programmes regarding VMTS, which have been disseminated, implemented, evaluated and followed up	LAMDIK			
6	The dissemination of VMTS information via the official website, x-banners, and social media by each department.	UPGRIS			
7	The academic vision of the study programme is clear, credible and realistic, as evidenced by the programme's capacity, and has been approved by a Rector's Decree.	LAMDIK, LAMTEK, LAMEMBA			
8	The availability of an academic vision for the study programme that is in line with KKN level 6.	LAM INFOKOM			
9	The implementation of a survey on the understanding of students, lecturers and educational staff regarding the university, faculty and study programme's VMTS, with a level of understanding reaching 75%.	LAM INFOKOM LAMTEK			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
10	The existence of faculty VMTS that contribute to advancing the national economy and business as well as the EMBA profession through the implementation of the Tridharma of Higher Education.	LAMEMBA			
11	The implementation of a programme to instil the values of Gati UPGRIS among the academic community.	UPGRIS			
12	The successful implementation of the Faculty's vision, mission, objectives and strategies by all internal stakeholders: the academic community (lecturers and students) and support staff.	LAMTEK			
13	The availability of a vision that reflects the university's vision and encompasses the academic vision related to the uniqueness of the study programme, supported by consistent implementation data; a mission, objectives, and strategies that are aligned and synergistic with the university's mission, objectives, and strategies, and support the development of the study programme with consistent implementation data.	LAMDIK			
14	The highly effective implementation of an optimisation process (improvement, adjustment, and alignment) of standards (IKU and IKT) related	LAM Infokom			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	to VMTS UPPS and PS, accompanied by valid evidence.				
15	the existence of a clear, realistic and credible vision that takes into account the direction of economic and business developments and conditions.	LAM EMBA			
16	The existence of policies and documentation regarding the review and evaluation of the vision, implemented effectively and efficiently	LAM EMBA			
17	The availability of a mission statement outlining the academic principles to be conveyed, developed and applied in the Tridharma of Higher Education.	LAM EMBA			
18	The availability of a mission capable of explaining the economic and business outcomes and impacts, the parties served and benefiting, the scope of work, and the values and beliefs underpinning the work	LAM EMBA			
19	The availability of a mission statement that highlights the uniqueness of the study programme, is concise, memorable, up-to-date and realistic	LAM EMBA			
20	The formulation of policies, the development of a documented mission statement, and the involvement of all stakeholders—both internal (management, lecturers,	LAM EMBA			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	academic staff, students, etc.) and external (Bank Indonesia, the Financial Services Authority, the Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers' Association (APINDO), the Director General of Taxes, Accounting Firms, the Indonesian Banking, Industry and Cooperative Association (), and others).				
21	The formulation of policies regarding the review and evaluation of the mission, implemented effectively and efficiently to bridge current and future economic and business conditions.	LAM EMBA			
22	The availability of a mechanism for evaluating objectives, reviewed periodically to ensure alignment with current and future economic and business developments.	LAM EMBA			
23	The availability of specific, measurable objectives that outline what is to be achieved and the timeframe for achieving them, as well as the involvement of all stakeholders—both internal (management, lecturers, academic staff, students, etc.) and external (Bank Indonesia, the Financial Services Authority, the Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers'	LAM EMBA			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	Association (APINDO), the Director General of Taxes, accounting firms, the banking sector, industry, cooperatives, etc.).				

Semarang, date of completion

Form Verifier,
Head of LPM

Form Examiner,
Faculty Quality Assurance
Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)

Signature
(Full Name)

**STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
DRAFTING OF VISION AND MISSION**

Document Code	:	SOP-UPGRIS-4.1.1
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP DRAFTING OF VISION AND MISSION

1. Objectives :
 - a. To provide an explanation of the steps involved in formulating the vision and mission of UPGRIS
 - b. To serve as a guideline for the entire academic community in carrying out their activities
2. Scope:

All Caturdarma activities carried out at UPGRIS
3. Standard:
 - a. The vision and mission must be in line with the spirit and ethos of UPGRIS
 - b. The vision and mission must be able to explain the direction and objectives of UPGRIS
 - c. The vision and mission must be specific, measurable, achievable, reliable, and time-bound
 - d. The vision and mission must possess persuasive power capable of expressing the hopes and aspirations of stakeholders
 - e. The vision and mission must be able to express the uniqueness and distinctive competencies of the UPGRIS, explaining its identity and what it is capable of doing
4. Definition:
 - a. **A vision** is a set of statements expressing the aspirations or dreams of an organisation that it wishes to achieve in the future. It could be said that a vision is a statement of what the organisation aspires to become.
 - b. **A mission** is a statement of what the organisation must do in its efforts to realise the vision. In practice, people are guided by the mission statement, which is the result of a compromise in the interpretation of the vision. A mission is a concrete goal to strive for and can also provide a general outline of how to achieve the vision.
5. Procedure

Work Unit	Work Instructions	Person in Charge
Drafting Team	The Rector forms a team to draft the vision and mission	Rector
Drafting Team	The team invited stakeholders to provide feedback	Rector
Drafting Team	The team drafts the vision and mission	Rector
Drafting Team	The team presented the draft vision and mission to the university leadership	Rector
Drafting Team	The Rector approved the vision and mission document	Rector
Vice-Rector I	Vice-Rector I disseminates the vision and mission to unit heads and the academic community	Rector

6. References

- a. Law No. 20 of 2003 on the National Education System
- b. Law No. 12 of 2012 on Higher Education
- c. Government Regulation No. 19 of 2005 on National Education Standards
- d. Statutes of UPGRIS
- e. UPGRIS Strategic Plan

7. Work Instructions

No	Activity Details	Rector	Drafting Team	Vice-Rector I
1	The Rector formed a team to draft the vision and mission	1		
2	The team is inviting stakeholders to provide feedback		2	
3	The team is drafting the vision and mission statement		3	
4	The team presents the draft vision and mission to the university leadership		4	
5	The Vice-Rector approved the vision and mission document	5		
6	The First Vice-Rector disseminates the vision and mission to unit heads and the academic community			6

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
VISION AND MISSION EVALUATION

Document Code	:	SOP-UPGRIS-4.1.2
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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP EVALUATION OF VISION AND MISSION

1. Purpose : To provide an explanation of the steps or procedures by which the vision and mission of UPGRIS will be evaluated.
2. Scope : The UPGRIS vision and mission statement document.
3. Standards :
 - a. The vision and mission must be in line with the spirit and ethos of UPGRIS
 - b. The vision and mission must clearly articulate the direction and objectives of UPGRIS
 - c. The vision and mission must be specific, measurable, achievable, reliable, and time-bound
 - d. The vision and mission must possess persuasive power capable of expressing the hopes and aspirations of stakeholders
 - e. The vision and mission must be able to express the uniqueness and distinctive competencies of UPGRIS, explaining its identity and what it is capable of
4. Definition
 - a. **A vision** is a series of sentences stating the ideals or dreams of an organisation that it wishes to achieve in the future. It can be said that a vision is the organisation's statement of what it aspires to be.
 - b. A **mission** statement is a declaration of what an organisation must do in its efforts to realise its vision. In day-to-day operations, people are guided by the mission statement, which is the result of a compromise in the interpretation of the vision. The mission is a concrete goal to strive for and can also provide a general guide on how to achieve the vision.
5. Procedures

Work Unit	Work Instructions	Person in Charge
Evaluation Team	The Rector forms a vision and mission evaluation team	Rector
Evaluation Team	The evaluation team conducts a situational analysis (SWOT) and assesses current developments to align them with the existing vision and mission	Rector
Evaluation Team	The team held a meeting to review its vision and mission with the Faculty of Engineering, inviting stakeholders to provide feedback	Rector
Evaluation Team	The team formulated the results of the vision and mission evaluation	Rector
Evaluation Team	The team presents the results of the vision and mission evaluation to the university leadership and prepares the minutes	Rector
Evaluation Team	The Rector approved the minutes of the vision and mission evaluation	Rector

6. Reference

- a. Law No. 20 of 2003 on the National Education System
- b. Law No. 12 of 2012 on Higher Education
- c. Government Regulation No. 19 of 2005 on National Education Standards
- d. Statutes of UPGRIS
- e. UPGRIS Strategic Plan
- f. Rector's Decision on the Vision and Mission of UPGRIS

7. Work Instructions

No	Activity Details	Rector	Evaluation Team
1	The Rector formed a vision and mission evaluation team	1	
2	The evaluation team conducted a SWOT analysis and assessed recent developments to align them with the existing vision and mission	→	2
3	The team held a vision and mission evaluation meeting with the Regional Development Planning Agency (), inviting stakeholders to provide input		↓ 3
4	The team formulated the results of the vision and mission evaluation		↓ 4
5	The team presents the results of the vision and mission evaluation to the university leadership and prepares the minutes	↓	↓ 5
6	The Vice-Rector approved the minutes of the vision and mission evaluation	↓ 6	

POLICY DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI POLICY DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
GOVERNANCE AND ADMINISTRATIVE STANDARDS

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
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Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

A. VISION AND MISSION

VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a university of excellence with a distinct identity.

MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service and setting an example) in order to nurture intellectuals and outstanding leaders imbued with a sense of national character, for the betterment of life and society.

B. SCOPE

This section outlines the minimum criteria for institutional management at the university, faculty, department, study programme, and academic support unit levels, covering planning, implementation, documentation, monitoring and collaboration, as well as follow-up on the results of institutional collaboration evaluations.

C. RATIONALE FOR ESTABLISHING STANDARDS

One of the aspects that must be managed within the university to ensure the realisation of the vision of UPGRIS is governance and administration, aimed at achieving Good University Governance whilst also serving as one of the measures taken to achieve the vision of UPGRIS. The quality assurance process is carried out at all levels, ranging from the university, faculties, departments, study programmes, and all academic support units. In order to realise the vision and mission of UPGRIS, and to ensure that the objectives of UPGRIS can be achieved effectively, UPGRIS has formulated, established and implemented Standards of Governance and Administration. These quality standards have been formulated based on the institution's needs and the provisions of the Statutes of UPGRIS to establish UPGRIS as a university with good governance. The indicators for achieving standards of governance and administration are formulated on the basis of institutional accreditation assessment indicators, study programme accreditation assessment indicators, and university ranking indicators.

D. PURPOSE OF ESTABLISHING STANDARDS

Governance is intended to clarify the procedures and requirements necessary within the organisational structure and to ensure the realisation of the vision and mission so that they are carried out effectively through mutually agreed mechanisms, as well as to maintain and accommodate all elements, functions, and roles of UPGRIS.

E. RESPONSIBLE AUTHORITY

1. Rector
2. Vice-Rector I
3. Vice-Rector II
4. Vice-Rector III
5. Vice-Rector IV
6. Chair of the Academic Board

F. GLOSSARY

The governance structure is a system that ensures leadership, management and quality assurance within the UPGRIS operate effectively.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
4.2.1.1	The university must ensure the availability of governance system documents, which are elaborated into various policies and regulations to be used consistently, effectively, and efficiently in accordance with the institutional context, and must ensure accountability, sustainability, transparency, and the mitigation of potential risks.	APT 4a	The availability of formal governance system documents, which are translated into various policies and regulations that are applied consistently, effectively and efficiently in accordance with the institution's context, and which ensure accountability, sustainability, transparency and the mitigation of potential risks.	IKU	AMI	U
4.2.2.1	The university must ensure the availability of formal policy and regulation documents to guarantee the integrity and quality of the institution, implemented consistently, effectively and efficiently.	APT 4b,	The availability of formal policy and regulatory documents to ensure the integrity and quality of the institution, implemented consistently, effectively and efficiently.	IKU	AMI	U
4.2.3.1	Universities and faculties must ensure the availability of formal documents, organisational structures and institutional operating procedures, complete with their respective duties and	APT 4c, APS 6a	The availability of formal documents regarding the organisational structure and institutional operating procedures, complete with their respective	IKU	AMI	U/F

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	functions, in order to guarantee that the functions of the higher education institution are carried out consistently, effectively and efficiently.		duties and functions, to ensure the consistent, effective, and efficient performance of the higher education institution's functions.			
4.2.4.1	Universities and faculties are required to ensure the availability of valid evidence regarding best practices in the implementation of Good University Governance (GUG), covering the following aspects: credibility, transparency, accountability, responsibility, fairness, and risk management, carried out consistently, effectively and efficiently. Higher education institutions shall publish a summary of their annual reports to the public.	APT 4d APS 6b	The availability of valid evidence regarding good practices in the implementation of Good University Governance (GUG) covers the following aspects: credibility, transparency, accountability, responsibility, fairness, and risk management in a consistent, effective, and efficient manner, as well as the publication of a summary of the annual report to the public.	IKU	AMI	U/F
4.2.5.1	Universities are required to establish a body that fully implements or oversees the application of the code of ethics to ensure that values and integrity are upheld consistently, effectively and efficiently.	APT 4e	The existence of a body that fully implements or performs the functions involved in enforcing the code of ethics to ensure values and integrity are upheld consistently, effectively, and efficiently.	IKU	Monev	U

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.2.6.1	Universities and faculties are required to implement all strategic and operational plans in a systematic and intensive manner through effective communication with internal stakeholders, and to be capable of making sound, strategic and innovative decisions with measurable risks when implementing operational policies.	APT 5a	All strategic and operational plans are implemented in a systematic and intensive manner through effective communication with internal stakeholders, and the university is capable of making strategic and innovative decisions with measurable risks when implementing operational policies.	IKU	Monev	U/F
4.2.7.1	Universities and faculties must take strategic and innovative decisions involving measured risks when implementing organisational policies that ensure the sustainability and continued existence of the institution, and must act as agents of change who continually provide motivation towards the achievement of the institution's vision, mission, culture and strategic objectives.	APT 5b	The implementation of strategic and innovative decision-making with measured risks in carrying out organisational policies that ensure the sustainability and continued existence of the university, whilst acting as an agent of change that continuously provides motivation towards the achievement of the university's vision, mission, culture and strategic objectives.	IKU	Monev	U/F
4.2.8.1	Universities, faculties and study programmes must demonstrate their ability to establish mutually	APT 5c	The presence of faculty and programme heads capable of establishing	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	beneficial tridarma cooperation and establish the higher education institution as a public reference at the national/international level.		mutually beneficial partnerships in the three pillars of higher education, thereby establishing the university as a benchmark for the public at national and international levels.			
4.2.9.1	The university, faculties and study programmes must ensure the availability of a Management Information System () containing formal evidence of the functioning of the university's functional and operational management system, covering six aspects: planning; organisation; staffing; direction; supervision; and reporting.	APT 6a LAMT EK 8b	The availability of formal evidence of the functioning of the system for the functional and operational management of the higher education institution, covering six aspects: planning; organisation; staffing; direction; supervision; and reporting.	IKU	AMI	U/F/P
4.2.10.1	Universities are required to ensure the availability of valid evidence regarding the implementation of management policies and guidelines, applied consistently, effectively, and efficiently across 11 aspects, including: education, the development of the academic environment and academic autonomy, student affairs, research, community engagement, human resources, finance, facilities and	APT 6b and 6c	The availability of valid evidence regarding the implementation of management policies and guidelines, applied consistently, effectively and efficiently, covers 11 aspects, including: education; the development of the academic environment and academic autonomy; student affairs; research; community engagement;	IKU	Monev	U

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	infrastructure, information systems, quality assurance systems and cooperation.		human resources; finance; facilities and infrastructure; information systems; quality assurance systems; and collaboration.			
4.2.11.1	Universities must ensure the availability of formal documents and evidence of the approval and adoption mechanisms for strategic plans covering five aspects: stakeholder engagement; reference to the achievements of the previous strategic plan; reference to the institution's VMTS; the conduct of an analysis of internal and external conditions; and approval by the competent body.	APT 6d	The availability of formal documents and evidence of the approval and adoption mechanisms for the strategic plan, which covers five aspects: stakeholder engagement; reference to the achievements of the previous strategic plan period; reference to the institution's VMTS; the conduct of an analysis of internal and external conditions; and approval by the competent body.	IKU	Monev	U
4.2.12.1	Universities, faculties and study programmes are required to ensure the implementation of the Internal Quality Assurance System (SPMI), as evidenced by the presence of five key elements (the existence of governing bodies, SPMI documentation, internal auditors, audit results and follow-up actions), have	APT 7a APS 12	The implementation of the Internal Quality Assurance System (SPMI), evidenced by the presence of five key elements (the existence of a governing body, SPMI documentation, internal auditors, audit findings and follow-up actions),	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	standards that exceed SN-DIKTI, which bring significant international competitiveness in terms of both quantity and quality, and are effective in fostering a culture of quality, as well as implementing SPM innovations, such as: risk-based audits (Risk Based Audit) or other innovations.		meets standards that exceed those of the National Standards for Higher Education (SN-DIKTI), thereby enhancing international competitiveness in terms of both quantity and quality, and is effective in fostering a culture of quality, as well as in implementing SPMI innovations, such as risk-based audits or other innovations.			
4.2.13.1	Universities, faculties and degree programmes must ensure that management review meetings are held, with the agenda covering seven key areas, including: internal audit results, feedback, process performance and product conformity, the status of preventive and corrective actions, follow-up on previous management review meetings, changes that may affect the quality assurance system, and recommendations for improvement.	APT 7b	Availability of valid evidence regarding good practices in the development of a culture quality in higher education through management review meetings, which include discussions on seven key areas, including: internal audit results, feedback, process performance and product conformity, the status of preventive and corrective actions, follow-up on previous management review meetings, changes	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
			that may affect the quality assurance system, and recommendations for improvement.			
4.2.14.1	Universities, faculties and study programmes must ensure that efforts are made to achieve international accreditation for at least two study programmes.	APT 8b	Implementation of efforts to achieve international accreditation for at least 2 study programmes.	IKU	Monev	U/F/P
4.2.15.1	Universities must ensure that external financial audits of the institution are carried out on the Governing Body by a public accounting firm.	APT 9	The conduct of external financial audits at higher education institutions carried out on the Governing Body by a public accounting firm.	IKU	Monev	U
4.2.16.1	Universities, faculties and study programmes must ensure the implementation of efforts to achieve national accreditation, with 10 study programmes achieving 'excellent' status and the remainder achieving 'very good' status.	APT 10 LAMD IK S2 6	The implementation of efforts to achieve national accreditation, with 10 programmes rated 'excellent' and the remainder 'very good'.	IKU	Monev	U/F/P
4.2.17.1	Universities, faculties and degree programmes must ensure that an analysis of the success and/or failure of performance targets is carried out, covering the following aspects: performance targets are measured using appropriate methods, and the	APT 14 APS 11	The implementation of an analysis of the success and/or failure of performance achievement must meet the following criteria: performance achievements must be measured using	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	results are analysed and evaluated; the analysis of performance targets includes the identification of root causes, factors contributing to success and factors hindering success, and a brief description of follow-up actions; such analysis is carried out annually and the results are published to stakeholders.		appropriate methods, and the results analysed and evaluated; the analysis of performance achievements must include the identification of root causes, factors contributing to success and factors hindering success, and a brief description of follow-up actions; such analysis is carried out annually and the results are published to stakeholders.			
4.2.18.1	Universities, faculties and study programmes must ensure the implementation of a quality assurance system that is proven to effectively fulfil four aspects (existence : formal documentation of quality standards, quality standards (carried out consistently, with monitoring, evaluation and control of the established quality standards, and the results followed up to ensure quality improvement and enhancement) and a review of the quality assurance cycle involving external reviewers.	APT 15 APS 12 LAM EMBA C2b2	The implementation of a quality assurance system proven to be effective in meeting 4 aspects (the existence of formal documents , the establishment of quality standards, quality standards implemented consistently, monitoring, evaluation and control of established quality standards, and the results are followed up for quality improvement and enhancement) and a review of the quality	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
			assurance cycle involving external reviewers is conducted.			
4.2.19.1	Universities, faculties and degree programmes are required to ensure that stakeholder satisfaction surveys are carried out (students, lecturers, academic staff, graduates, service users, industry partners, and) regarding management services, which meet the following aspects: using satisfaction instruments that are valid, reliable, user-friendly, and implemented on a regular basis, with data recorded comprehensively, analysed using appropriate methods and useful for decision-making, and where satisfaction levels and feedback are acted upon to improvement and enhancement of the quality of outcomes	APT 16 APS 13	The implementation of stakeholder satisfaction surveys (students, lecturers, educational staff, graduates, users, industry partners and other stakeholders) regarding management services, which meet the following criteria: the use of valid, reliable and user-friendly satisfaction instruments, conducted on a regular basis, with data recorded comprehensively, analysed using appropriate methods and utilised for decision-making; satisfaction levels and feedback are acted upon to improve and enhance the quality of outcomes on a regular and systematic basis; reviews are conducted on the implementation of	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	Regular and systematic reviews are conducted of the implementation of staff and student satisfaction surveys, and the results are published and made easily accessible to staff and students.		lecturer and student satisfaction surveys; and the results are published and easily accessible to lecturers and students.			
4.2.20.1	Universities and faculties must ensure that additional performance indicators are established, covering all the specified standards, and that performance indicator data is measured, monitored, reviewed and analysed for continuous improvement.	APT 13 APS 10	The implementation of additional performance indicators covering all established standards, and performance indicator data has been measured, monitored, reviewed and analysed for continuous improvement.	IKU	AMI	U/F
4.2.21.1	Universities, faculties and study programmes must ensure the availability of valid evidence/recognition that faculty leadership possesses leadership qualities in operational, organisational and public- .	APS 7a	The availability of valid evidence or acknowledgement that the faculty leadership possesses leadership qualities in operational, organisational and public- .	IKU	AMI	U/F/P
4.2.22.1	Faculties and study programmes must ensure the effective and efficient implementation of the six management functions, anticipate and resolve issues in unforeseen situations, and	APS 7b	The effective and efficient implementation of the six management functions, anticipating and resolving issues in unforeseen situations, and innovating to generate added value.	IKU	AMI	U/F

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	innovate to generate added value.					
4.2.23.1	Universities, faculties and degree programmes must ensure the implementation of the Internal Quality Assurance Information System across all degree programmes and academic support units as part of the PPEPP cycle.	UPGRIS	The implementation of the Internal Quality Assurance Information System across all study programmes and academic support units within the PPEPP cycle implementation process.	ICT	Monev	U/F/P
4.2.24.1	Universities, faculties and study programmes must ensure the implementation of satisfaction surveys for lecturers, academic staff and students regarding the governance of faculties and study programmes.	LAMIN FOKOM 20	The implementation of regular and highly effective evaluations of policies and the achievement of standards (IKU and IKT) so as to identify good practices, poor practices and new practices relating to Organisational Management, Governance and Collaboration, including satisfaction surveys of lecturers, support staff and students regarding the governance of the faculty and study programmes.	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.2.25.1	The faculty possesses at least a moderate level of excellence in the three pillars of higher education and is supported by valid evidence.	LAMD IK 8	The presence of a minimum level of excellence in the three pillars of higher education is supported by valid evidence.	IKT	Monev	F/P
4.2.26.1	Universities, faculties and degree programmes must ensure the availability of comprehensive follow-up and implementation documents (revisions and recommendations) regarding the results of evaluations of compliance with standards (IKU and IKT) relating to governance, administration and collaboration.	LAM Infokom 21	The availability of comprehensive follow-up and implementation documents (revisions and recommendations) regarding the results of the evaluation of standard achievement (IKU and IKT) relating to Governance, Administration, and Collaboration.	IKT	Monev	U/F/P
4.2.27.1	Universities, faculties and study programmes must ensure the highly effective implementation of optimisation processes (improvement, adjustment and alignment) regarding standards (IKU and IKT) related to Governance, Administration, and Collaboration, accompanied by valid evidence.	LAM Infokom 22	The highly effective implementation of the optimisation process (improvement, adjustment and alignment) in relation to standards (IKU and IKT) concerning Governance, Administration, and Cooperation, supported by valid evidence.	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.2.28.1	Faculties must ensure the availability of policies and processes to foster commitment and energy, provide meaning, serve as performance standards, and bridge current and future economic and business conditions	LAM EMBA Ca3	The availability of policies and processes to foster commitment and energy, provide meaning, serve as performance standards, and bridge current and future economic and business conditions	IKT	Monev	F/P
4.2.29.1	Universities, faculties and degree programmes must ensure that the Programme Management Unit has mechanisms in place for the development and adoption of documented strategies, involving all stakeholders, both internal (management, lecturers, academic staff, students, etc.) and external (Bank Indonesia, the Financial Services Authority, the Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers' Association (APINDO), the Director General of Taxes, accounting firms, the banking sector, industry, cooperatives, etc.).	LAM EMBA C1c4	The Programme Management Unit has a mechanism for the formulation and adoption of documented strategies that involve all stakeholders, both internal (management, lecturers, academic staff, students, etc.) and external (Bank Indonesia, the Financial Services Authority, the Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers' Association (APINDO), Director General of Taxes, Accounting Firms, the Indonesian Banking, Industry and Cooperative Association (), the	ICT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
			Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers' Association (APINDO),			
4.2.30.1	Faculties must ensure that the Programme Management Unit has policies in place regarding the review and evaluation of strategies, and that these are implemented effectively and efficiently.	LAM EMBA C1c5	The Programme Management Unit has policies regarding the review and evaluation of strategies, and these are implemented effectively and efficiently.	IKT	Monev	F
4.2.31.1	Universities, faculties and study programmes must have a quality assurance implementation unit, (b) carry out quality assurance using the PPEPP cycle, and (c) have valid evidence of quality assurance implementation.	LAMD IK S2 15	The availability of quality assurance implementation units, (b) implementing quality assurance using the PPEPP cycle, and (c) possessing valid evidence of quality assurance implementation.	IKT	Monev	U/F/P
4.2.32.1	Universities must ensure they have formal evidence of the effective functioning of the functional and operational management system of the institution, covering five aspects: 1) planning, 2) organising, 3)	APT 6a	The availability of formal documentary evidence of the functioning of the functional and operational management system of the higher education institution, covering 5	IKU	Monev	U

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	staffing, 4) leading, and 5) controlling. , which are implemented consistently, effectively, and efficiently.		aspects: 1) planning, 2) organising, 3) staffing , 4) leading, and 5) controlling. which are implemented consistently, effectively, and efficiently.			
4.2.33.1	Universities, faculties and study programmes must ensure that the Study Programme Management Unit has a strategy for carrying out its mission and realising its vision, through the achievement of strategic goals and objectives that have an impact on competitiveness, by utilising both tangible and intangible resources effectively and efficiently to respond to economic and business developments at local, national and global levels.	LAM EMBA Cc3	The Programme Management Unit has a strategy for carrying out its mission and realising its vision through the achievement of its strategic goals and objectives, which have an impact on competitiveness. This is achieved by utilising both tangible and intangible resources effectively and efficiently to respond to economic and business developments at local, national and global levels.	IKT	Monev	U/F/P

H. STRATEGY FOR ACHIEVING STANDARDS

1. The Governance Division drafts and disseminates formal governance system documents to ensure accountability, sustainability, transparency, and the mitigation of potential risks.
2. The Governance Division has updated the institution's organisational structure and operational procedures, setting out the duties and functions for all faculties and the Vice-Rector.
3. The Rector has established a unit for the enforcement of the code of ethics to ensure that values and integrity are upheld consistently, effectively, and efficiently.
4. All faculties and support units implement work programmes in accordance with the operational plan approved by the rector.
5. The Rector has strengthened the LPM by expanding its authority.
6. The LPM routinely conducts stakeholder satisfaction surveys in line with reporting requirements to DIKTI and accreditation needs, as well as service quality improvement. The LPM implements quality improvement programmes through national and international accreditation.
7. The Vice-Rector provides funding for degree programmes undergoing national and international accreditation.
8. The LPM coordinates the implementation of the PPEPP cycle across all units at UPGRIS.

I. RELATED DOCUMENTS

1. SNDIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the Independent Education Accreditation Agency 2021
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD GOVERNANCE AND ADMINISTRATION FORM**

Document Code	: F-SPMI-UPGRIS-4.2
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme
Faculty Name :
Date of Completion :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The availability of formal governance system documents, which are elaborated into various policies and regulations that are applied consistently, effectively, and efficiently in accordance with the institutional context, whilst ensuring accountability, sustainability, transparency, and the mitigation of potential risks.	APT			
2	The availability of formal policy and regulatory documents to ensure the integrity and quality of the institution, implemented consistently, effectively and efficiently.	APT			
3	The availability of formal documents outlining the organisational structure and operational procedures of the institution, complete with duties and functions, to ensure the consistent, effective, and efficient performance of the institution's functions.	APT, APS			
4	The availability of valid evidence regarding best practices in the implementation of Good University Governance (GUG),	APT, APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	covering the aspects of: credibility, transparency, accountability, responsibility, fairness, and risk management in a consistent, effective, and efficient manner, as well as the publication of a summary of the annual report to the public.				
5	The existence of a body that fully implements, or functions to enforce, a code of ethics to ensure that values and integrity are upheld consistently, effectively and efficiently.	APT			
6	All strategic and operational plans are implemented in a systematic and intensive manner through effective communication with internal stakeholders, and the organisation is capable of making strategic and innovative decisions with measured risk when implementing operational policies.	APT			
7	The implementation of strategic and innovative decision-making with measured risks in carrying out organisational policies that ensure the sustainability and continued existence of the university, whilst acting as an agent of change that continuously provides motivation towards the achievement of the university's	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	vision, mission, culture and strategic objectives.				
8	The presence of faculty and programme heads with the ability to establish mutually beneficial cooperation in the three pillars of higher education (tridarma), and the principle of '' (the university serves the community), positioning the university as a public reference at the national and international levels.	APT			
9	The availability of formal evidence of the effective functioning of the functional and operational management system of the higher education institution, covering six aspects: planning; organising; staffing; directing; monitoring; and reporting.	APT, LAMTEK			
10	The availability of valid evidence regarding the implementation of management policies and guidelines with consistent, effective, and efficient application covering 11 aspects, including: education; the development of the academic environment and academic autonomy; student affairs; research; community service; human resources; finance; facilities and infrastructure; information systems; quality assurance systems; and cooperation.	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
11	The availability of formal documents and evidence of the approval and adoption mechanisms for the strategic plan, covering five aspects: stakeholder engagement; reference to the achievements of the previous strategic plan; reference to the institution's VMTS; the conduct of an analysis of internal and external conditions; and approval by the relevant body with the necessary authority .	APT			
12	The implementation of the Internal Quality Assurance System (SPMI), evidenced by the presence of 5 aspects (the existence of a governing body, SPMI documents, an internal auditor, audit results and follow-up actions), meets standards exceeding those of the National Standards for Higher Education (SN-DIKTI), thereby enhancing international competitiveness in terms of both quantity and quality, and is effective in fostering a culture of quality, as well as implementing SPM innovations, such as: risk-based audits (Risk-Based Audit) or other innovations.	APT APS			
13	The availability of valid evidence regarding good practices in the development of a quality culture in higher education institutions through management review	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	meetings, which include discussions on seven elements, including: internal audit results, feedback, process performance and product conformity, the status of preventive and corrective actions, follow-up from previous management review meetings, changes that may affect the quality assurance system, and recommendations for improvement.				
14	The implementation of efforts to achieve international accreditation for at least 2 study programmes.	APT			
15	The implementation of an external financial audit at the higher education institution, conducted on the Governing Body () by a public accounting firm.	APT			
16	The successful implementation of efforts to achieve national accreditation, with 10 programmes rated 'excellent' and the remainder 'very good'.	APT, LAMDIK S2			
17	The implementation of an analysis of the success and/or failure of performance achievement that meets the following aspects: performance achievement must be measured using appropriate methods, and the results analysed and evaluated; the analysis of performance achievement includes the identification of root	APT, APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	causes, factors contributing to success and factors hindering success, and a brief description of follow-up actions; such analysis is carried out annually and the results are published to stakeholders.				
18	The implementation of a quality assurance system that has proven effective in meeting four criteria (the existence of formal documentation setting out quality standards, the are consistently implemented, monitoring, evaluation and control of the established quality standards, and the results are followed up to improve and enhance quality) and a review of the quality assurance cycle involving external reviewers.	APT, APS, LAM EMBA			
19	The implementation of stakeholder satisfaction surveys (students, lecturers, academic staff, graduates, service users, industry partners, and other partners) regarding management services, which meet the following criteria: using valid, reliable, easy to use, carried out periodically, with data recorded comprehensively, analysed using appropriate methods and useful for decision-making; satisfaction levels and feedback are acted upon to improve and enhance the quality	APT, APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	of outcomes on a regular and systematic basis; a review is conducted of the implementation of lecturer and student satisfaction surveys; and the results are published and easily accessible to lecturers and students.				
20	The establishment of additional performance indicators covering all set standards, with performance indicator data having been measured, monitored, reviewed and analysed for continuous improvement.	APT, APS			
21	The availability of valid evidence/recognition that the faculty leadership possesses operational, organisational, and public leadership qualities.	APS			
22	The effective and efficient implementation of the six management functions, anticipating and resolving issues in unforeseen situations, and innovating to generate added value.	APS			
23	The implementation of the Internal Quality Assurance Information System across all degree programmes and academic support units within the PPEPP cycle implementation process.	UPGRIS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
24	The implementation of regular and highly effective evaluations of policies and the achievement of standards (IKU and IKT) so as to identify good practices, poor practices and new practices relating to governance, administration and collaboration, including satisfaction surveys of lecturers, academic staff and students regarding the governance of the faculty and study programmes.	LAM INFOKOM			
25	The availability of at least minimal excellence in the three pillars of higher education, supported by valid evidence.	LAMDIK			
26	The availability of comprehensive follow-up and implementation documents (revisions and recommendations) regarding the evaluation results of standard achievement (IKU and IKT) related to Governance, Administration, and Cooperation.	LAM Infokom			
27	The highly effective implementation of the optimisation process (improvement, adjustment and alignment) in relation to the standards (IKUn and IKT) concerning Governance, Administration and Cooperation, supported by valid evidence.	LAM Infokom			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
28	The availability of policies and processes to foster commitment and energy, provide meaning, serve as performance standards, and bridge current and future economic and business conditions	LAM EMBA			
29	The Programme Management Unit has mechanisms for the formulation and adoption of documented strategies, involving all stakeholders, both internal (management, lecturers, academic staff, students, etc.) and external (Bank Indonesia, the Financial Services Authority, the Indonesian Chamber of Commerce and Industry (KADIN), the Indonesian Employers' Association (APINDO), the Director General of Taxes, Accounting Firms, Banking, Industry, Cooperatives, etc.).	LAM EMBA			
30	The Programme Coordinator has policies in place regarding the review and evaluation of strategies, which are implemented effectively and efficiently.	LAM EMBA			
31	The availability of quality assurance personnel, (b) the implementation of quality assurance using the PPEPP cycle, and (c) the possession of valid evidence of quality assurance implementation.	LAMDIK S2			
32	The availability of formal documentary evidence of the	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	functioning of the higher education institution's functional and operational management system covering 5 aspects: 1) planning, 2) organising, 3) staffing, 4) leading, and 5) controlling. which are implemented consistently, effectively, and efficiently.				
33	The Programme Management Unit has a strategy for carrying out its mission and realising its vision through the achievement of its strategic goals and objectives, which have an impact on competitiveness. This is achieved by utilising both tangible and intangible resources effectively and efficiently to respond to economic and business developments at local, national and global levels.	LAM EMBA			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Checker,
Faculty Quality Assurance
Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)

Signature
(Full Name)

STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
GOVERNANCE AND ADMINISTRATION

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
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Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP

GOVERNANCE AND ADMINISTRATION

1. Objective:

These governance procedures are intended to outline the necessary procedures and requirements within the organisational structure and to ensure that the vision and mission are effectively realised through mutually agreed mechanisms, whilst also maintaining and accommodating all elements, functions and roles of UPGRIS.

2. Scope:

- a. Rector and Vice-Rectors
- b. Deans and Vice Deans
- c. Heads of Study Programmes and Secretaries of Study Programmes
- d. Heads of Institutions and Secretaries of Institutions
- e. Head of Agency
- f. Head of Bureau
- g. Head of the Technical Implementation Unit

3. Standard:

- a. To serve as a guideline for the leadership of UPGRIS in formulating and establishing policies related to institutional governance and administration.
- b. To serve as a guideline for the leadership of UPGRIS in formulating and establishing the organisational structure of the University, Faculties, and Study Programmes, as well as academic support units.
- c. To serve as a guideline for UPGRIS management in formulating and establishing the core duties and functions of each unit and position at the University, Faculty and Study Programme levels, as well as academic support units.
- d. To serve as a guideline for the leadership of faculties, study programmes, and academic support units in managing their respective units.
- e. To serve as a guideline for the LPM in carrying out monitoring and evaluation of university governance.

4. Definition

Governance is a system that enables leadership, management systems and quality assurance within the UPGRIS to operate effectively.

5. Procedures

1. Rector

Work Unit	Work Instructions	Person in Charge
Rector	The incumbent Rector shall issue a Rector's Regulation on the Procedures for the Election of the Rector, Vice-Rectors, Deans, Vice-Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the UPGRIS.	Rector
Rector Selection Committee	The incumbent Rector shall form the Rector Election Committee.	Rector
Rector Election Committee	The Rector Election Committee disseminates information regarding the mechanism, requirements, procedures for the Rector election, and the schedule of the election to lecturers, staff, students, and alumni.	Rector
Rector Selection Committee	The Rector Election Committee sends forms to lecturers who meet the requirements; lecturers who meet the requirements and stand as candidates for Rector return the forms to the Rector Election Committee	Rector
Rector Election Committee	The Chair of the YPLP PT PGRI Semarang designates a maximum of 3 (three) candidates for Rector and informs the academic community.	Chair of the YPLP PT
Rector Candidates	Rector Candidates present their Vision, Mission and Work Programme.	Chair of the YPLP PT
Senate	The Chair of the YPLP of PT PGRI Semarang presented the candidate for Rector to the Senate for consideration	The Chair of the YPLP of PT
Senate	The results of the Senate's deliberations, as presented by the Chair of the YPLP PT PGRI Semarang, were consulted with the Chair of the PGRI Central Java Province to obtain a recommendation.	Chairperson of the YPLP PT
The Board of YPLP PT PGRI	The YPLP PT PGRI Semarang Executive Board appoints and installs the Rector by means of a Decision Letter.	Chairperson of the YPLP PT

2. Vice-Rector

Work Unit	Work Instructions	Person in Charge
Rector	The Rector issues the Rector's Regulation on the Procedures for the Appointment of Vice-Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the UPGRIS.	Rector
Vice-Rector Election Committee	The Rector shall form a Vice-Rector Election Committee.	Rector
Vice-Rector Election Committee	The Vice-Rector Election Committee conducts outreach to the academic community.	Rector
Vice-Rector Election Committee	The Vice-Rector Election Committee sends forms to lecturers who meet the eligibility criteria; lecturers who meet the criteria and stand as candidates for Vice-Rector return the forms to the Vice-Rector Election Committee	Vice-Rector
Vice-Rector Election Committee	The committee submits the names of the prospective Vice-Rector candidates to the Rector.	Rector
Vice-Rector Election Committee	The Rector shortlists a maximum of 3 prospective Vice-Rector candidates in each field, after which the candidates are introduced to the academic community.	Vice-Rector
Vice-Rector Candidates	Vice-Rector Candidates present their Vision, Mission and Work Programme.	Rector
Senate	The Senate provides its assessment of the candidates for Vice-Rector.	Vice-Rector
Rector	The Rector consults the Chair of the YPLP PT PGRI Semarang and the Chair of the PGRI Central Java Province regarding the Senate's recommendations for the appointment of a Vice-Rector in each respective field.	Chairperson of the YPLP PT PGRI
Vice-Rector Selection Committee	The Rector issues a decree and installs the Vice-Rector.	Rector

3. Dean

Work Unit	Work Instructions	Person in Charge
The Rector	The Rector has issued the Rector's Regulation on the Procedures for the Appointment of Vice-Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the UPGRIS.	Rector
Dean Selection Committee	The Rector establishes a Dean Selection Committee.	Rector
Dean Selection Committee	The Dean Selection Committee conducts outreach to the academic community.	Rector
Dean Selection Committee	The Dean Election Committee sends forms to eligible lecturers; eligible lecturers who stand as candidates for Vice-Rector return the forms to the Vice-Rector Election Committee	Rector
Dean Election Committee	The Rector selects and appoints a maximum of three prospective Dean candidates as provisional Dean candidates	Vice-Rector
Dean Election Committee	The Rector appoints a maximum of 3 prospective Dean candidates, who are then introduced to the academic community.	Rector
Dean candidates	The Dean-designate presented his vision, mission and work programme	Rector
The	The Faculty Senate provides its assessment of the final candidate for Dean.	Rector
Dean	The Dean reports the Senate's recommendations to the Rector.	Rector
Rector	The Rector appoints and installs the permanent Dean	Rector

4. Vice-Dean

Department	Work Instructions	Person in charge
Rector	The Rector issues the Rector's Regulation on the Procedures for the Appointment of Vice-Rectors, Deans, Vice-Deans, Heads of Study Programmes,	Rector

	and Secretaries of Study Programme s within the UPGRIS.	
Selection Committee for Vice-Deans	The Dean shall form a selection committee for the Vice Dean.	Dean
Vice-Dean Election Committee	The Vice-Dean Election Committee conducts outreach.	Vice-Rector
Vice-Dean Election Committee	The Vice-Deans Election Committee sends forms to lecturers who meet the requirements; lecturers who meet the requirements and stand as candidates for Vice Dean return the forms to the Vice Dean Election Committee	Vice-Rector
Dean	The Dean shortlists a maximum of three prospective candidates for Vice Dean in each field; the candidates are then introduced to the academic community.	Rector
Vice-Dean Candidates	Candidates for Vice Dean present their vision, mission and work programme	Rector
Senate	The Faculty Senate provides its assessment of the candidate for Vice Dean	Rector
Dean	The Dean reports the Senate's recommendations to the Rector	Rector
Rector	The Rector issues a decree and appoints the Vice-Dean.	Rector

5. Head of the Study Programme and Secretary of the Study Programme

Work Unit	Work Instructions	Person in Charge
Rector	The Rector issues the Rector's Regulation on the Procedures for the Appointment of Vice-Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the UPGRIS.	Rector
Dean	The Dean shall appoint a committee to elect the Head of the Study Programme.	The Rector

The Election Committee for the Head of the Study Programme and the Secretary of the Study Programme	The Selection Committee for the Head of the Study Programme and the Secretary of the Study Programme conducts outreach activities.	Rector
The Election Committee for the Head of the Study Programme and the Secretary of the Study Programme	The Election Committee for the Head of the Study Programme and the Secretary of the Study Programme sends forms to lecturers who meet the requirements; lecturers who meet the requirements and stand as candidates for the Head of the Study Programme and the Secretary of the Study Programme return the forms to the election committee.	Rector
Dean	The Dean shortlists a maximum of three candidates for Head of Study Programme and Secretary of Study Programme; the candidates are then introduced to the academic community.	Rector
Dean	Deans within the UPGRIS select and appoint a maximum of 3 prospective candidates for Head of Study Programme and Secretary of Study Programme as provisional candidates for Head of Study Programme and Secretary of Study Programme	Rector
Candidates for Head of Study Programme and Secretary of Study Programme	Candidates for Head of Programme and Programme Secretary presented their vision, mission and work programme	Rector
The Selection Committee for the Head of the Study Programme and the Secretary of the Study Programme	The results of the collection of feedback and suggestions are submitted to the Selection Committee for the Head of the Study Programme and the Secretary of the Study Programme; subsequently, the Dean designates the provisional candidates as candidates for the Head of the Study Programme and the Secretary of the Study Programme	Rector
Candidates for Head of Study Programme and	The final candidates for Head of Study Programme and Secretary of Study Programme are required to present their vision, mission and work	Rector

Secretary of Study Programme	programme before the academic community of the Study Programme	
Faculty Senate	The Faculty Senate meeting considers the candidates.	Rector
Dean	The results of the consideration by the Programme's academic staff are submitted to the Dean, who then proposes to the Rector for the appointment of the Programme Coordinator and Programme Secretary	Rector
Rector	The Rector appoints and installs the Head of the Study Programme and the Secretary of the Study Programme	The Rector

6. Heads of Institutions, Secretaries of Institutions, Heads of Agencies, Heads of Bureaus, and Heads of UPTs

Work Unit	Work Instructions	Person in Charge
Rector	The Rector convenes a management meeting attended by all Vice-Rectors, all Deans, the Chair of the Institution and the Secretary of the Institution, the Head of the Agency, the Head of the Bureau, and the Chair of the UPT	Rector
Meeting participants	Meeting participants propose candidate names	Rector
Rector	The chair of the meeting (Rector) decides on the successful candidate	Rector
Rector	The Rector issues a Decree appointing the Chair and Secretary of the Institution, the Head of the Agency, the Head of the Bureau, and the Head of the UPT.	Rector
Rector	The Rector appoints the Chair and Secretary of the Institution, the Head of the Agency, the Head of the Bureau, and the Head of the UPT by means of a Decision Letter.	Rector

6. Reference

Rector's Decision Letter of UPGRIS No. 001/PR/UPGRIS/II/2019 regarding the Organisational Structure

7. Work Instructions

1. Rector

No	Type of Activity	Implementing Body					Attachments	Time	Output	Note
		YPLPP	Rector	Senate	Committee	Candidate				
1	The incumbent Rector shall issue the Rector's Regulation on the Procedures for the Election of the Rector, Vice-Rector, Dean, Vice-Dean, Head of Study Programme, and Secretary of Study Programme within the UPGRIS.		1				Draft Rector's Decree		Rector's Decree	
2	The incumbent Rector shall form a Rector Selection Committee.		2				List of names		Committee Decree	
3	The Rector Election Committee disseminates information regarding the mechanism, requirements, procedures for the Rector election, and the schedule of events to lecturers, staff, students, and alumni.				3		Rector's Decree on the procedures for the election of the Rector		Information Session	
4	The Rector Election Committee sends forms to eligible lecturers; eligible lecturers who stand as candidates for Rector return the forms to the Rector Election Committee				4		Eligibility form		Completed form	
5	The Chair of the YPLP PT PGRI Semarang shall nominate a maximum of 3 (three) candidates for the position	5					List of candidates		Decision on the list	

	of Rector and publicise the '' to the academic community.								of candidates	
6	Rectoral candidates present their Vision, Mission and Work Programme.					6	Work programme		Presentati on	
7	The Chair of the YPLP PT PGRI Semarang presented the candidate for Rector to the Senate for consideration	7					Decision on the list of candidates		Senate's deliberati on results	
8	The results of the Senate's deliberations, as presented by the Chair of the YPLP PT PGRI Semarang, were consulted with the Chair of the PGRI Central Java Province to obtain a recommendation.	8					Senate deliberation results		Recomme ndation	
9	The Board of YPLP PT PGRI Semarang appoints and installs the Rector by means of a Decision Letter.	9					Decision on Appointment		Inaugurati on of the Rector	

2. Vice-Rector

No	Type of Activity	Organiser				Attendees	Time	Output	Note
		Rector	Senate	Commitee	Candidate				
1	The Rector issues the Rector's Regulation on the Procedures for the Appointment of Vice-Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the UPGRIS.	1				Draft Rector's Decree		Rector's Decree	

2	The Rector shall form a committee for the election of the Vice-Rector.	2				List of names		Committee Decree	
3	The Vice-Rector Election Committee held an information session for the academic community.			3		Rector's Decree on the procedures for electing the Rector		Information session	
4	The Vice-Rector Election Committee sends forms to eligible lecturers; eligible lecturers who wish to stand as candidates for Vice-Rector return the forms to the Vice-Rector Election Committee			4		Eligibility form		Completed form	
5	The committee submits the names of the prospective Vice-Rectors to the Rector.			5		List of candidates		Decision on the list of candidates	
6	The Rector shall determine a maximum of 3 prospective candidates for Vice-Rector in each field; the candidates shall then be introduced to the academic community.	6				List of candidates		Decision on the list of candidates	
7	Vice-Rector candidates present their Vision, Mission and Work Programme.			7		Work programme		Presentation	
8	The Senate considers the candidates for Vice-Rector.		8			Decision on the list of candidates		Outcome of the Senate's deliberations	

9	Following the Senate's deliberations, the Rector consulted the Chair of the YPLP of PT PGRI Semarang and the Chair of the PGRI of Central Java Province regarding the appointment of a Vice-Rector for each respective field.	9				The Senate's deliberations		Recommendation	
10	The Rector issues a decree and appoints the Vice-Rector.	10				Decree of appointment		Inauguration of the Vice-Rector	

3. Dean

No	Type of Activity	Organiser					Attendees	Time	Output	Note
		Rector	Committee	Candidate	Senate	Dean				
1	The Rector issues the Rector's Regulation on the Procedures for the Appointment of Vice-Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the UPGRIS.	1					Draft Rector's Decree	2 days	Rector's Decree	
2	The Rector forms a committee to elect the Dean.	2					Names of committee candidates	2 Days	Committee Decree	
3	The Dean Selection Committee conducts outreach to the academic community.		3				Rector's Regulation on	1 week		

							the Procedures for Appointment			
4	The Dean's Election Committee sends forms to eligible lecturers; eligible lecturers who stand as candidates for Vice-Rector return the forms to the Vice-Rector's Election Committee		4				Dean candidate form	1 week	List of Dean candidat es	
5	The Rector selects and appoints a maximum of 3 prospective Dean candidates as provisional Dean candidates	5					List of prospective Dean candidates	2 days	3 prospecti ve Dean candidat es	
6	The Rector selects a maximum of 3 prospective Dean candidates, who are then introduced to the academic community.		6				Provisional Dean candidates & Feedback and suggestions form	1 week	Feedbac k and suggesti on forms from the academi c commun ity	
7	Dean candidates present their vision, mission and work programmes			7			Presentation of the Vision and Mission of the Dean Candidates	1 Day		

8	The Faculty Senate considers the permanent Dean candidate.				8		Senate meeting deliberations on the permanent Dean candidate	1 day	Permanent Dean candidate	
9	The Dean reports the Senate's deliberations to the Vice-Rector.					9	Results of the Faculty Senate meeting regarding the permanent candidate for Dean	3 days		
10	The Rector appoints and installs the permanent Dean	10					Permanent Dean	1 day		

4. Vice-Dean

No	Type of Activity	Organiser					Attendance	Time	Output	Note
		Rector	Dean	Committee	Candidate	Senate				
1	The Rector issues the Rector's Regulation on the Procedures for the Appointment of Vice-Rectors, Deans, Vice Deans, Heads of Study	1					Draft Rector's Decree	2 days	Rector's Decree	

	Programmes, and Secretaries of Study Programmes within the UPGRIS.									
2	The Dean shall appoint a committee to elect the Vice-Dean.		2				Names of committee candidates	2 Days	Committee Decree	
3	The Vice Dean Election Committee conducts outreach.			3			Rector's Regulation on the Procedures for Appointment	1 week		
4	The Vice Dean Selection Committee sends forms to lecturers who meet the requirements; lecturers who meet the requirements and stand as candidates for Vice Dean return the forms to the Vice Dean Selection Committee			4			Form for prospective candidates for Vice Dean	1 week	List of candidates for Vice Dean	
5	The Dean selects a maximum of 3 prospective candidates for Vice Dean in each field; the candidates are then introduced to the academic community.		5				List of prospective candidates for Vice Dean	2 days	3 prospective candidates for Vice Dean	
6	The candidate for Vice Dean presented their vision, mission and work programme				6		Presentation of the Vision and Mission of	1 Day		

							the Candidate for Vice Dean			
7	The Faculty Senate considers the candidates for Vice Dean					7	Senate meeting to consider the final candidate for Vice Dean	1 day		
8	The Dean reports the Senate's deliberations to the Vice-Rector		8				Results of the Faculty Senate meeting regarding the permanent candidate for Vice Dean	3 days		
9	The Rector issues the decree and installs the Vice Dean.	9					Permanent Vice Dean			

5. Head of Study Programme and Secretary of Study Programme

No	Type of Activity	Organiser					Attendance	Time	Output	Note
		Rector	Dean	Comm tee	Candi date	Senat e				
1	The Rector issues the Rector's Regulation on the Procedures for the Appointment of Vice-Rectors, Deans, Vice Deans, Heads of Study	1					Draft Rector's Decree	2 days	Rector's Decree	

	Programmes, and Secretaries of Study Programmes within the UPGRIS.									
2	The Dean shall form an election committee for the Head of the Study Programme.	2					Names of committee candidates	2 Days	Committee Decision	
3	The Election Committee for the Head of the Study Programme and the Secretary of the Study Programme conducts outreach activities.			3			Rector's Regulation on the Procedures for Appointment	1 week		
4	The Selection Committee for the Head of the Study Programme and the Secretary of the Study Programme sends forms to lecturers who meet the requirements; lecturers who meet the requirements and stand as candidates for Head of the Study Programme and Secretary of the Study Programme return the forms to the selection committee.			4			Forms for prospective candidates for Head of Study Programme and Secretary of Study Programme	1 week	List of candidates for Head of Study Programme and Secretary of Study Programme	
5	The Dean selects a maximum of 3 prospective candidates for Head of Study Programme and Secretary of Study Programme; subsequently, the list of candidates is circulated to the academic community.		5				Documents for the prospective Head of the Department of Computer Science () and	3 days	Documents for prospective candidates for Head	

							Secretary of the Department		of the Programme and Secretary of the Programme	
6	The Dean of the UPGRIS selects and appoints a maximum of 3 prospective candidates for Head of Study Programme and Secretary of Study Programme as provisional candidates for Head of Study Programme and Secretary of Study Programme	6					List of prospective candidates for Head of Study Programme and Secretary of Study Programme	2 days	3 prospective candidates for Head of Study Programme and Secretary of Study Programme	
7	Candidates for Head of Study Programme and Secretary of Study Programme present their vision, mission and work programme.				7		Provisional candidates for Head of Study Programme and Secretary of Study Programme & Feedback and Suggestions Form	1 week	Feedback and suggestion forms from the academic community	

8	The results of the consultation process were submitted to the selection committee for the Head of the Study Programme and the Secretary of the Study Programme; the Dean then confirmed the provisional candidates as the candidates for Head of the Study Programme and Secretary of the Study Programme			8		Results of the collection of feedback and suggestions	3 days	Final candidates for Head of Study Programme and Secretary of Study Programme	
9	Final candidates for Head of Programme and Programme Secretary must present their vision, mission and work programme before the academic community of the Programme				9	Presentation of the Vision and Mission of the Candidates for Head of the Study Programme and Secretary of the Study Programme at	1 Day		
10	Faculty Senate meeting to consider the candidates.					10	The programme's academic staff meeting considers the candidates for Head of Programme and	1 day	

							Deputy Head of Programme			
11	The recommendations of the Programme's academic staff are submitted to the Dean, who then proposes to the Vice-Rector that the candidates be appointed as Programme Director and Programme Secretary		11				Results of the Programme Study lecturers' meeting regarding candidates for Head of Programme and Secretary of Programme	3 days		
12	The Rector appoints and installs the Head of the Study Programme and the Secretary of the Study Programme	12					The Head of the Study Programme and the Secretary of the Study Programme are appointed on a permanent basis			

6. Heads of Institutions, Secretaries of Institutions, Heads of Agencies, Heads of Bureaus, and Heads of UPTs

No	Type of Activity	Implementer		Completeness	Time	Output	Note
		Rector	Meeting Participants				
1	The Rector held a senior management meeting attended by all Vice-Rectors, all Deans, Heads of	1		Minutes of the meeting		Meeting decisions	

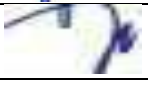
	Institutions and Secretaries of Institutions, Heads of Departments, Heads of Bureaus, and Heads of UPTs						
2	Meeting participants propose candidate names		2	Candidate's name		Candidate's name	
3	The chair of the meeting (Rector) decides on the successful candidate	3 ↓	←	Name of the successful candidate		Name of the selected candidate	
4	The Rector issues a decision appointing the Chair and Secretary of the Institution, the Head of the Agency, the Head of the Bureau, and the Head of the Technical Implementation Unit.	4 ↓		Draft Decision		Decision on Appointment	
5	The Rector appoints the Chair and Secretary of the Institution, the Head of the Agency, the Head of the Bureau, and the Chair of the UPT by means of a Decision.	5		Decision		Inauguration	

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARDS FOR THE ADMISSION OF NEW STUDENTS

Document Code	:	S-UPGRIS-4.3
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

A. VISION AND MISSION

VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a leading university with a distinct identity.

MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and outstanding leaders with a national character for the betterment of life and society.

B. SCOPE

- a. The registration process for prospective students via the regular, merit-based and interest-based pathways
- b. Conducting entrance examinations for prospective students
- c. Registration of accepted students
- d. Work units/staff involved in student recruitment

C. RATIONALE FOR SETTING STANDARDS

As a higher education institution, UPGRIS provides all students with the opportunity to develop their interests and talents. To facilitate the development of students' interests and talents, UPGRIS provides facilities in the form of infrastructure, supervising lecturers and funding.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To serve as a reference for the leadership of the Student Affairs Office (LPM) at UPGRIS in formulating policies related to student admissions.
2. To serve as a reference for the Rector, Deans and study programmes in designing, implementing and evaluating programmes related to student admissions.
3. To serve as a reference for the student admissions management unit in implementing and managing admissions programmes.
4. To serve as a guideline for university- and faculty-level promotion units in designing and implementing promotional programmes.
5. To serve as a reference for the University PGRI Student Council (LPM) in planning and implementing continuous monitoring and evaluation programmes for student recruitment.

E. RESPONSIBLE PARTIES

1. Vice-Rector I
2. Vice-Rector II
3. Vice-Rector III
4. Dean
5. Head of Programme
6. Finance Department
7. Admissions Committee

F. GLOSSARY

New Student Admissions (PMB) is the selection process for prospective students to become new students at UPGRIS.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASURE MENT METHOD	INDICAT OR CODE
4.3.1.1	Universities, faculties and study programmes must make efforts to admit prospective students such that the ratio of applicants to those who pass the selection process is at least 5:1.	APT 17 APS 14	Achieving a ratio of applicants to successful candidates of at least 5:1.	IKU	AMI	U/F/P
4.3.2.1	Universities, faculties and study programmes must ensure that the ratio of students re-enrolling to the	APT 18	Achievement of a re-enrolment rate of $\geq$ 95% of the number of applicants who passed the selection process .	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASURE MENT METHOD	INDICAT OR CODE
	number of applicants who pass the selection process is $\geq 95\%$.					
4.3.3.1	Universities, faculties and study programmes must strive to ensure that the number of international students reaches at least 1% of the total number of students for each study programme.	APT 19 APS 15b	Achievement of the target for the number of international students to a minimum of 1% of the total student population across all study programmes, and possession of valid and complete supporting data and documentation.	IKU	AMI	U/F/P
4.3.4.1	Universities, faculties and study programmes must ensure the availability of complete documents regarding the student admission system for new students, covering, amongst other things: selection policies, selection criteria, decision-making systems, and admission procedures.	APS 21 LAMD IK S2 16	The availability and implementation of selection policies , selection criteria, decision-making systems, and admission procedures, which are consistently implemented and documented in both printed and digital formats.	IKU	Monev	U/F/P
4.3.5.1	Universities, faculties and degree programmes must strive to ensure that the ratio of prospective students applying to the degree	LAMD IK 23	Achieving a consistent annual increase of $\geq 15\%$ in the ratio of prospective students	IKT	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASURE MENT METHOD	INDICAT OR CODE
	programme increases consistently by at least 15% each year.		applying to the study programme.			
4.3.6.1	Universities, faculties and study programmes are required to conduct a satisfaction survey of new students regarding PMB services using reliable instruments, and the results must be followed up and documented.	LAM INFOK OM	The implementation of a new student satisfaction survey regarding PMB services using a reliable instrument, with the results followed up and documented.	IKT	AMI	U/F/P
4.3.7.1	Universities, faculties and degree programmes are required to evaluate and monitor the new student admissions information system via https://pmb.upgris.ac.id/	UPGRI S	The implementation of annual monitoring and evaluation of the student admission system ().	ICT	Monev	U/F/P
4.3.8.1	Universities, faculties and study programmes are required to limit the intake of transfer students to a maximum of 5% of the total number of regular students ().	UPGRI S	Implementation of the restriction on the admission of transfer students to a maximum of 5% of the total number of students in the study programme, for all study programmes.	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASURE MENT METHOD	INDICAT OR CODE
4.3.9.1	Universities, faculties and study programmes must ensure the availability of policies to increase interest among prospective students at local, national or international level, accompanied by valid and comprehensive evidence.	LAM Infoko m 25	The availability of policies to boost interest among prospective students at local, national or international level, supported by valid and comprehensive evidence.	ICT	Monev	U/F/P
4.3.10. 1	Universities and postgraduate programmes must ensure that, over the last 3 years, the number of prospective students applying to the programme has consistently increased by > 5% compared to the previous year .	LAMD IK S2 19	that the number of prospective students applying to the study programme has consistently increased by >5% from the previous year over the last three years.	IKT	Monev	U/Ps
4.3.11. 1	The study programme must have the results of an analysis of student input profiles covering: (a) linearity (b) representation of Indonesian regions (c) age (d) undergraduate GPA from the home institution.	LAM PPG 16	The availability of analysis results regarding student intake profiles, covering: (a) linearity; (b) representation of s across Indonesia; (c) age; (d) undergraduate GPA from the student's original institution, accompanied by complete and valid	IKT	Monev	P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASURE MENT METHOD	INDICAT OR CODE
			supporting documentation.			

H. STRATEGY FOR ACHIEVING STANDARDS

1. The Rector, Vice-Rectors, and Deans determine the quota for new students in accordance with the capacity of the available facilities
2. Vice-Rector I, Vice-Rector II, Vice-Rector III, and the Finance and Academic Affairs Department hold meetings to prepare for, implement, and evaluate the student admission process
3. Vice-Rector I, Vice-Rector II, Vice-Rector III, and the Finance and Academic Affairs Department coordinate with the bank designated by UPGRIS
4. Vice-Rector I, Vice-Rector II, Vice-Rector III, and the Finance and Academic Department plan the PMB promotional activities and the ' ' selection process for prospective new students
5. Selection is conducted via a one-day service system or through scheduled simultaneous selection
6. Prospective students for the PJKR programme must undergo a health and skills test. Prospective students for the Faculty of Engineering and the Physics Education programme must be free from colour blindness, as evidenced by a doctor's certificate.
7. Prospective students must be drug-free

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Independent Education Accreditation Agency
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020

6. Assessment Matrix for the Self-Evaluation Report and Performance Report of the Engineering Study Programme, 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

EVALUATION FORM DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD FORM FOR THE ADMISSION OF NEW STUDENTS (PMB)

Document Code	: F-SPMI-UPGRIS-4.3
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme
Faculty Name :
Date of Submission :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Achievement of a minimum applicant-to-successful-candidate ratio of 5:1.	APT, APS			
2	The percentage of students who re-enrol out of the total number of applicants who passed the selection process is $\geq 95\%$.	APT			
3	Achieving a minimum of 1% of international students out of the total student population across all study programmes, and possessing valid and complete supporting data and documentation.	APT, APS			
4	The availability and implementation of selection policies, selection criteria, decision-making systems, and admission procedures, which are carried out consistently and documented in both printed and digitally.	APS, LAMDIK S2			
5	Achievement of a consistently increasing ratio of prospective students applying to the study programme of $\geq 15\%$ annually.	Lamdik 23			
6	A satisfaction survey of new students regarding the Student Admissions Service has been	LAM INFOKOM			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	conducted using a reliable questionnaire, and the results have been acted upon and documented.				
7	The implementation of annual student monitoring and evaluation.	UPGRIS			
8	Implementation of a cap on the intake of transfer students at a maximum of 5% of the total number of students in the study programme, for all study programmes.	UPGRIS			
9	The availability of policies to boost interest among prospective students at local, national or international level, accompanied by valid and comprehensive evidence.	LAM Infokom			
10	A consistent increase of more than 5% in the number of prospective students applying to the study programme compared to the previous year over the last three years.	LAMDIK S2			
11	The availability of the results of the analysis of student intake profiles, covering: (a) linearity; (b) representation of regions across Indonesia; (c) age; (d) undergraduate GPA from the student's previous institution, accompanied by complete and valid supporting documentation.	LAM PPG			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Checker,
Faculty Quality Assurance
Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)

Signed
(Full Name)

STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
ESTABLISHMENT OF STUDENT AFFAIRS STANDARDS

Document Code	:	SOP-UPGRIS-4.3.1
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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP ESTABLISHMENT OF STUDENT STANDARDS

1. Objective : To establish student standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : The establishment of student standards in education at UPGRIS
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunities.
 - b. There are specific requirements in place to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students to be admitted in line with existing capacity.
 - d. Has a policy on the admission of new students that is regularly revised to align with the interests of stakeholders and the needs of the community.
 - e. Has policies regarding the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encouraging students to participate actively in research and community service activities
4. Definition

Student affairs encompass all matters relating to students, comprising academic activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and supporting initiatives.
5. Procedure

Work Unit	Work Instructions	Responsible
Rector	Instructs the Vice-Rector III to form a team to draft student affairs standards	Rector
Vice-Rector III	Forms a drafting team for student affairs standards comprising primarily the Vice-Dean for Student Affairs	Rector

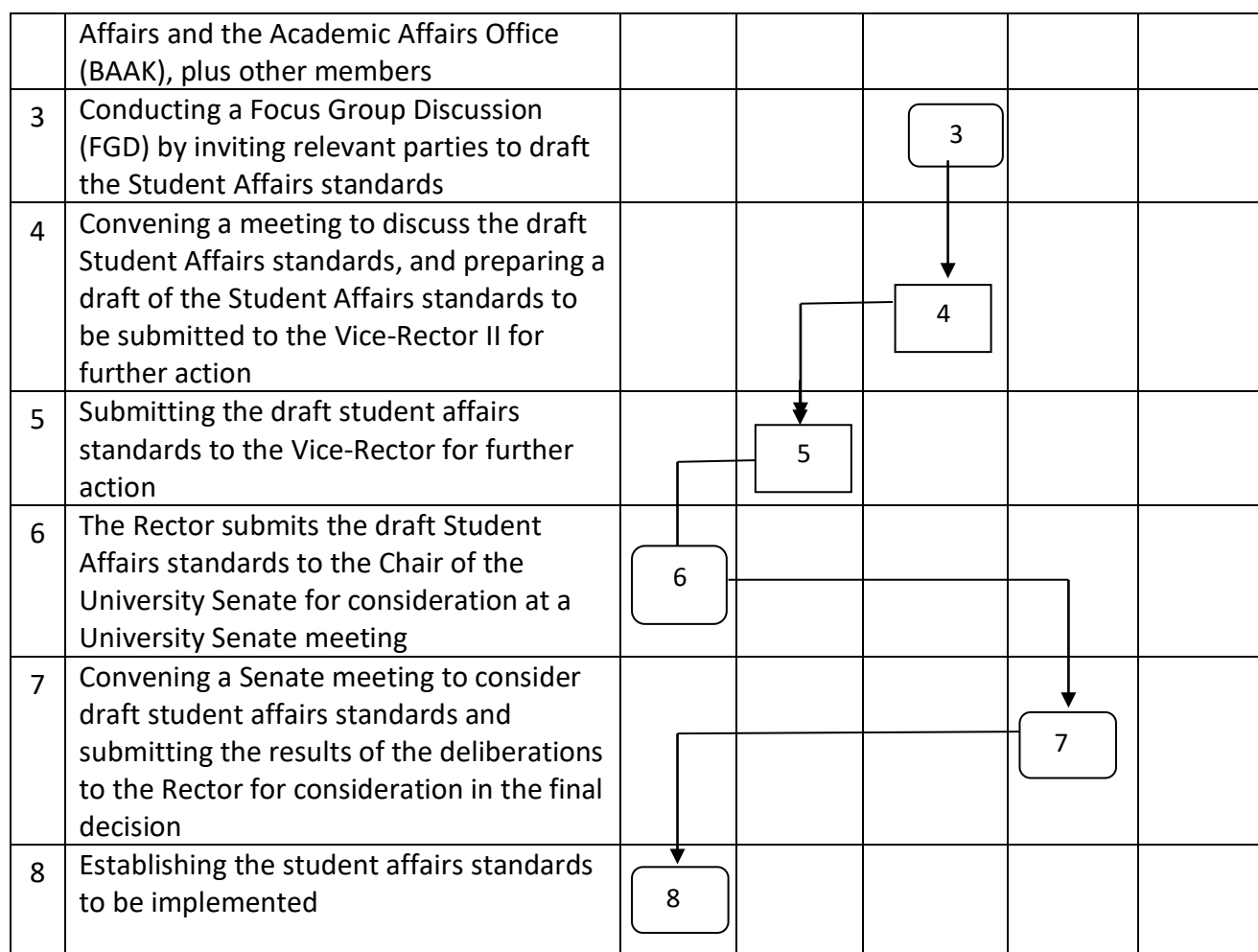
	and the Academic Affairs Office (BAAK), supplemented by other members	
Drafting Team	Organising a focus group discussion (FGD) by inviting relevant parties to draft student affairs standards	Vice-Rector III
Drafting Team	Convening a meeting to discuss the draft Student Affairs standards, and drafting the Student Affairs standards to be submitted to the Vice-Rector III for further action	Vice-Rector
Vice-Rector III	Submitting the draft student affairs standards to the Vice-Rector for further action	Vice-Rector
Vice-Rector	The Vice-Rector submits the draft Student Affairs standards to the Chair of the University Senate for consideration at a University Senate meeting	Rector
University Senate	Convening a Senate meeting to consider draft student affairs standards and submitting the outcome of the deliberations to the Vice-Rector for consideration in the decision-making process	Chair of the University Senate
Rector	Establishing the student affairs standards to be implemented	Rector

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Student Quality Standards; and
- f. UPGRIS Education Quality Manual.

7. Work Instructions

N o	Activity Details	Rector	Vice-Rector III	Drafting Team	Senate	Foundation
1	Instructs the Vice-Rector III to form a drafting committee for student affairs standards	1				
2	Form a drafting team for the Student Affairs Standards comprising, as key members, the Vice-Dean for Student		2			



STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
IMPLEMENTATION OF STUDENT AFFAIRS STANDARDS

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP IMPLEMENTATION OF STUDENT STANDARDS

1. Objective : To ensure the implementation of student standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Implementation of student standards at UPGRIS
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. The number of new students to be admitted is determined in accordance with available capacity.
 - d. Policies regarding the admission of new students are regularly revised to ensure they align with the interests of stakeholders and the needs of the community.
 - e. Has policies regarding the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encourages students to participate actively in research and community service activities.

4. Definition

Student affairs encompass all matters relating to students, including academic activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and related support initiatives.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to implement student affairs standards	Rector
Vice-Rector III	Instructs the BAAK department to implement the established student affairs standards	Rector

BAAK	Submit the results of the analysis of the implementation of student affairs standards to the Vice-Rector II for follow-up	Vice-Rector III
Rector	The Rector follows up on the results of the analysis of the implementation of student affairs standards	Rector

6. References

- Law No. 20 of 2003 on the National Education System;
- Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- The Statutes of UPGRIS;
- UPGRIS Student Quality Standards; and
- UPGRIS Education Quality Manual.

7. Work Instructions

No	Details of Activities	Rector	Vice-Rector	Academic Affairs Office
1	Instructs the Vice-Rector III to implement student affairs standards	1		
2	Instruct the BAAK department to implement the established student affairs standards		2	
3	Submit the results of the analysis of the implementation of student affairs standards to the Vice-Rector II for follow-up			3
4	The Vice-Rector follows up on the results of the analysis of the implementation of student affairs standards	4		

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
STUDENT AFFAIRS STANDARD EVALUATION

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP STUDENT STANDARDS EVALUATION

1. Objective : To establish a standard evaluation of student affairs to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Evaluation of student standards at UPGRIS
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunities.
 - b. Has specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students to be admitted in line with existing capacity.
 - d. Has a policy on the admission of new students that is regularly revised to align with the interests of stakeholders and the needs of the community.
 - e. Has a policy on the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy regarding student participation in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities

4. Definition

Student affairs encompass all matters relating to students, comprising learning activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and supporting initiatives.

5. Procedure

Work Unit	Work Instructions	Responsible
Rector	Instructs the Vice-Rector II to evaluate student affairs standards	Rector
Vice-Rector III	Instructs the BAAK department to evaluate the established student affairs standards	Vice-Rector III
BAAK	Report the results of the standard student affairs evaluation to the Vice-Rector II for follow-up	Vice-Rector II
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the Student Affairs standards evaluation	Rector

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education
- d. Statutes of UPGRIS;
- e. UPGRIS Student Quality Standards; and
- f. UPGRIS Education Quality Manual.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector III	Academic Affairs Office
1	The Rector instructed the Vice-Rector III to evaluate student affairs standards	1		
2	The Vice-Rector III instructs the BAU department to evaluate the established student affairs standards		2	
3	The Student Affairs Office reports the results of the evaluation of student standards to the Vice-Rector III for further action			3
4	The Vice-Rector follows up on the analysis of the results of the Student Affairs standards evaluation	4		

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APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
CONTROL OF STUDENT AFFAIRS STANDARDS

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	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
STUDENT STANDARDS CONTROL

1. Objective : To ensure the implementation of student affairs standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Control of student standards at UPGRIS
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students to be admitted in accordance with available capacity.
 - d. Has a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of stakeholders and the needs of the community.
 - e. Has a policy on the provision of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has policies encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encouraging students to participate actively in research and community service activities
4. Definition

Student affairs encompass all matters relating to students, comprising learning activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and supporting initiatives.
5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to oversee student affairs standards	Rector
Vice-Rector III	Instructs the Academic Affairs Office to oversee the established student affairs standards	Vice-Rector III

Academic Affairs Office	Report the results of the analysis of the monitoring of student affairs standards to the Vice-Rector III for follow-up	Vice-Rector III
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the Student Affairs standard control	Rector

6. References

- Law No. 20 of 2003 on the National Education System;
- Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- Statutes of UPGRIS;
- UPGRIS Student Quality Standards; and
- UPGRIS Education Quality Manual.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector III	Academic Affairs Office
1	Instructs the Vice-Rector III to oversee student affairs standards	1		
2	Instruct the BAAK department to ensure compliance with the established student affairs standards		2	
3	Report the results of the analysis of the monitoring of student affairs standards to the Vice-Rector III for follow-up			3
4	The Vice-Rector follows up on the analysis of the results of the Student Affairs standard control	4		

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APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
IMPROVEMENT OF STUDENT STANDARDS

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	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
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Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP

IMPROVING STUDENT STANDARDS

1. Objective : To achieve an improvement in student standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Improvement of student standards at UPGRIS
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. The number of new students to be admitted is determined in accordance with available capacity.
 - d. Policies regarding the admission of new students are regularly revised to ensure they align with the interests of stakeholders and the needs of the community.
 - e. Has policies regarding the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encourages students to participate actively in research and community service activities
4. Definition

Student affairs encompass all matters relating to students, including academic activities, the development of students' critical thinking, the cultivation of their interests and hobbies, the enhancement of their welfare, and related support initiatives.
5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to improve student affairs standards	Rector
Vice-Rector III	Instructs the BAAK department to improve the established standards for student affairs	Vice-Rector III

BAAK	Report the results of the analysis on the improvement of student affairs standards to the Vice-Rector III for follow-up	Vice-Rector III
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the improvement of student standards	Rector

6. References

- Law No. 20 of 2003 on the National Education System;
- Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- The Statutes of UPGRIS;
- Academic Standards of UPGRIS;
- UPGRIS Academic Quality Manual; and
- Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector III	Academic Affairs Office
1	Instructs the Vice-Rector III to improve student affairs standards	1		
2	Instruct the BAAK department to improve the established standards for student affairs		2	
3	Report the results of the analysis on the improvement of student affairs standards to the Vice-Rector III for further action			3
4	The Vice-Rector follows up on the analysis of the results of the improvement of student standards	4		

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INTERNAL QUALITY ASSURANCE SYSTEM
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APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
ADMISSION OF NEW STUDENTS (PMB)

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP NEW STUDENT ADMISSIONS (PMB)

1. Objective :

- a) To ensure the orderly operation of the new student admission process, from preparation through to the announcement of selection results.
- b) The coordination of the departments and staff involved in the new student admissions process.
- c) The new student admission process is managed in accordance with the implementation of the university's internal quality assurance system.

2. Scope :

- a. The registration process for prospective students via the regular, merit-based and interest-based pathways
- b. Conducting selection examinations for prospective students
- c. Registration of admitted students
- d. Work units/staff involved in student admissions

3. Standards

- a) Prospective New prospective students at UPGRIS are graduates of senior high schools (SMU/SMK/MA) and/or other higher education institutions
- b) New students at UPGRIS must meet the specified administrative requirements
- c) Prospective new students must undergo the selection process established by the UPGRIS
- d) Prospective students who have passed the selection process must register within the specified timeframe

4. Definition

New Student Admissions (PMB) is the selection process for prospective students to become new students at UPGRIS

5. Procedure

Department	Work Instructions	Person in Charge
BAAK	BAAK prepares the registration, enrolment and administrative forms for all PMB processes.	Vice-Rector III
Vice-Rector III	Vice-Rector III and BAAK carry out the recruitment of prospective new students	Vice-Rector
New Student Admissions Team	Prospective students take the selection exam	Vice-Rector III

Department	Work Instructions	Person in Charge
Admissions Team	Prospective students who pass the selection process complete registration (course registration form) and obtain the signature of the Head of the Study Programme	Head of Programme
Vice-Rector III	Prospective students who have registered make payment at Bank Jateng	Vice-Rector II
Admissions Team	Prospective students submit proof of registration and payment to the PMB committee to obtain their Student Identification Number (NPM)	Vice-Rector III
Vice-Rector III	Prospective students complete a form and have their photograph taken at Bank Jateng, UPGRIS, for the production of their student ID card.	Faculty Administration

6. References

- UPGRIS Education Guidelines
- Academic Calendar of UPGRIS

7. Work Instructions

No	Details of activities	Vice-Rector I	Rector	BAAKSI	Admissions Committee	Prospective Students
1	The First Vice-Rector forms the Admissions Committee	1				
2	The Vice-Rector issues the PMB decree		2			
3	The Admissions Office prepares the application and registration forms and administers all admission processes			3		
4	The Vice-Rector I and BAAK carry out the recruitment of prospective new students				4	
5	Prospective students are taking the entrance exam					5
6	Successful applicants complete registration (course registration form)					6

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	and obtain the signature of the Head of the Study Programme					
7	Prospective students who have registered make payment at Bank Mandiri/Bank BRI					7 
8	Prospective students must submit proof of registration and payment () to the Admissions Committee to obtain their Student Identification Number (NPM)					8 
9	Prospective students complete the form at Bank Mandiri/Bank BRI					9

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INTERNAL QUALITY ASSURANCE SYSTEM
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APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
HIGHER EDUCATION ORIENTATION PROGRAMME

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	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP HIGHER EDUCATION ORIENTATION PROGRAMME

1. Objectives : To ensure the smooth running of the university orientation programme at UPGRIS
2. Scope : New students of the across all study programmes at the UPGRIS
3. Standards:
 - a) All new students must take part in the new student orientation programme (PEKKA).
 - b) The Freshers' Orientation Programme (PEKKA) must be a requirement for students who intend to become student organisation officers.
 - c) The Freshers' Orientation Programme (PEKKA) must be conducted over a maximum of 3 (three) days.
 - d) The Freshers' Orientation Programme (PEKKA) must be held before academic activities commence
4. Definition
 - a) The University Orientation Programme is an activity designed to introduce new students to the campus environment, covering academic activities, organisations, the academic community and student activities at university level.
 - b) The Faculty Orientation Programme is an initiative designed to introduce new students to the campus environment, covering academic activities, student organisations, the academic community and student activities at faculty and degree programme level.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector III	a. At the start of the new academic year, instruct the University Student Executive Board (BEM) to prepare and implement the University Orientation Programme for new students at UPGRIS. b. Review the proposal for the University Orientation Programme drafted by the organising committee for correction and feedback in accordance with applicable regulations, and approve it c. Submit the implementation plan drawn up by the organising committee to the rector d. Forwarding the proposal for the University Orientation Programme to the Vice-Rector II	Vice-Rector

Work Unit	Work Instructions	Person in Charge
University Student Council	a. Coordinate with the Faculty Student Council (BEM) executive committee to form a committee and design the activities for the University Orientation Programme b. Submit the activity proposal, which includes the personnel and activities of the University Orientation Programme along with the budget, to the Vice-Rector III c. Implementing the University Orientation Programme at university level	Vice-Rector III and Vice Dean II
Vice-Dean II	a. At the start of the new academic year, instruct the Faculty Student Council (BEM) to prepare and implement the university orientation programme for new students at UPGRIS. b. Reviewing the proposal for the University Orientation Programme activities drawn up by the organising committee, providing corrections and feedback in accordance with applicable regulations, and approving it c. Submit the implementation plan drawn up by the committee to the Vice-Rector III	Dean
Faculty Student Council	Coordinate with the University Higher Education Orientation Programme Committee regarding activities for the Higher Education and Faculty Orientation Programme	Vice-Dean III
Vice-Rector II	Review and approve the budget plan for the university's University Orientation Programme	Vice-Rector
Vice-Rector III and Vice-Dean II	Directing the implementation of the University Introduction Programme at university and faculty level	Rector

6. Reference

- a. Law No. 20 of 2003 on the National Education System
- b. Government Regulation No. 19 of 2005 on National Education Standards
- c. Statutes of UPGRIS
- d. Academic Standards of UPGRIS 20...
- e. UPGRIS Academic Quality Manual 20...
- f. UPGRIS Procedures Manual 20...

7. Work Instructions

No	Details of activities	Vice-Rector III	University Student Council	Vice Rector II	Faculty Student Council
1	The Vice-Rector III instructs the University Student Council to form a committee, organise activities and draw up the budget for the University PEKKA	1			
2	The University Student Council coordinates with the Faculty Student Councils to form the organising committee for the University PEKKA		2		
3	The University Student Executive Board submits a proposal for the event to the Vice-Rector (Warek III), which includes the committee members, the programme of activities and the budget		3		
4	The Vice-Rector III forwards the PEKKA budget, prepared by the organising committee, to the Vice-Rector II	4			
5	Vice-Rector II reviewed and approved the budget plan for the university's PEKKA activities			5	
6	The Faculty Student Council coordinates with the university PEKKA organising committee regarding the organisation of the faculty PEKKA				6
7	The University Student Council, together with the Faculty Student Council, carried out the PEKKA activities		7		

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INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STUDENT SERVICES STANDARDS

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	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

A. VISION AND MISSION

VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a leading university with a distinct identity.

MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and outstanding leaders with a national character for the betterment of life and society.

B. SCOPE

This section sets out the minimum criteria regarding the provision, implementation, monitoring and evaluation of student services

C. RATIONALE FOR ESTABLISHING STANDARDS

As a higher education institution, UPGRIS provides opportunities for all students to develop their interests and talents. To realise the development of students' interests and talents, UPGRIS provides facilities in the form of infrastructure, supervising lecturers, and funding.

D. OBJECTIVES OF THE STANDARDS

In order to realise the vision and mission of UPGRIS, and to ensure that the University's objectives can be achieved effectively, UPGRIS has designed, formulated, compiled, established and implemented the UPGRIS Student Services Standards. These quality standards are necessary to ensure that student services activities are carried out in a standardised manner based on specific quality benchmarks. The Student Services Standards have been drawn up based on the needs of study programmes, departments, faculties and the UPGRIS in general to guide all admission activities so that the objectives of the UPGRIS can be achieved. The indicators used to measure the achievement of the Student Services Standards of UPGRIS are formulated based on indicators for institutional and study programme accreditation, as well as higher education ranking indicators.

Students are one of the most important components of a university, for without them, a university cannot function. This is also the case at UPGRIS; without its students, the university would not be what it is today. The vital role of students at UPGRIS necessitates the establishment of Student Services Standards. The Student Services Standards serve as a benchmark of excellence for UPGRIS in the planning, implementation, monitoring and evaluation of student services. These quality standards have been established with the aim of ensuring that service processes for students are carried out in accordance with applicable procedures and are directed towards achieving the targets that have been set. These quality standards have been established at UPGRIS as part of the university's commitment to implementing the Internal Quality Assurance System (SPMI). This represents the steps taken by UPGRIS to continuously improve quality.

E. RESPONSIBLE PARTIES

1. Vice-Rector I
2. Vice-Rector II
3. Vice-Rector III
4. Dean
5. Head of Programme
6. Finance Department

F. GLOSSARY

Student affairs encompass all matters relating to students, comprising learning activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and supporting initiatives.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.4.1.1	Universities, faculties and study programmes must provide guidance and counselling services, talent and interest development, scholarship services, health services, career guidance, soft skills development and entrepreneurship services that are accessible and available to students.	APT, APS and LAM EMBA C3 e1	The availability of guidance services counselling, talent and interest development, scholarship services, health services, career guidance, soft skills and entrepreneurship development, which can be accessed and utilised by students.	IKU	Monev	U/F/P
4.4.2.1	Universities, faculties and study programmes must ensure ease of access and maintain high-quality services in the areas of reasoning, student interests and talents, scholarships, counselling, all types of health services and career guidance.	APT, APS and LAM EMBA C3 e2	Ensuring ease of access and maintaining high-quality services in the areas of reasoning, student interests and talents, scholarships, counselling, all types of health services and career guidance.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.4.3.1	Universities, faculties and degree programmes must ensure the availability and implementation of policies designed to provide early warning regarding issues relating to student academic progress and performance, and to remove students from degree programmes.	LAMEM BA K3 B2	The availability and implementation of policies designed to provide early warning of issues regarding the maintenance and progress of students' studies and to remove students from study programmes.	IKT	AMI	U/F/P
4.4.4.1	Universities, faculties and study programmes must have and implement policies that encourage Student Activity Units (UKM) in line with their vision, mission, objectives and strategies.	LAMEM BA K3 B2d	Policies are in place and implemented to facilitate Student Activity Units (UKM) through the Student Activity Fund (), providing funding, facilities and infrastructure.	ICT	AMI	U/F/P
4.4.5.1	Universities, faculties and study programmes are required to facilitate students' participation in various non-curricular activities to fulfil student engagement requirements.	UPGRIS	various non-curricular activities to fulfil the minimum requirement of 300 student activity points per student until graduation from the undergraduate programme.	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.4.6.1	The university, together with the Quality Assurance Agency (LPM), is responsible for monitoring and evaluating the following services: guidance counselling, talent and interest development, scholarship services, health services, career guidance, soft skills development and entrepreneurship.	UPGRIS	The implementation of monitoring and evaluation of guidance counselling services, talent and interest development, scholarship services, health services, career guidance, soft skills development and entrepreneurship.	IKT	Monev	U
4.4.7.1	Universities, faculties and study programmes must ensure that the Study Programme Management Unit demonstrates lecturers' involvement in student academic development, including through counselling or mentoring.	LAM EMBA C3 c4	The implementation of the study programme demonstrates lecturers' involvement in students' academic development activities, including through counselling or mentoring.	IKT	Monev	U/F/P

H. STRATEGIES FOR ACHIEVING STANDARDS

1. The Rector, in collaboration with the faculties, designs and provides university-wide coordinated services for counselling, talent and interest development, scholarships, health services, career guidance, soft skills development and entrepreneurship.
2. The LPM provides technical guidance to student services units to formulate and implement student services standards and procedures.
3. WR III maintains and monitors the PMB system.
4. The LPM routinely carries out annual monitoring and evaluation of student services.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework

3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 on the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

EVALUATION FORM DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STUDENT SERVICES STANDARD FORM

Document Code	: F-SPMI-UPGRIS-4.4
Effective Date	: 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme
Faculty Name :
Date of Submission :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The availability of counselling services, talent and interest development, scholarship services, health services, career guidance, soft skills development and entrepreneurship services that are accessible and available for use by students.	APT, APS and LAM EMBA			
2	Easy access and maintenance of high-quality services in the areas of reasoning, student talents and interests, scholarships, counselling, all types of health services and career guidance.	APT, APS and LAM EMBA			
3	The availability and implementation of policies designed to provide early warning of issues regarding students' academic progress and performance, and to remove students from their degree programmes.	LAMEMBA			
4	Policies are in place and implemented to facilitate Student Activity Units (UKM) through funding, facilities and infrastructure.	LAMEMBA			
5	The implementation of various extracurricular activities to ensure students achieve a	UPGRIS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	minimum of 300 activity points per student by the time they graduate from the undergraduate programme.				
6	The implementation of monitoring and evaluation of guidance and counselling services, talent and interest development, scholarship services, health services, career guidance, soft skills development and entrepreneurship.	UPGRIS			
7	The implementation of the study programme demonstrates the involvement of lecturers in activities aimed at students' academic development, including through counselling or mentoring.	LAM EMBA			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Checker,
Faculty Quality Assurance
Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)

Signature
(Full Name)

STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
ESTABLISHMENT OF STUDENT AFFAIRS STANDARDS

Document Code	:	SOP-UPGRIS-4.4.1
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP ESTABLISHMENT OF STUDENT STANDARDS

1. Objective : To establish student standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : The establishment of student standards in education at UPGRIS
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunities.
 - b. There are specific requirements in place to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students to be admitted in line with existing capacity.
 - d. Has a policy on the admission of new students that is regularly revised to align with the interests of stakeholders and the needs of the community.
 - e. Has policies regarding the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encouraging students to participate actively in research and community service activities
4. Definition
Student affairs encompass all matters relating to students, comprising academic activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and supporting initiatives.
5. Procedure

Work Unit	Work Instructions	Responsible
Rector	Instructs the Vice-Rector III to form a team to draft student affairs standards	Rector
Vice-Rector III	Forms a drafting team for student affairs standards comprising primarily the Vice-Dean for Student Affairs	Rector

	and the Academic Affairs Office (BAAK), supplemented by other members	
Drafting Team	Organising a focus group discussion (FGD) by inviting relevant parties to draft student affairs standards	Vice-Rector III
Drafting Team	Convening a meeting to discuss the draft Student Affairs standards, and drafting the Student Affairs standards to be submitted to the Vice-Rector III for further action	Vice-Rector
Vice-Rector III	Submitting the draft student affairs standards to the Vice-Rector for further action	Vice-Rector
Vice-Rector	The Vice-Rector submits the draft Student Affairs standards to the Chair of the University Senate for consideration at a University Senate meeting	Rector
University Senate	Convening a Senate meeting to deliberate on draft student affairs standards and submitting the outcome of the deliberations to the Vice-Rector for consideration in the decision-making process	Chair of the University Senate
Rector	Establishing the student affairs standards to be implemented	Rector

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Student Affairs Quality Standards; and
- f. UPGRIS Education Quality Manual.

7. Work Instructions

N o	Details of Activities	Rector	Vice- Rector III	Drafting Team	Senate	Foundat ion
1	Instructs the Vice-Rector III to form a drafting committee for student affairs standards	1				
2	Form a drafting team for the Student Affairs Standards () comprising, as key members, the Vice-Dean for Student Affairs and the Academic Affairs Office (BAAK), plus other members		2			
3	Conducting a Focus Group Discussion (FGD) by inviting relevant parties to draft the Student Affairs standards			3		
4	Convening a meeting to discuss the draft Student Affairs standards, and preparing a draft of the Student Affairs standards to be submitted to the Vice-Rector II for further action			4		
5	Submitting the draft student affairs standards to the Vice-Rector for further action		5			
6	The Rector submits the draft Student Affairs standards to the Chair of the University Senate for consideration at a University Senate meeting	6				
7	Convening a Senate meeting to consider draft student affairs standards and submitting the results of the deliberations to the Rector for consideration in the final decision				7	
8	Establishing the student affairs standards to be implemented	8				

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
IMPLEMENTATION OF STUDENT AFFAIRS STANDARDS

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Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP IMPLEMENTATION OF STUDENT STANDARDS

1. Objective : To ensure the implementation of student standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Implementation of student standards at UPGRIS
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. The number of new students to be admitted is determined in accordance with available capacity.
 - d. The policy on the admission of new students is regularly revised to ensure it aligns with the interests of stakeholders and the needs of the community.
 - e. Has policies regarding the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encourages students to participate actively in research and community service activities.

4. Definition

Student affairs encompass all matters relating to students, including academic activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and related support initiatives.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to implement student affairs standards	Rector
Vice-Rector III	Instructs the BAAK department to implement the established student affairs standards	Rector

BAAK	Submit the results of the analysis of the implementation of student affairs standards to the Vice-Rector II for follow-up	Vice-Rector III
Rector	The Rector follows up on the results of the analysis of the implementation of student affairs standards	Rector

6. References

- Law No. 20 of 2003 on the National Education System;
- Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- The Statutes of UPGRIS;
- UPGRIS Student Quality Standards; and
- UPGRIS Education Quality Manual.

7. Work Instructions

No	Details of Activities	Rector	Vice-Rector	Academic Affairs Office
1	Instructs the Vice-Rector III to implement student affairs standards	1		
2	Instruct the BAAK department to implement the established student affairs standards		2	
3	Submit the results of the analysis of the implementation of student affairs standards to the Vice-Rector II for follow-up			3
4	The Vice-Rector follows up on the results of the analysis of the implementation of student affairs standards	4		

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
STUDENT AFFAIRS STANDARD EVALUATION

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP STUDENT STANDARDS EVALUATION

1. Objective : To establish a standard evaluation of student affairs to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Evaluation of student standards at UPGRIS
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunities.
 - b. Has specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students to be admitted in line with existing capacity.
 - d. Has a policy on the admission of new students that is regularly revised to align with the interests of stakeholders and the needs of the community.
 - e. Has a policy on the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy regarding student participation in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities

4. Definition

Student affairs encompass all matters relating to students, comprising learning activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and supporting initiatives.

5. Procedure

Work Unit	Work Instructions	Responsible
Rector	Instructs the Vice-Rector II to evaluate student affairs standards	Rector
Vice-Rector III	Instructs the BAAK department to evaluate the established student affairs standards	Vice-Rector III
BAAK	Report the results of the standard student affairs evaluation to the Vice-Rector II for follow-up	Vice-Rector II
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the Student Affairs standards evaluation	Rector

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education
- d. Statutes of UPGRIS;
- e. UPGRIS Student Quality Standards; and
- f. UPGRIS Education Quality Manual.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector III	Academic Affairs Office
1	The Rector instructed the Vice-Rector III to evaluate student affairs standards	1		
2	The Vice-Rector III instructs the BAU department to evaluate the established student affairs standards		2	
3	The BAAK reports the results of the analysis of the evaluation of student standards to the Vice-Rector III for follow-up			3
4	The Vice-Rector follows up on the analysis of the results of the Student Affairs standards evaluation	4		

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
CONTROL OF STUDENT AFFAIRS STANDARDS

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
STUDENT STANDARDS CONTROL

1. Objective : To ensure the implementation of student affairs standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Control of student standards at UPGRIS
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students to be admitted in accordance with available capacity.
 - d. Has a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of stakeholders and the needs of the community.
 - e. Has a policy on the provision of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has policies encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encouraging students to participate actively in research and community service activities

4. Definition

Student affairs encompass all matters relating to students, comprising learning activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and supporting initiatives.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to oversee student affairs standards	Rector
Vice-Rector III	Instructs the Academic Affairs Bureau to oversee the established student affairs standards	Vice-Rector III

Academic Affairs Office	Report the results of the analysis of the monitoring of student affairs standards to the Vice-Rector III for follow-up	Vice-Rector III
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the Student Affairs standards control	Rector

6. References

- Law No. 20 of 2003 on the National Education System;
- Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- Statutes of UPGRIS;
- UPGRIS Student Quality Standards; and
- UPGRIS Education Quality Manual.

7. Work Instructions

No	Details of Activities	Rector	Vice-Rector III	Academic Affairs Office
1	Instructs the Vice-Rector III to oversee student affairs standards	1		
2	Instruct the BAAK department to ensure compliance with the established student affairs standards		2	
3	Report the results of the analysis of the monitoring of student affairs standards to the Vice-Rector III for follow-up			3
4	The Vice-Rector follows up on the analysis of the results of the Student Affairs standard control	4		

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
IMPROVEMENT OF STUDENT STANDARDS

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Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP IMPROVING STUDENT STANDARDS

1. Objective : To achieve an improvement in student standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Improvement of student standards at UPGRIS
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. The number of new students to be admitted is determined in accordance with available capacity.
 - d. The policy on the admission of new students is regularly revised to ensure it aligns with the interests of stakeholders and the needs of the community.
 - e. Has policies regarding the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encourages students to participate actively in research and community service activities
4. Definition

Student affairs encompass all matters relating to students, including academic activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and related support initiatives.
5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to improve student affairs standards	Rector
Vice-Rector III	Instructs the BAAK department to improve the established standards for student affairs	Vice-Rector III

BAAK	Report the results of the analysis on the improvement of student affairs standards to the Vice-Rector III for follow-up	Vice-Rector III
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the improvement of student standards	Rector

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- d. The Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector III	Academic Affairs Office
1	Instructs the Vice-Rector III to improve student affairs standards	1		
2	Instruct the BAAK department to improve the established standards for student affairs		2	
3	Report the results of the analysis on the improvement of student affairs standards to the Vice-Rector III for further action			3
4	The Vice-Rector follows up on the analysis of the results of the improvement of student standards	4		

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
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SOP
STUDENT TALENT DEVELOPMENT

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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
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Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP

STUDENT TALENT DEVELOPMENT

1. Objectives :
 - a. To ensure the proper functioning of the mechanisms for managing student talent development.
 - b. To ensure coordination among the units and personnel involved in the development of students' talents .
 - c. To ensure the student talent development process is properly managed
2. Scope :
 - a. Student talent identification.
 - b. Grouping by talent within student clubs (UKM).
3. Standards :
 - a. Students' interests and talents must be given adequate scope for development.
 - b. Each area of interest and talent receives guidance from a designated supervising lecturer.
 - c. The development of students' interests and talents must not conflict with the regulations
 - d. in force at UPGRIS.
 - e. The development of students' interests and talents must be documented administratively and
 - f. reported to the rector.
4. Definition

A student's interests and talents are innate traits, skills, behaviours, and preferences for specific activities of a student
5. Procedure
 - a. During the PEKKA (Introduction to Campus Life) programme, the university's student clubs distribute forms to new students to find out which clubs they are interested in joining.
 - b. The student clubs coordinate with the Vice-Rector III regarding the programme for students interested in developing their talents in line with the student clubs available at UPGRIS.
 - c. The Vice-Rector III instructs the student clubs to implement this.
6. References

- a. UPGRIS Education Guidelines
- b. Academic Calendar of UPGRIS

7. al Work Instructions

No	Details of activities	Prospective Students	Student Clubs	Vice-Rector III
1	During the PEKKA (Introduction to Campus Life) programme, the University's Student Clubs distribute forms to new students to determine which Student Club they are interested in joining	1		
2	Student Clubs – Student Clubs coordinate with the Vice-Rector for Student Affairs regarding the ' ' programme for students interested in developing their talents in line with the student clubs available at UPGRIS		2	
3	The Vice-Rector III instructs the Student Clubs to implement this			3

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
STUDENT ACADEMIC GUIDANCE

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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
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Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
STUDENT ACADEMIC GUIDANCE

1. Objectives
 - a. To ensure the proper functioning of the student academic support mechanism
 - b. To ensure coordination among the units and personnel involved in student academic support students
 - c. To ensure the academic supervision process is managed in accordance with the implementation of the internal quality assurance system.
2. Scope
 - a. Student
 - b. Student registration
 - c. Work units/staff involved in student academic guidance
3. Standards
 - a. Academic tutors must keep a record of students with academic difficulties and report this to the Head of Programme
 - b. The Head of Programme/Dean/ Vice-Rector I shall, in a tiered manner, provide special guidance to students with academic difficulties
4. Definition

Student academic support is a support activity specifically carried out for students facing academic difficulties
5. Procedure
 - a. Students facing significant and complex academic difficulties should report to their academic tutor or academic advisor.
 - b. The academic tutor reviews the student's academic record/transcript as recorded by the academic tutor (academic record).
 - c. The academic tutor summons the student experiencing these difficulties to attend a meeting in accordance with at the specified time, date and venue.
 - d. The academic tutor and the Head of Programme provide guidance or solutions regarding the issues faced by the student

6. References

- a. UPGRIS Education Guidelines
- b. Academic Calendar of UPGRIS

7. Work Instructions

No	Activity Details	Students	Tutor
1	Students facing significant and complex academic difficulties should report to their academic advisor or academic supervisor.	1	
2	The academic advisor reviews the student's academic record/academic logbook/conduct record as recorded by the academic advisor (academic record).		2
3	The academic tutor will summon the student experiencing this issue to attend a meeting in accordance with at the specified time, date and venue.		3
4	The academic tutor and the Head of Programme provide guidance or solutions regarding the issues faced by the student		4

**STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARDS FOR INSTITUTIONAL COOPERATION**

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Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

A. VISION AND MISSION

VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a university of excellence with a distinct identity.

MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and leaders who are outstanding and possess a national character for the betterment of life and society.

B. SCOPE

This section explains the minimum criteria regarding the quality of institutional cooperation carried out by lecturers and students, ranging from the process of mapping cooperation partners, drafting cooperation documents, implementing cooperation activities, to monitoring and institutional cooperation at UPGRIS.

C. RATIONALE FOR ESTABLISHING STANDARDS

The implementation of partnerships in pursuit of the vision, mission and objectives of UPGRIS constitutes a conscious, joint endeavour characterised by mutual support and reinforcement, thereby achieving effective synergy. To this end, it is necessary to establish partnership standards to enhance institutional management and fulfil the four pillars of UPGRIS.

Collaboration is conducted on the principle of mutual benefit to provide opportunities for self-development for the academic community in accordance with their respective functions and authorities.

D. OBJECTIVES OF ESTABLISHING STANDARDS

1. To serve as a reference for the leadership of UPGRIS in establishing policies related to institutional cooperation.
2. To serve as a guideline for the Rector, Deans and Heads of Study Programmes in planning and enhancing institutional cooperation.
3. To serve as a guideline for the Rector, the Cooperation Office and the Cooperation Division in managing institutional cooperation between UPGRIS and partner institutions.
4. To serve as a guideline for Deans, Heads of Study Programmes and Lecturers in carrying out the process of planning, implementing, evaluating and improving the quality of institutional cooperation.
5. To serve as a guideline for lecturers and students in research and Community Service (PkM) collaborations to ensure compliance with standards for outcomes, content, and assessment of research and PkM.
6. To serve as a guideline for the LPM, UPMF and SUPMPS in planning and implementing institutional cooperation evaluation programmes.

E. RESPONSIBLE PARTIES

1. The SPMI Drafting Team at UPGRIS is responsible for drafting the standards for institutional cooperation.
2. The First Vice-Rector is responsible for reviewing the institutional cooperation standards of UPGRIS.
3. The Senate is responsible for providing input on the institutional cooperation standards of UPGRIS.
4. The Rector is responsible for approving the institutional cooperation standards of UPGRIS and proposing their adoption to the YPLP PT PGRI.
5. YPLP PT PGRI is responsible for establishing the institutional cooperation standards of UPGRIS.
6. The LPM is responsible for monitoring the institutional cooperation standards of UPGRIS.
7. The LPM is responsible for monitoring and evaluating the institutional cooperation standards of UPGRIS.
8. Lecturers, students, heads of study programmes, deans and the Rector are responsible for the implementation of the institutional cooperation standards of UPGRIS.

F. GLOSSARY

Institutional cooperation is an initiative undertaken by UPGRIS. to achieve specific objectives through partnerships with other institutions that are focused on shared interests.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDI CAT OR	MEASU REMEN T METHO D	INDIC ATOR CODE
4.5.1.1	Universities, faculties and study programmes must ensure the availability of formal policy documents, standards and procedures for establishing networks and partnerships (domestic and international).	APT 11a and c	Availability of formal policy documents, standards and procedures for the development of networks and partnerships (domestic and international)	IKU	Monev	U/F/P
4.5.2.1	Universities, faculties and degree programmes must ensure the availability of planning documents aimed at developing networks and partnerships to achieve UPGRIS's vision, mission and strategic objectives.	APT 11b	Availability of planning documents for the development of networks and partnerships established to achieve UPGRIS's VMTS.	IKU	Monev	U/F/P
4.5.3.1	The university must have relevant networks and cooperation partners with VMTS and beneficial for the development of the institution's three pillars, encompassing cooperation at local/regional, national and international levels.	APT 11c and LAM EMBA C2 c1	The availability of relevant networks and cooperation partners with VMTS and beneficial for the development of the institution's three pillars (tridharma), encompassing local/regional, national	IKU	Monev	U

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDI CAT OR	MEASU REMEN T METHO D	INDIC ATOR CODE
			and international cooperation.			
4.5.4.1	Universities, faculties and degree programmes must ensure the availability of evidence regarding the monitoring and evaluation of partnership programme implementation, the level of satisfaction among cooperation partners as measured by valid instruments , as well as efforts to improve the quality of networks and partnerships to ensure the achievement of the vision, mission and strategic objectives.	APT 11d	The availability of evidence of monitoring and evaluation of the implementation of partnership programmes, the level of satisfaction of cooperation partners as measured by valid instruments valid instruments, as well as efforts to improve the quality of networks and partnerships to ensure the achievement of vision, mission and strategic objectives.	IKU	Monev	U/F/P
4.5.5.1	Universities, faculties and degree programmes must ensure that they have engaged in higher education cooperation in the areas of the university's three core missions at regional/local, national and international levels over the past three years.	APT 12 APS 9b	Implemented cooperation between higher education institutions in the field of the university's Tridarma at the regional/local, national and international levels over the past three years.	IKU	AMI	U/F/P
4.5.6.1	Universities, faculties and study programmes must ensure that all collaborations undertaken are beneficial to the study programme in fulfilling the processes of teaching,	APS 8 and LAM EMBA C2 c4	Implemented cooperation that brings benefits to the study programme in fulfilling the learning, research, and PkM processes; improving	IKU	Monito ring and Evaluati on	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	research, and community engagement; provide for the enhancement of the three pillars of higher education and facilities supporting the study programme; and ensure the satisfaction of industry partners and other collaboration partners, as well as guarantee the sustainability of the collaboration and its outcomes.		the performance of the three pillars of higher education and the supporting facilities for the study programme; and providing satisfaction to industry partners and other cooperation partners, & ensuring the sustainability of the cooperation and its outcomes.			
4.5.7.1	Universities, faculties and study programmes must ensure that the evaluation of cooperation partners is carried out based on the principle of mutual benefit.	UPGRIS	: the evaluation of cooperation partners is carried out based on the principle of mutual benefit.	ICT	Monev	U/F/P
4.5.8.1	Universities, faculties and study programmes must ensure the successful acquisition of new cooperation partners every year.	UPGRIS	The existence of at least one new cooperation partner each year.	IKT	Monev	U/F/P

H. STRATEGY FOR ACHIEVING STANDARDS

Strategy for achieving standards: the Vice-Rector, deans, heads of study programmes and/or heads of other units shall disseminate information regarding the standards and oversee and evaluate each stage.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for the Self-Evaluation Report and Programme Performance Report, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
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Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
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Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme
Faculty Name :
Date of Entry :
Officer Filling :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Availability of formal policy documents, standards and procedures for the development of networks and partnerships (domestic and international)	APT			
2	Availability of planning documents for the development of networks and partnerships established to achieve the UPGRI VMST.	APT			
3	The availability of networks and cooperation partners relevant to the VMST and beneficial to the development of the institution's three pillars, encompassing local/regional, national and international cooperation.	APT LAM EMBA			
4	The availability of evidence regarding the monitoring and evaluation of partnership programme implementation, the level of satisfaction among cooperation partners as measured using valid instruments, and efforts to improve the quality of networks and partnerships to ensure the achievement of the vision, mission and strategic objectives.	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
5	University cooperation in the field of the university's three pillars has been implemented at regional/local, national and international levels over the past three years.	APT, APS			
6	Collaborations have been implemented that benefit the study programme's academic, research and community engagement () activities in fulfilling teaching, research and community engagement processes; enhance the performance of the three pillars of higher education and supporting facilities for the study programme; and provide satisfaction to industry partners and other collaboration partners, whilst ensuring the sustainability of the collaboration and its outcomes.	APS and LAM EMBA			
7	The implementation of an evaluation of cooperation partners, measured on the basis of the principle of benefit.	UPGRIS			
8	The establishment of at least one new cooperation partner each year.	UPGRIS			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Checker,
Faculty Quality Assurance
Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)

Signature
(Full Name)

STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
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SOP
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	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
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Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
STANDARDS FOR INSTITUTIONAL COOPERATION

1. Objectives : To establish cooperation standards to support the achievement of the three pillars and duties at UPGRIS
2. Scope : The establishment of cooperation standards at UPGRIS
3. Standards
 - a. UPGRIS establishes institutional partnerships based on the principles of equality, mutual respect and mutual benefit, whilst observing both national and international law and ensuring that such partnerships do not interfere with national development policies or national defence and security. The partnerships are generally aimed at improving UPGRIS's performance, quality and competitiveness, and specifically aim to:
 - 1) enhance the institutional quality of the university.
 - 2) optimising the performance of units/departments/offices/institutions
 - 3) provide access for the academic community to develop themselves.
 - 4) enhancing/building the image of UPGRIS
 - 5) providing students with access to practical training or work placements
 - 6) creating opportunities and access for students and graduates to find employment
 - 7) providing feedback as a basis for institutional improvement.
 - b. Scope of Cooperation Implementation
 - 1) Institutional management and the four pillars of UPGRIS between higher education institutions, government agencies, professional associations, the business sector and the community.
 - 2) Areas include training, research, community service, and publishing.
 - 3) Commercial cooperation related to the research outcomes of the academic community
 - c. Areas of cooperation undertaken by UPGRIS with other higher education institutions or non-academic bodies may take the form of:
 - 1) The provision of experts, teaching materials, and educational and cultural facilities

- 2) Management cooperation
 - 3) Twinning programme cooperation
 - 4) Dual degree programme partnership
 - 5) Credit Transfer System (CTS) collaboration
 - 6) Research and community service cooperation
 - 7) Staff exchange cooperation
 - 8) Lecturer secondment/internship cooperation
 - 9) Cooperation on joint publication of academic works
 - 10) Cooperation in other academic activities, such as academic conferences and joint seminars
 - 11) Cooperation in the provision of scholarships
 - 12) Cooperation in corporate social responsibility (CSR) activities.
 - 13) Other forms of commercial collaboration not covered in these guidelines
- d. Cooperation planning proceeds through the following stages:
- 1) The head of the institution/unit/bureau coordinates the drafting of a five-year cooperation planning blueprint as the basis for formulating the strategic plan in the field of cooperation.
 - 2) Each UPGRIS department designs and implements collaborative projects based on proposals, involving members of their respective departments.
 - 3) The proposed collaboration plan is submitted to the relevant authority for approval.
 - 4) The cooperation agreement must be signed by both parties with the knowledge of the head of the higher-level unit and authenticated with the institution's stamp.
- e. Procedures for Implementing Cooperation
- 1) The stage of exploring and analysing potential areas of cooperation internally.
This stage involves analysing the potential within UPGRIS that can be developed through collaboration with external parties or prospective partners
 - 2) Selecting potential cooperation partners

This stage involves mapping potential partners to be invited to collaborate with UPGRIS. This mapping can be carried out through site surveys and the collection of data on potential partners.

3) Exploratory Stage

Preliminary discussions may be conducted by a department or the university. The exploratory procedure must be carried out with the knowledge or approval of at least the head of the unit, and must subsequently be reported in writing to the university leadership (Vice-Rector I) for review before being reported to the Vice-Rector. Cooperation plans deemed suitable for implementation are then discussed amongst the relevant/authorised officials and followed up by the technical implementing parties. The following outlines the technical implementation of the exploratory phase.

- (a) The proposing unit shall prepare a proposal containing information on the prospective cooperation partner, objectives, goals, framework, schedule of activities and other relevant matters in the form of Terms of Reference (TOR) under the responsibility of the head of the bureau, UPT/head of institution/dean.
- (b) The proposing unit submits the Terms of Reference (TOR) for the proposed collaboration to the relevant dean's office, institute or rector's office, which is responsible to the head of the bureau, the head of the unit, the head of the institute or the dean.
- (c) The Dean's Office/institute/Rector's Office convenes a meeting with the relevant parties to discuss the cooperation plan proposed by the proposing unit.
- (d) The faculty/institute/rectorate negotiates with the partner regarding the cooperation plan,
- (e) The faculty/institute/rectorate follows up on the results of the negotiations,

4) Approval Stage

The approval stage is a series of activities beginning with the drafting of the MoU and/or cooperation agreement up to the signing of the MoU and/or cooperation agreement. The following outlines the technical procedures for drafting the MoU and/or cooperation agreement:

- (a) The proposing unit prepares a draft MoU for review at the dean's office/institute/rectorate level.
- (b) The languages used in the cooperation agreement are Indonesian and/or English
- (c) If the cooperation involves overseas higher education institutions, the implementation guidelines shall follow Regulation of the Minister of National Education of the Republic of Indonesia Number 26 of 2007
- (d) The substance of the MoU and/or cooperation agreement must first be discussed by the University or the relevant unit (faculty/institute/centre/unit) and the partner organisation. The terms of the agreement are then set out in a draft MoU and/or cooperation agreement
- (e) The draft MoU and/or cooperation agreement is then sent to the International Office (IO) if the cooperation involves an overseas partner, and subsequently forwarded to the Legal and Administrative Affairs (HKTL) department for review of the legal aspects
- (f) Feedback/corrections from the HKTL are sent back by the cooperation administration unit to the faculty/institute/centre/unit implementing the cooperation to re-negotiate the draft MoU with the partner organisation. The faculty/institute/centre/unit implementing the cooperation then sends the draft MoU to the partner organisation for review
- (g) If the draft has been mutually agreed upon by the unit and the partner, it is then submitted for consultation to the university leadership (in accordance with their respective areas of authority) for a review of the clauses/content of the draft MoU and/or cooperation agreement

- (a) If any corrections are required, these are immediately addressed by the HKTL;
- (b) If approved, the MoU is printed and the leadership's initials are sought for approval;
- (c) If a more thorough review is required, a special team will be formed.
- (h) The Dean/Head of Institution/Rector signs the MoU, with the Dean/Head of Institution/Rector acting as the responsible party; the MoU is then submitted to the Rector's Office () as a report (if corrections are required, the document is revised and consulted again until the Rector's approval is obtained);
- (i) The MoU and/or cooperation agreement that has been approved shall be prepared in duplicate, each affixed with a revenue stamp, to be signed by the Rector and the partner organisation on the day of the signing ceremony

5) Implementation Phase of the Cooperation

Implementing the cooperation, which consists of a series of activities carried out following the signing of the MoU and/or cooperation agreement. The cooperation implementing unit/IO responsible for carrying out the cooperation activities is accountable to the Dean/Head of Institution/Rector. Throughout the duration of the cooperation, the implementing unit must:

- (a) discuss, formulate and draft implementation guidelines and/or technical guidelines together with the partner;
- (b) carry out activities in accordance with the cooperation agreement; and
- (c) submit periodic reports on cooperation activities to the University leadership.
- (d) The proposing unit reports on cooperation activities to the person responsible for the activities.
- (e) The proposing unit submits the results of the collaborative activity to the person responsible for the activity

6) Monitoring and Evaluation Stage

The Dean/Head of Institution/Rector, together with the partner organisation, carries out monitoring and evaluation of the implementation of the collaborative

activity, referring to the eligibility factors for the execution of the work; thus, each type of collaborative activity will have different eligibility factors. To this end, a monitoring team must be formed comprising individuals who are experts or well-versed in the principles of monitoring and the intricacies of the type of activity being monitored. The results of the monitoring can be used to evaluate whether a collaborative activity should be continued, improved, or other matters. The evaluation of the results of collaborative activities is carried out by an evaluation team consisting of representatives from the University, the partner organisation, and/or external parties or other parties with the authority to conduct evaluations, as mutually agreed.

7) Development, Improvement and Verification of Collaboration

If, based on the evaluation results, the collaborative activity is deemed necessary or appropriate to continue, discussions may be held regarding the possibility of developing, refining and/or creating new collaborative activities aimed at supporting the sustainability of the collaborative activity in order to achieve shared objectives. Considerations for programme development are based on:

- (a) the identification of new issues arising during the course of the cooperation activities;
- (b) an analysis of the potential for cooperation development in the coming period.

f. The implementation of cooperation must take the following into account.

- a) The cooperation is carried out based on a shared understanding and awareness of several fundamental principles.
- b) Both parties must work together synergistically to achieve shared objectives.
- c) The duration of the cooperation agreement is confirmed, and if necessary, the term may be extended by mutual agreement between both parties.
- d) The cooperation agreement must set out the rights and obligations of each party, as well as the consequences of a failure to fulfil those obligations.
- e) The cooperation is formalised through a cooperation agreement in the form of a memorandum of understanding (MoU) approved by both parties.

1. MOU Standard

The MoU must clearly define the parties' roles in accordance with the following standard format.

- 1) logo
- 2) name of the institution
- 3) Title
- 4) number
- 5) identity of the parties (comparison)
- 6) legal basis
- 7) General provisions
- 8) Terms of cooperation
- 9) purpose and objectives
- 10) scope
- 11) Evaluation
- 12) Rights and Obligations
- 13) Financial and other resource implications
- 14) penalties for cancellation of the MoU
- 15) dispute resolution
- 16) term of the MoU
- 17) force majeure
- 18) closing statement (closing clause)
- 19) Legalisation of the MoU (signature, stamp duty, institutional stamp).

2. Cooperation Evaluation Standards

Cooperation must be monitored and evaluated, particularly with regard to adherence to timelines, budgets, resources and the achievement of established indicators, in relation to progress reports at each stage of the activity and at the conclusion of the cooperation.

3. Termination of Cooperation

The cooperation may be terminated by either party if there are irremediable breaches. Termination of the cooperation shall take place after both parties have negotiated and failed to reach an agreement.

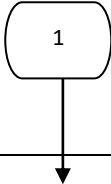
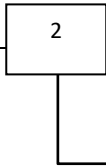
4. Definition

- a. Cooperation is a mutual agreement between UPGRI Semarang and universities/institutions/organisations/companies/departments, both at national and international levels, as an effort to enhance UPGRI Semarang's capabilities in the field of human resources and other resources
- b. An MoU is an agreement between two or more parties serving as the basis for cooperation in a specific field.

5. References

1. Law No. 20 of 2003 on the National Education System;
2. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
3. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
4. The Statutes of UPGRIS;
5. Academic Standards of UPGRIS; and
6. UPGRIS Academic Quality Manual.
7. Procedural Manual of UPGRIS

6. Work Instructions

N o	Work Instructions	Proposing Unit	Dean's Office/Ins titution/R ector's Office	Dean / Rector
1	The proposing unit shall formulate objectives, goals, schemes, activity schedules and other related matters in the form of Terms of Reference (TOR) under the responsibility of the Head of Bureau, UPT/Head of Institution/Dean			
2	The proposing unit submits the TOR for the proposed cooperation plan to the Dean's Office /			

	Institution / Rector's Office, which is accountable to the Head of Bureau, UPT / Chair of Institution / Dean			
3	The Dean's Office/Institute/Rector's Office holds a meeting with the relevant parties to discuss the cooperation plan proposed by the proposing unit		3	
4	The Dean's Office/Institute/Rector's Office conducts negotiations with the partner organisation regarding the cooperation plan		4	
5	The Dean's Office/Institute/Rector's Office follows up on the results of the negotiations		5	
6	The proposing unit prepares a draft MoU for review at the Faculty/Institute/Rectorate level	6		
7	The draft MoU is sent to the partner for review	7		
8	The Dean/Head of Institution/Rector signs the MoU, with the Dean/Head of Institution/Rector acting as the responsible party.			8
9	The proposing unit carries out collaborative activities and reports to the Dean/Head of Institution/ Vice-Rector	9		
10	The Dean/Head of Institution/Rector, together with the partner organisation, carries out monitoring and evaluation of the implementation of collaborative activities			10
11	The proposing unit reports on the collaborative activities to the person responsible for the activities	11		
12	The proposing unit submits the results of the collaborative activity to the person responsible for the activity	12		

POLICY DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI POLICY DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
LABORATORY STANDARDS

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

A. VISION AND MISSION

VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a university of excellence with a distinct identity.

MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service and setting an example) in order to nurture intellectuals and outstanding leaders imbued with a sense of national character, for the betterment of life and society.

B. SCOPE

The scope of the Laboratory Standards covers the minimum criteria for facilities and infrastructure, governance, human resources, and occupational safety in laboratories at UPGRIS, with reference to the Higher Education Standards (SN Dikti) and the accreditation indicators for study programmes and institutions.

C. RATIONALE FOR ESTABLISHING THE STANDARDS

In order to realise the vision and mission of UPGRIS, and to ensure that these objectives are achieved effectively, laboratory standards have been designed, formulated, compiled, established and implemented. These quality standards have been drawn up in accordance with the National Standards for Higher Education as set out in Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education. The indicators used to measure the achievement of Laboratory quality standards are derived from the National Higher Education Standards (SN Dikti) and from the BAN-PT accreditation assessment indicators, for both the institution and the study programmes.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To facilitate the leadership of UPGRIS in establishing policies related to the governance and development of the Laboratory.
2. To assist faculties, departments and study programmes in developing clear and measurable procedures or guidelines relating to the management and development of laboratories.

3. To assist faculties, departments and study programmes in managing laboratories by prioritising quality in the fields of education, research and community service.
4. Facilitating lecturers and students in planning, implementation and evaluation to improve the quality of education, research and community service.
5. To facilitate the UPGRIS Quality Assurance Unit (LPM) in collaboration with quality assurance units at the faculty, department and study programme levels in planning and implementing programmes for the evaluation and upgrading of facilities, infrastructure, governance, human resources and occupational safety within the Laboratory.

E. RESPONSIBLE PARTIES

1. The SPMI Compilation Team at UPGRIS is responsible for the development of Laboratory Standards.
2. The Vice-Rector for Teaching, Academic Affairs and Student Affairs is responsible for reviewing the Laboratory Standards.
3. The Senate of UPGRIS is responsible for providing input on the Laboratory Standards.
4. The Rector of UKSW is responsible for approving the Laboratory Standards and proposing their adoption to the YPLP PT PGRI.
5. YPLP PT PGRI is responsible for establishing the Laboratory Standards by issuing a Rector's Decree.
6. The LPM is responsible for monitoring compliance with Laboratory Standards.
7. The LPM is responsible for monitoring and evaluating Laboratory Standards.
8. The Dean, Vice-Dean, Head of Study Programme and Lecturers are responsible for implementing, evaluating, following up on and improving Laboratory Standards.

F. GLOSSARY

1. A laboratory is a facility for conducting scientific research, experiments, measurements or scientific training.
2. The Science and Technology Laboratory is a facility for conducting scientific research, experiments, measurements or scientific training, the scope and management of which fall within the Faculty or Department of Science, Engineering and Technology.
3. A Social Sciences and Humanities Laboratory is a facility for conducting scientific research, experiments, measurements or scientific training, the scope and management of which fall within the Faculty or Department of Social Sciences and Humanities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.6.1.1	Universities, faculties and degree programmes must ensure that laboratories are in a condition that meets the relevant requirements to support their operations and guarantee the quality of education, research and community engagement.	SN Dikti, APT, APS	The availability of laboratories with physical conditions based on relevant requirements to support their operations and ensure the quality of education, research and community engagement.	IKU	AMI	U/F/P
4.6.2.1	Universities and faculties must ensure that laboratories have equipment, supplies, facilities and infrastructure that are appropriate to the needs and sufficient to support educational, research and community engagement activities.	SN Dikti, APT, APS	is available at the laboratory , equipped with sufficient equipment, supplies, facilities and infrastructure , as well as state-of-the-art laboratory equipment to support educational, research and community engagement activities.	IKU	AMI	U/F
4.6.3.1	The Head of the laboratory must ensure that all equipment, supplies, facilities and laboratory equipment are documented in accordance with applicable procedures.	UPGRIS	Documented all laboratory equipment, supplies, facilities and accessories in accordance with applicable procedures.	ICT	Monev	P
4.6.4.1	Universities, faculties and degree programmes must	UPGRIS	The availability of laboratories equipped	ICT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	ensure that laboratories have an online information system categorised by laboratory type and shared equipment, to support educational, research and community engagement activities across all faculties and degree programmes.		with an online-accessible information system () categorised by laboratory type and shared equipment to support educational, research and community engagement activities for all faculties and study programmes.			
4.6.5.1	The Head of the study programme must establish the laboratory's organisational structure in accordance with the organisation's needs to ensure smooth management, accompanied by job descriptions for each section of the laboratory's organisational structure.	UPGRIS	The establishment of the laboratory organisational structure based on the needs of the organisation to ensure that management runs smoothly , complete with job descriptions for each section within the laboratory organisational structure.	ICT	Monev	P
4.6.6.1	The Head of the Laboratory is required to draw up work regulations, job descriptions and the responsibilities of laboratory assistants/technicians in accordance with the duties and needs of each laboratory.	UPGRIS	The development of regulations , job descriptions , and the duties and responsibilities of laboratory assistants/technicians based on the assignments and requirements of each laboratory.	ICT	Monev	P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.6.7.1	The Head of the Laboratory is obliged to draw up a laboratory usage schedule based on the level needs of each laboratory user to ensure the quality of education, research and community engagement.	UPGRIS	A schedule for laboratory use has been drawn up based on the level of needs of each laboratory user.	ICT	Monev	P
4.6.8.1	Head The laboratory must prepare quality procedures and Work Instructions based on the level of use and safety to ensure the quality of laboratory use and the safety of laboratory users.	UPGRIS	Comprising Quality Procedures and Work Instructions based on usage levels and safety to ensure the quality of laboratory use and the safety of laboratory users.	ICT	Monev	P
4.6.9.1	The study programme must ensure that lecturers in charge of practical sessions develop guidelines and practical modules in the laboratory in accordance with the course to ensure the quality of use, particularly in terms of learning.	UPGRIS	The availability of laboratory practical guidelines and modules in accordance with the course to ensure the quality of use, particularly for learning.	IKT	Monev	P
4.6.10.1	The Head of the Laboratory is required to plan and assign laboratory assistants/technicians to attend skills development	UPGRIS	planning and assignment of laboratory assistants/technicians to attend competency development training	ICT	Monev	P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	training in line with their areas of expertise.		based on their areas of expertise.			

H. STRATEGY FOR ACHIEVING STANDARDS

1. The Vice-Rector IV, in collaboration with laboratory managers, conducts an inventory of available facilities and equipment and assesses the laboratory's facility and equipment requirements.
2. All laboratory heads shall draw up and update laboratory service and usage procedures on a regular annual basis.
3. All laboratory heads draw up a laboratory usage schedule.
4. The Vice-Rector IV, through the relevant directorate, works in collaboration with laboratory managers to carry out maintenance of facilities and infrastructure.
5. The Vice-Rector IV allocates funds for laboratory development.
6. The Vice-Rector IV coordinates with faculties and study programmes regarding the use of laboratories for educational, research and community service activities.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for the Self-Evaluation Report and Performance Report of the Engineering Study Programme, 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD LABORATORY FORM**

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme
Faculty Name :
Date of Submission :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The availability of laboratories with physical facilities tailored to relevant requirements to support their operation and ensure the quality of education, research and community engagement.	SN Dikti, APT, APS			
2	Laboratories are available with adequate equipment, supplies, facilities and infrastructure, as well as state-of-the-art laboratory equipment to support educational, research and community engagement activities.	SN Dikti, APT, APS			
3	All equipment, supplies, facilities, infrastructure and laboratory equipment are documented in accordance with applicable procedures.	UPGRIS			
4	The availability of laboratories equipped with an online information system, categorised by laboratory type and shared equipment, to support educational, research and community engagement activities for all faculties and degree programmes.	UPGRIS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
5	The establishment of a laboratory organisational structure based on the organisational needs of the University of Riau ensures smooth management, complete with a description of the duties of each section within the laboratory organisational structure.	UPGRIS			
6	The formulation of working regulations, job descriptions and responsibilities for laboratory assistants/technicians based on the assignments and requirements of each laboratory.	UPGRIS			
7	The laboratory schedule is organised according to the needs of each laboratory user.	UPGRIS			
8	Quality Procedures and Work Instructions have been established based on usage levels and safety requirements to ensure the quality of laboratory use and the safety of laboratory users.	UPGRIS			
9	The availability of guidelines and practical modules in the laboratory in accordance with the course to ensure the quality of use, particularly for learning.	UPGRIS			
10	Planning and assignments for laboratory assistants/technicians to undertake competency development training based on their areas of expertise have been established.	UPGRIS			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Checker,
Faculty Quality Assurance
Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)

Signed
(Full Name)

**STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP
USE OF THE LABORATORY**

Document Code	:	SOP-UPGRIS-4.6.1
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	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP

USE OF THE LABORATORY

1. Purpose

- a. To provide an explanation of the activities carried out in the UPGRIS laboratory.
- b. To serve as a guideline for all study programmes regarding the use of the laboratory and the requirements for materials and activities within the lab.

2. Scope

This procedure applies to all study programmes that require practical design work in specialised laboratories as part of the learning process.

3. Standards

1. The Head of the programme's laboratory prepares the laboratory equipment before the practical sessions commence.
2. The head of the programme's laboratory ensures that laboratory equipment is adequately available before the practical sessions begin.
3. The head of the programme's laboratory holds one laboratory key for security purposes, as the laboratory is open 24 hours a day at certain times.
4. Studio operating hours:
 - a. General hours: 07:30 to 21:00 WIB, Monday to Friday
 - b. Special conditions: 24 hours a day, Monday to Sunday.
5. The Head of the Programme Study Laboratory ensures the cleanliness of the room, assisted by cleaning staff.
6. A student representative is appointed for each TA period. Their role is to facilitate coordination between participating students, supervising lecturers, and the Head of the Laboratory.

4. Definition

1. A laboratory is a specific place, room, or similar facility equipped with apparatus for conducting experiments (research and the like).
2. The use of the laboratory must be based on specific scientific methods. This ensures that all experiments, research, testing activities, calibrations, learning activities, and the production of specific materials can be carried out effectively and in line with their objectives.
3. To enhance the skills and expertise of researchers in using the equipment available within the laboratory.
4. To serve as a learning tool for students, enabling them to grasp and comprehend abstract scientific concepts so that they become concrete and tangible. This is, of course, all thanks to the research conducted within the laboratory.

5. To strike a balance between practice and theory, as the laboratory serves as a place to test theories, thereby reinforcing existing theoretical knowledge.
6. Enhancing various activities centred on the development of process skills. This includes processes in the cognitive, affective and psychomotor domains, as well as the development of a scientific attitude.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Study Programme	The Head of the Study Programme coordinates with the Head of the Laboratory regarding the use of the laboratory, including the schedule, equipment and provision of necessary materials.	Vice-Rector IV
Study Programme	The Head of the Architecture Programme coordinates with the laboratory manager regarding the use of the laboratory by students other than those undertaking their final-year project, for other activities involving the use of PCs, to ensure that all activities run smoothly.	Vice-Rector IV
Study Programme	The Head of the Laboratory, together with the Head of the Study Programme, shall draw up the schedule for the final-year project studio and the procurement of studio materials and equipment.	Vice-Rector IV

6. Reference:

- a. Regulation No. 17 of 2010
- b. Statutes of UPGRIS
- c. UPGRIS Strategic Plan
- d. Standard Operating Procedures for the Use of Laboratories in the Faculty of Engineering and Informatics

7. Work Instructions

No	Activity Details	Head of Study Programme	Head of Laboratory
1	To inform the schedule for laboratory use in the academic year.	1	



2	The Head of the Laboratory and the Head of the Study Programme draw up the laboratory usage schedule.		2 ↓
3	The Head of the Laboratory coordinates with the students participating in the final year project.		3
4	Conduct of the TA Laboratory.	4	←

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STUDENT AND ALUMNI STANDARDS

Document Code	:	S-UPGRIS-4.7
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

A. VISION AND MISSION

VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a university of excellence with a distinct identity.

MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service and setting an example) in order to nurture intellectuals and outstanding leaders imbued with a sense of national character, for the betterment of life and society.

B. SCOPE

This section sets out the minimum criteria regarding the provision, implementation, monitoring and evaluation of student and alumni affairs at UPGRIS.

C. RATIONALE FOR ESTABLISHING STANDARDS

1. To serve as the primary reference for the governance of student admission and development within the PPGI environment to achieve the PPGI's vision and mission.
2. A form of accountability for PPGI in admitting and managing students in a manner that is of high quality, responsible, transparent and accountable.

D. OBJECTIVES OF THE STANDARDS

1. To produce graduates who are of high moral character, skilled and responsible in their respective fields. Revision Date Implementation Date 8 December 2021.
2. To produce graduates who are capable of applying knowledge, technology and skills relevant to their respective fields.
3. To produce graduates with nationally recognised competencies in the fields of Accounting, Electronics Engineering, Automotive Engineering and Public Sector Human Resource Management.
4. To produce innovative and useful research and community service in the fields of Accounting, Electronic Engineering, Automotive Engineering and Public Sector Human Resource Management.

5. To foster strong collaboration between the business and industrial sectors—both services and manufacturing—in the fields of Accounting, Electronic Engineering, Automotive Engineering, and Public Sector Human Resource Management.

E. RESPONSIBLE AUTHORITIES

1. Rector
2. Vice-Rector III
3. Head of Programme
4. Lecturers

F. GLOSSARY

1. The higher education standards set by higher education institutions are standards that exceed the national standards for higher education.
2. Student Organisation Standards are the minimum criteria regarding the qualifications and management of student organisations.
3. Students are learners at the higher education level who are enrolled and meet the academic and administrative requirements to undertake the educational process at the Polytechnic.
4. The Student and Alumni Affairs Office is a body of the Polytechnic and a student affairs unit responsible for student and alumni activities.
5. A Student Organisation is an organisation registered and approved by the Rector.
6. The Student Executive Body is a legislative body that functions to represent students in channelling their aspirations and voices, as well as overseeing the policies and programmes implemented by the BEM.
7. Hima (Student Association) is an organisation aimed at developing the mindset and character of students within a specific discipline at the degree programme level.
8. UKM (Student Activity Unit) is an extracurricular activity designed to develop specific interests, talents and skills

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.7.1.1	The study programme must provide student services and guidance programmes in the areas of (1) dormitory life guidance, (2) entrepreneurship, (3) scouting, (4) health, (5) physical fitness (national defence and national awareness), and (6) The quality and accessibility of services are excellent.	Lam PPG 17	The availability of student services and development programmes in the areas of (1) residential life support, (2) entrepreneurship, (3) scouting, (4) health, (5) physical fitness (national defence and national awareness), and (6) the quality and accessibility of services are excellent, supported by comprehensive and valid evidence.	IKT	Monev	P
4.7.2.1	The faculty is required to monitor and provide guidance to PPG alumni on a periodic and ongoing basis.	PPG 18	The implementation of periodic and continuous monitoring and guidance of PPG alumni is accompanied by complete and valid evidence.	IKT	Monev	F

H. STRATEGY FOR ACHIEVING STANDARDS

1. Conducting regular coordination meetings between the deputy director, student organisations and the director.
2. Coordinate the programmes and activities organised by each student organisation.
3. Active participation in off-campus activities such as competitions, seminars and student gatherings, both at regional and national level.
4. Organising student activities involving other universities, whether at regional or national level.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

EVALUATION FORM DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD STUDENT AND ALUMNI FORM

Document Code	: F-SPMI-UPGRIS-4.7
Effective Date	: 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme
Faculty Name :
Date of Submission :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Availability of student services and guidance programmes in the areas of (1) residential life guidance, (2) entrepreneurship, (3) scouting, (4) health, (5) physical fitness (national defence and national awareness). (6) Service quality and access are excellent, supported by comprehensive and valid evidence.	PPG			
2	The implementation of periodic and ongoing monitoring and guidance of PPG alumni, supported by comprehensive and valid evidence.	Lam PPG			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Checker,
Faculty Quality Assurance
Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)

Signature
(Full Name)

STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
ESTABLISHMENT OF STUDENT AFFAIRS STANDARDS

Document Code	:	SOP-UPGRIS-4.7.1
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP ESTABLISHMENT OF STUDENT STANDARDS

1. Objective : To establish student standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : The establishment of student standards in education at UPGRIS
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Has specific requirements to ensure that prospective students meet the specified criteria.
 - c. The number of new students to be admitted is determined in accordance with available capacity.
 - d. Policies regarding the admission of new students are regularly revised to ensure they align with the interests of stakeholders and the needs of the community.
 - e. Has policies regarding the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encourages students to participate actively in research and community service activities

4. Definition

Student affairs encompass all matters relating to students, including academic activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and related support initiatives.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to form a team to draft student affairs standards	Rector
Vice-Rector III	Form a drafting team for student affairs standards comprising primarily the Vice-Dean for Student Affairs	Rector

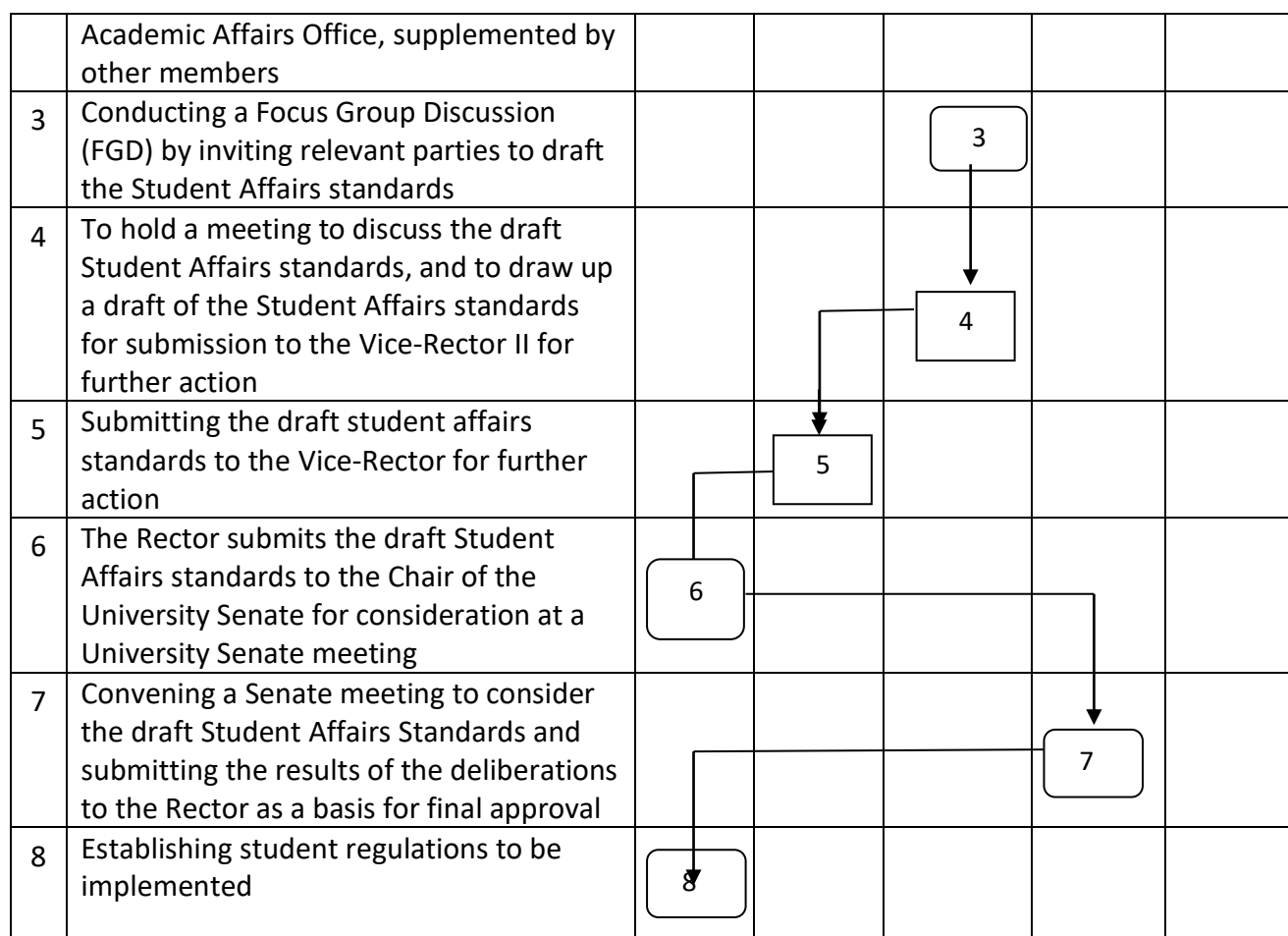
	and the Academic Affairs Office, supplemented by other members	
Drafting Team	Conducting a Focus Group Discussion (FGD) by inviting relevant parties to draft the Student Affairs standards	Vice-Rector III
Drafting Team	To hold a meeting to discuss the draft Student Affairs standards, and to draw up a draft of the Student Affairs standards for submission to the Vice-Rector III for further action	Vice-Rector
Vice-Rector III	Submitting the draft student affairs standards to the Vice-Rector for further action	Vice-Rector
Vice-Rector	The Vice-Rector submits the draft Student Affairs standards to the Chair of the University Senate for consideration at a University Senate meeting	Rector
University Senate	Convenes a Senate meeting to consider the draft Student Affairs Standards and submits the outcome of the deliberations to the Rector for consideration in the final decision	Chair of the University Senate
Rector	Establishing student regulations to be implemented	Rector

6. Reference

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Student Affairs Quality Standards; and
- f. UPGRIS Education Quality Manual.

7. Work Instructions

No	Details of Activities	Rector	Vice-Rector III	Drafting Team	Senate	Foundation
1	Instructs the Vice-Rector III to form a drafting committee for student affairs standards	1				
2	Form a drafting team for student affairs standards comprising primarily the Vice-Dean for Student Affairs and the		2			



STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
IMPLEMENTATION OF STUDENT AFFAIRS STANDARDS

Document Code	:	SOP-UPGRIS-4.7.2
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP IMPLEMENTATION OF STUDENT STANDARDS

1. Objective : To ensure the implementation of student standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Implementation of student standards at UPGRIS
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students to be admitted in accordance with available capacity.
 - d. The policy on the admission of new students is regularly revised to ensure it aligns with the interests of stakeholders and the needs of the community.
 - e. Has policies regarding the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encourages students to participate actively in research and community service activities.

4. Definition

Student affairs encompass all matters relating to students, including academic activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and related support initiatives.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to implement student affairs standards	Rector
Vice-Rector III	Instructs the BAAK department to implement the established student affairs standards	Rector

BAAK	Submit the results of the analysis of the implementation of student affairs standards to the Vice-Rector II for follow-up	Vice-Rector III
Rector	The Rector follows up on the results of the analysis of the implementation of student affairs standards	Rector

6. References

- Law No. 20 of 2003 on the National Education System;
- Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- The Statutes of UPGRIS;
- UPGRIS Student Quality Standards; and
- UPGRIS Education Quality Manual.

7. Work Instructions

No	Details of Activities	Rector	Vice-Rector	Academic Affairs Office
1	Instructs the Vice-Rector III to implement student affairs standards	1		
2	Instruct the BAAK department to implement the established student affairs standards		2	
3	Submit the results of the analysis of the implementation of student affairs standards to the Vice-Rector II for follow-up			3
4	The Vice-Rector follows up on the results of the analysis of the implementation of student affairs standards	4		

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
STUDENT AFFAIRS STANDARDS EVALUATION

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP STUDENT STANDARDS EVALUATION

1. Objective : To establish a standard evaluation of student affairs to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Evaluation of student standards at UPGRIS
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunities.
 - b. Has specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students to be admitted in line with existing capacity.
 - d. Has a policy on the admission of new students that is regularly revised to align with the interests of stakeholders and the needs of the community.
 - e. Has a policy on the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy regarding student participation in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities

4. Definition

Student affairs encompass all matters relating to students, comprising learning activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and supporting initiatives.

5. Procedure

Work Unit	Work Instructions	Responsible
Rector	Instructs the Vice-Rector II to evaluate student affairs standards	Rector
Vice-Rector III	Instructs the BAAK department to evaluate the established student affairs standards	Vice-Rector III
BAAK	Report the results of the standard student affairs evaluation to the Vice-Rector II for follow-up	Vice-Rector II
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the Student Affairs standards evaluation	Rector

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education
- d. Statutes of UPGRIS;
- e. UPGRIS Student Quality Standards; and
- f. UPGRIS Education Quality Manual.

7. Work Instructions

No	Details of Activities	Rector	Vice-Rector III	Academic Affairs Office
1	The Rector instructed the Vice-Rector III to evaluate student affairs standards	1		
2	The Vice-Rector III instructs the BAU department to evaluate the established student affairs standards		2	
3	The Student Affairs Office reports the results of the evaluation of student standards to the Vice-Rector III for further action			3
4	The Vice-Rector follows up on the analysis of the results of the Student Affairs standards evaluation	4		

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
CONTROL OF STUDENT AFFAIRS STANDARDS

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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
STUDENT STANDARDS CONTROL

1. Objective : To ensure the implementation of student affairs standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Control of student standards at UPGRIS
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students to be admitted in accordance with available capacity.
 - d. Has a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of stakeholders and the needs of the community.
 - e. Has a policy on the provision of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has policies encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encouraging students to participate actively in research and community service activities

4. Definition

Student affairs encompass all matters relating to students, comprising learning activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and supporting initiatives.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to oversee student affairs standards	Rector
Vice-Rector III	Instructs the Academic Affairs Office to oversee the established student affairs standards	Vice-Rector III

Academic Affairs Office	Report the results of the analysis of the monitoring of student affairs standards to the Vice-Rector III for follow-up	Vice-Rector III
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the Student Affairs standard control	Rector

6. References

- Law No. 20 of 2003 on the National Education System;
- Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- Statutes of UPGRIS;
- UPGRIS Student Quality Standards; and
- UPGRIS Education Quality Manual.

7. Work Instructions

No	Details of Activities	Rector	Vice-Rector III	Academic Affairs Office
1	Instructs the Vice-Rector III to oversee student affairs standards	1		
2	Instruct the BAAK department to ensure compliance with the established student affairs standards		2	
3	Report the results of the analysis of the monitoring of student affairs standards to the Vice-Rector III for follow-up			3
4	The Vice-Rector follows up on the analysis of the results of the Student Affairs standard control	4		

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
IMPROVEMENT OF STUDENT AND ALUMNI STANDARDS

Document Code	:	SOP-UPGRIS-4.7.5
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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP IMPROVING STUDENT AND ALUMNI STANDARDS

1. Objective : To achieve an improvement in student standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Improvement of student standards at UPGRIS
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. The number of new students to be admitted is determined in accordance with available capacity.
 - d. The policy on the admission of new students is regularly revised to ensure it aligns with the interests of stakeholders and the needs of the community.
 - e. Has policies regarding the delivery of education for students
 - f. Has academic mentoring and counselling programmes for students.
 - g. Has a policy encouraging students to participate in curriculum development.
 - h. Encouraging students to participate actively in extracurricular activities and student organisations.
 - i. Encourages students to participate actively in research and community service activities
4. Definition

Student affairs encompass all matters relating to students, including academic activities, the development of students' critical thinking, the cultivation of interests and hobbies, the enhancement of student welfare, and related support initiatives.
5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector III to improve student affairs standards	Rector
Vice-Rector III	Instructs the BAAK department to improve the established standards for student affairs	Vice-Rector III

BAAK	Report the results of the analysis on the improvement of student affairs standards to the Vice-Rector III for follow-up	Vice-Rector III
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the improvement of student standards	Rector

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- d. The Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector III	Academic Affairs Office
1	Instructs the Vice-Rector III to improve student affairs standards	1		
2	Instruct the BAAK department to improve the established standards for student affairs		2	
3	Report the results of the analysis on the improvement of student affairs standards to the Vice-Rector III for further action			3
4	The Vice-Rector follows up on the analysis of the results of the improvement of student standards	4		

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
ORIENTATION FOR GRADUATING STUDENTS

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	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP

ORIENTATION FOR GRADUATING STUDENTS

1. Objective

- a) To ensure the smooth operation of the orientation programme for prospective graduates
- b) To ensure coordination among the relevant departments and personnel involved in the orientation of prospective graduates
- c) To ensure the graduate preparation process is managed in accordance with the implementation of the university's internal quality assurance system.

2. Scope

- a) Final-year procedures within the academic programmes at UPGRIS
- b) The process of data collection and verification of final-year students' documents at the Student Affairs Office
- c) Units/staff involved in the orientation of prospective graduates

3. Standards

- a) Graduates of UPGRIS, in addition to possessing academic qualifications in line with their study programmes, are also equipped with knowledge of the world of work.
- b) Graduates of UPGRIS must possess entrepreneurial skills to be able to create their own job opportunities.

4. Definition

Preparation for prospective graduates is an activity designed to broaden the horizons and knowledge of prospective graduates so that they are ready to enter the world of work

5. Procedure

- a) The Head of the Study Programme provides a list of final-year students to the Academic Affairs Office
- b) The Academic Affairs Office (BAK) checks the Student Information System () to verify that final-year students have submitted all required documents, such as academic transcripts, registration forms, etc.
- c) Once the Academic Affairs Office has verified the final-year students' documentation, it is returned to the Head of Programme to issue the Dean's Decision.
- d) The PIESQ team provides orientation for prospective graduates ahead of the graduation ceremony.

6. References

- a) UPGRIS Education Guidelines
- b) Academic Calendar of UPGRIS

7. Work Instructions

No	Activity Details	Head of Programme	BAK	PIESQ Team
1	The Head of Programme submits the list of final-year students to BAK	1		
2	The Academic Affairs Office checks for the completeness of final-year students' documents, such as academic transcripts, registration, etc.		2	
3	Once the Academic Affairs Office has checked that the final-year students' documents are complete, they are returned to the Head of Programme to issue the Dean's Decision		3	
4	The PIESQ team provides orientation for prospective graduates ahead of the graduation ceremony			4

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARDS FOR PROGRAMME OUTCOMES

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

A. VISION AND MISSION

VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a university of excellence with a distinct identity.

MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and leaders who are outstanding and possess a national character for the betterment of life and society.

B. SCOPE

This section sets out the minimum criteria regarding the provision, implementation, monitoring and evaluation of study programme outcomes at UPGRIS.

C. RATIONALE FOR ESTABLISHING STANDARDS

Among UPGRIS's objectives is to produce graduates who can be quickly absorbed by employers or who are capable of creating their own jobs. This can only be achieved if the graduates possess competencies that align with the needs of the labour market and/or the interests of stakeholders. Therefore, when designing the curriculum, UPGRIS first establishes graduate profiles based on the labour market, in order to formulate the required graduate competency standards. This is followed by the formulation of learning outcomes and the selection of teaching methods, which are represented in the form of a curriculum structure. The rapid pace of change and development in society necessitates that the formulation of learning outcomes not only meet the demands of the industry or stakeholders but also be flexible. Consequently, the graduates produced can swiftly adapt to the ongoing changes and developments. When developing graduate competencies based on the KKNI, it is necessary to consider aspects that relate not only to knowledge but also to skills and attitudes/behaviour.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To serve as a guideline for the leadership of UPGRIS in establishing policies relating to the field of education
2. To serve as a guideline for the Academic Quality Assurance Agency (LPM) in evaluating and monitoring educational outcomes
3. To serve as a guideline for faculties and study programmes in setting educational achievement targets in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving educational outcomes

E. RESPONSIBLE PARTIES

1. The Drafting Team is responsible for drafting the educational standards
2. The First Vice-Rector is responsible for reviewing the draft educational standards
3. The Academic Senate is responsible for providing feedback on the draft educational standards
4. The Rector is responsible for approving the draft educational outcome standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing educational outcome standards
6. The LPM is responsible for monitoring educational outcome standards
7. Lecturers and students are responsible for the implementation and achievement of educational outcome standards

F. GLOSSARY

1. The UPGRIS Internal Quality Assurance System, hereinafter abbreviated as SPMI UPGRIS, is a systematic activity to improve the quality of higher education in a planned and sustainable manner at UPGRIS.
2. Implementing standards involves putting into practice the provisions based on measures, specifications and benchmarks as set out in the statement of graduate competency standards, which must be adhered to, carried out and achieved.
3. Competence is a set of intelligent, responsible actions possessed by an individual as a prerequisite for being regarded by society as capable of performing tasks in a specific field.

4. Programme learning outcome standards are the minimum criteria regarding graduate competence qualifications, encompassing attitudes, knowledge, and skills as stated in the programme's graduate learning outcomes in accordance with agreed national standards.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.8.1.1	Universities and faculties must have (a) policies regarding the outputs and achievements of the three pillars of higher education, (b) disseminate these policies, (c) implement these policies, (d) evaluate the implementation of the policies, and (e) follow up on the evaluation results.	Lam PPG 57	The availability and implementation of (a) policies regarding the outputs and achievements of the three pillars of higher education, (b) disseminating these policies, (c) implementing these policies, (d) evaluating the implementation of the policies, and (e) following up on the evaluation results.	IKT	Monev	U/F
4.8.2.1	Study programmes are required to evaluate performance achievements, document the results, and take follow-up action.	PPG 64	Performance evaluations are carried out consistently once every semester, supported by complete and valid evidence.	ICT	Monev	P
4.8.2.2	The study programme is required to conduct performance evaluations, document the results, and take follow-up action.	Lam PPG 64	There are well-documented evaluation results, and follow-up actions are carried out accompanied by complete and valid evidence.	IKT	Monev	P

H. STRATEGY FOR ACHIEVING STANDARDS

1. The Head of the Study Programme and the lecturers must foster good relations and actively communicate with professional organisations, alumni, the government, the business sector, industry and schools;
2. The Study Programme routinely conducts evaluation processes by distributing questionnaires regarding the current curriculum to stakeholders;
3. The stages involved in developing learning outcomes include: (i) self-evaluation/performance evaluation of the study programme, (ii) a tracer study of alumni and gathering input from stakeholders, (iii) the development of graduate profiles in line with the job market, and (iv) the development of graduate competencies; and
4. To ensure the achievement of competency standards, the following are carried out: (i) dissemination of competency standards to lecturers/teachers and (ii) monitoring and evaluation of the teaching and learning process, examinations and assessment, as well as the preparation of final assignments.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. LAMEMBA Accreditation Assessment Guidelines for Study Programmes: The Independent Accreditation Agency for Economics, Management, Business and Accounting, 2020
6. Assessment Matrix for the Self-Evaluation Report and Performance Report of the Independent Accreditation Agency for Engineering Study Programmes, 2021

7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

EVALUATION FORM DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD PROGRAMME OUTCOMES FORM

Document Code	: F-SPMI-UPGRIS-4.8
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme
Faculty Name :
Date of Submission :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The availability and implementation of (a) policies regarding the outputs and achievements of the three pillars of higher education, (b) the dissemination of these policies, (c) the implementation of these policies, (d) the evaluation of policy implementation, and (e) the follow-up on evaluation results.	Lam PPG 57			
2	The consistent implementation of performance evaluation once per semester, accompanied by complete and valid evidence.	Lam PPG 64			
3	There are documents detailing the evaluation results, which are of a very high standard, and follow-up actions are taken, supported by complete and valid evidence.	Lam PPG 64			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Examiner,
Faculty Quality Assurance
Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)

Signature
(Full Name)

STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
PROGRAMME OUTCOME EVALUATION

Document Code	:	SOP-UPGRIS-4.8.1
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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
EVALUATION OF PROGRAMME ACHIEVEMENTS

1. Objective : The implementation of a curriculum that reflects the graduate competencies for graduates of UPGRIS in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at UPGRIS
3. Curriculum
 - a. The curriculum of each study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical, personal, professional and social competencies for the field of education.
 - b. The core curriculum is the defining feature of the core competencies.
 - c. The core curriculum of a study programme is:
 - 1) The foundation for achieving graduate competencies
 - 2) A minimum standard of quality for the delivery of the study programme
 - 3) Applicable nationally and internationally
 - 4) Adaptable to the rapid changes of the future
 - 5) A joint agreement between higher education institutions, professional bodies and employers
 - d. Supporting competencies must be designed in accordance with the characteristics of the study programme, taking into account the needs of stakeholders
4. Definition
 - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
 - b. Graduate competency standards are minimum criteria regarding graduate qualifications, encompassing attitudes, knowledge, and skills as stated in the graduate learning outcomes

5. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the Deans/Directors of Postgraduate Studies to develop graduate competency standards for study programmes	Vice-Rector
Deans/Directors of Postgraduate Studies	1. Instructs the First Vice Dean, together with the Head of Programme, to develop graduate competency standards for the study programme 2. Submit the graduate competency standards of study programmes, following approval by the faculty senate, to the First Vice-Rector for ratification by the Vice-Rector 3. To carry out monitoring and evaluation of the implementation of the curriculum in accordance with the graduate competency standards of the study programme approved by the Rector	Vice-Rector I
Vice-Dean I/Assistant Director and Programme Coordinator	1. Form a team to prepare a draft of the graduate competency standards 2. Preparing a draft of graduate competency standards 3. Discussing the draft graduate competency standards at a Faculty Senate meeting 4. Documenting the graduate competency standards approved at the Faculty Senate meeting 5. Reporting the graduate competency standards to the Dean for follow-up	Dean/Director of Postgraduate Studies
Faculty Senate	1. Discussing the graduate competency standards proposed by the faculty 2. Approving the graduate competency standards agreed upon with the Dean/Head of Programme	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director and Programme Coordinator	Disseminating the graduate competency standards approved by the rector	Dean/Director of Postgraduate Studies
Lecturers	Carrying out academic activities to achieve graduate competency standards	Dean/Director of Postgraduate Studies

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

7. Work Instructions

N o	Details of Activities	Rector	Dean/Director of Postgraduate Studies	Vice-Dean I/ Deputy Director/ Head of Programme	Faculty Senate
1	The Rector/Vice-Rector I instructs the deans to develop graduate competency standards for study programmes	1			
2	Deans instruct the Vice-Dean I/Assistant Director to work with the programme coordinators to develop graduate competency standards		2		
3	The First Vice Dean/Assistant Director/Head of Programme forms a team to prepare a draft of graduate outcome standards			3	
4	The Vice Dean I/Assistant Director/Head of Programme discusses the draft graduate competency standards at a faculty senate meeting			4	
5	The First Vice Dean/Assistant Director/Head of Programme documents the graduate competency standards that have been approved at the faculty senate meeting			5	
6	The First Vice Dean/Assistant Director/Head of Programme reports the graduate competency standards to the Dean/Director of Postgraduate Studies		6		

7	The Dean/Director of Postgraduate Studies submits the graduate competency standards to the Faculty Senate for discussion and formulation		7		
8	The Faculty Senate approved the graduate competency standards during the UPGRIS Fourfold Mission event				8
9	The Dean/Director of Postgraduate Studies proposes the graduate competency standards to the Vice-Rector for approval			9	
10	The Rector establishes the graduate competency standards	10			

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
IMPLEMENTATION OF GRADUATE COMPETENCY STANDARDS

Document Code	:	SOP-UPGRIS-4.8.2
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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
IMPLEMENTATION OF GRADUATE COMPETENCY STANDARDS

1. Objective : To establish a curriculum that reflects the graduate competency standards at UPGRIS in accordance with the graduate competencies that have been established
2. Scope : The curriculum of all study programmes at UPGRIS
3. Standards
 - a. The curriculum of the study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical, personal, professional and social competencies within the field of educational sciences.
 - b. The core curriculum is a defining feature of the core competencies.
 - c. The core curriculum of a study programme is:
 - 1) The basis for achieving graduate competencies
 - 2) A minimum standard of quality for the delivery of the study programme
 - 3) Applicable nationally and internationally
 - 4) Adaptable to rapid future changes
 - 5) A joint agreement between higher education institutions, professional bodies and employers
 - 6) Supporting competencies must be designed in line with the characteristics of the degree programme, taking into account the needs of stakeholders
4. Definition
 - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
 - b. Graduate competency standards are the minimum criteria for graduate qualifications, covering attitudes, knowledge and skills as stated in the graduate learning outcomes

5. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs Deans/Directors of Postgraduate Programmes to implement the graduate competency standards for study programmes as determined by the Vice-Rector	Rector
Deans/Directors of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, together with the Head of the Study Programme, to implement the graduate competence standards for the study programme as stipulated by the Rector	Vice-Rector I
Vice Dean I/Assistant Director and Head of Programme	The Vice-Dean I/Assistant Director, together with the Head of Programme, shall deliver teaching in accordance with the graduate competency standards of the study programme as set out in the study programme curriculum	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director and Head of Programme	Communicate the graduate competency standards approved by the Rector to the programme's lecturers	Dean/Director of Postgraduate Studies
Lecturers	Carry out academic activities to achieve the established graduate competency standards	Head of Programme

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

7. Work Instructions

No	Details of the Event	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/ Assistant Director/ Head of Programme	Lecturer
1	The Vice-Rector I instructs the Deans/Director of Postgraduate Studies to implement the graduate competency standards for study programmes as set by the Vice-Rector	1			
2	Deans/Directors of Postgraduate Studies instruct the First Vice Dean/Assistant Director, together with the Head of Programme, to implement the graduate competency standards for study programmes as stipulated by the Rector		2		
3	The First Vice Dean/Assistant Director, together with the Head of Programme, shall deliver teaching in accordance with the graduate competency standards of the study programme as set out in the study programme curriculum			3	
4	The First Vice Dean/Assistant Director and the Head of Programme disseminate the graduate competency standards approved by the Rector to the programme's lecturers			4	
5	Lecturers carry out academic activities to achieve the graduate competency standards set by the Universitas Indonesia				5

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



CERTIFICATION SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
STANDARD GRADUATE COMPETENCY EVALUATION

Document Code	:	SOP-UPGRIS-4.8.3
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
EVALUATION OF GRADUATE COMPETENCY STANDARDS

1. Objective : The implementation of a curriculum that reflects the graduate competencies for graduates of UPGRIS in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at UPGRIS
3. Curriculum
 - a. The curriculum of each study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical competencies, personal competencies, professional competencies and social competencies for the field of education.
 - b. The core curriculum is the defining feature of the core competencies.
 - c. The core curriculum of a study programme is:
 - 1) The foundation for achieving graduate competencies
 - 2) Minimum quality standards for the delivery of study programmes
 - 3) Applicable nationally and internationally
 - 4) Adaptable to the rapid changes of the future
 - 5) A joint agreement between higher education institutions, professional bodies and employers
4. Supporting competencies must be designed in accordance with the characteristics of the study programme, taking into account the needs of stakeholders
5. Definition
 - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
 - b. Graduate competency standards are the minimum criteria for the qualifications and abilities of graduates, covering attitudes, knowledge and skills as set out in the graduate learning outcomes

6. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans/Directors of Postgraduate Studies to monitor and evaluate the achievement of graduate competency standards	Vice-Rector
Deans/Directors of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, programme coordinators, and UPMF/UPMPPS to monitor and evaluate graduate competency standards, and to compile a report on the results of the monitoring and evaluation	Vice-Rector I
Vice-Dean I/Assistant Director and Programme Coordinators	1. Form a team to evaluate the achievement of graduate competency standards 2. Conduct an evaluation of the achievement of graduate competency standards 3. Reporting the results of the evaluation of the achievement of graduate competency standards to the Dean for follow-up	Dean/Director of Postgraduate Studies
Faculty Senate	1. Discussing the results of the evaluation of graduate competency standards 2. Approving the results of the evaluation of graduate competency standards	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director and Head of Programme	Disseminating the results of the evaluation of the achievement of graduate competency standards to facilitate improvements by relevant parties	Dean/Director of Postgraduate Studies
Lecturers	Carrying out academic activities to improve the achievement of graduate competency standards	Dean

7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

8. Work Instructions

No.	Activity Details	Dean	Vice-Dean I/Assistant Director/Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector I Instructs deans/Directors of Postgraduate Studies to monitor and evaluate the achievement of graduate competency standards	1			
2	Deans/Directors of Postgraduate Studies instruct the First Vice Dean/Assistant Director to work with the Head of Programme to develop graduate competency standards	2			
3	Form a team to assess the achievement of graduate competency standards, to evaluate the achievement of graduate competency standards, and to report the results of the evaluation of the achievement of graduate competency standards to the dean for follow-up		3		
4	The faculty senate discusses the results of the evaluation of the achievement of graduate competency standards, and approves the results of the evaluation of the achievement of graduate competency standards		4		
4	The First Vice Dean/Assistant Director/Head of Programme prepares a draft of the graduate competency standards		4		
5	The Faculty Senate discusses the draft graduate competency standards at a Faculty Senate meeting			5	
6	The Faculty Senate has approved the graduate competency standards			5	
7	The First Vice Dean/Assistant Director/Head of Programme disseminates the graduate competency standards		6		
8	Lecturers carry out academic activities to achieve graduate competency standards				7

STANDARDS DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
CONTROL OF GRADUATE COMPETENCY STANDARDS

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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
CONTROL OF GRADUATE COMPETENCY STANDARDS

1. Objective : To ensure the implementation of a curriculum that reflects the graduate competency standards at UPGRIS in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at UPGRIS
3. Standards
 - a. The curriculum of the study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical competencies, personal competencies, professional competencies and social competencies for the field of education.
 - b. The core curriculum is characterised by the core competencies.
 - c. The core curriculum of a study programme is:
 - 1) The basis for achieving graduate competencies
 - 2) A minimum standard of quality for the delivery of the study programme
 - 3) Applicable nationally and internationally
 - 4) Adaptable to rapid future changes
 - 5) A joint agreement between higher education institutions, professional bodies and employers
4. Supporting competencies must be designed in line with the characteristics of the degree programme, taking into account the needs of stakeholders
5. Definition
 - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
 - b. Graduate competency standards are the minimum criteria for graduate qualifications, covering attitudes, knowledge and skills as stated in the graduate learning outcomes

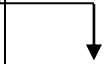
6. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to implement control over graduate competency standards	Vice-Rector
Dean/Director of Postgraduate Studies	Instruct the First Vice Dean/Assistant Director, together with the programme coordinators, to oversee the standards of graduate competencies	Vice-Rector I
Vice Dean I/Assistant Director and Programme Coordinator	1. Conduct periodic monitoring of graduate competency standards at the start, mid-point and end of each semester in accordance with the applicable curriculum 2. Provide guidance to lecturers and staff to carry out academic activities in accordance with the applicable curriculum 3. Instruct all lecturers to prepare lesson plans in accordance with the current curriculum, and to complete the Course Information System (SIP)/SPADA 4. Monitoring lesson plans by checking lecturers' entries in the SIP/SPADA to ensure they comply with the current curriculum 5. Report the results of the monitoring of graduate competency standards to the Dean for follow-up	Dean/Director of Postgraduate Studies

7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

8. Work Instructions

No.	Activity Details	Dean	Vice-Dean I/Assistant Director/Head of Programme
1	Vice-Rector I Instructs deans/Directors of Postgraduate Studies to implement control over graduate competency standards	1	
2	The Dean/Director of Postgraduate Studies has instructed the First Vice Dean/Assistant Director, together with the programme coordinators, to oversee the standards for graduate competencies	2	
3	The First Vice Dean/Assistant Director/Head of Programme periodically monitors graduate competency standards at the start, mid-point and end of each semester in accordance with the current curriculum; provides guidance to lecturers and staff on the implementation of academic activities in accordance with the current curriculum; instructs all lecturers to prepare lesson plans in accordance with the current curriculum; and to complete the Course Information System (SIP)/SPADA; monitor lesson plans by checking lecturers' SIP/SPADA entries to ensure they comply with the current curriculum; and report the results of graduate competency standard monitoring to the Dean for follow-up		3

STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
IMPROVEMENT OF GRADUATE COMPETENCY STANDARDS

Document Code	:	SOP-UPGRIS-4.8.5
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
IMPROVEMENT OF GRADUATE COMPETENCY STANDARDS

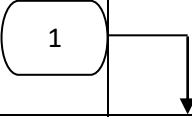
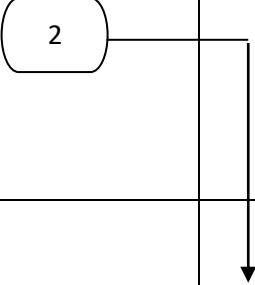
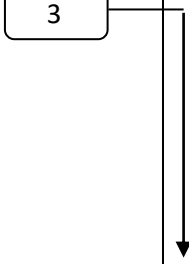
1. Objective : The implementation of a curriculum that reflects the graduate competencies for graduates of UPGRIS in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at UPGRIS
3. Curriculum
 - a. The curriculum of each study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical competencies, personal competencies, professional competencies and social competencies for the field of education.
 - b. The core curriculum is the defining feature of the core competencies.
 - c. The core curriculum of a study programme is:
 - 1) The foundation for achieving graduate competencies
 - 2) Minimum quality standards for the delivery of study programmes
 - 3) Applicable nationally and internationally
 - 4) Adaptable to rapid future changes
 - 5) A joint agreement between higher education institutions, professional bodies and employers
4. Supporting competencies must be designed in accordance with the characteristics of the study programme, taking into account the needs of stakeholders
5. Definition
 - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
 - b. Graduate competency standards are the minimum criteria for the qualifications and abilities of graduates, covering attitudes, knowledge and skills as set out in the graduate learning outcomes
6. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans/Directors of Postgraduate Studies to improve graduation competency standards	Vice-Rector
Deans/Directors of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, together with the Head of Programme, to improve graduate competency standards	Vice-Rector I
Vice-Dean I/Assistant Director and programme coordinators	1. Form a team to analyse the results of the evaluation of the achievement of graduate competency standards 2. To prepare a draft for the enhancement of graduate competency standards 3. Formulating new graduate competency standards during departmental meetings 4. Reporting the draft of the new graduate competency standards to the Dean for further action	Dean/Director of Postgraduate Studies
Faculty Senate	1. Discussing the proposed graduate competency standards put forward by the dean 2. Approving the new graduate competency standards	Dean/Director of Postgraduate Studies
Dean/Director of Postgraduate Studies	Proposing new graduate competency standards for approval by the rector	Dean/Director of Postgraduate Studies

7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

8. Work Instructions

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director/Head of Programme	Faculty Senate
1	Vice-Rector I Instructs the deans to raise the standards of graduation competencies	1			
2	Deans instruct the First Vice Dean/Assistant Director, together with the programme coordinators, to improve graduate competency standards		2		
3	The First Vice Dean/Assistant Director/Head of Programme shall form a team to analyse the results of the evaluation of the achievement of graduate competency standards, prepare a draft for the enhancement of graduate competency standards, formulate the new graduate competency standards during departmental meetings, and report the formulated new graduate competency standards to the Dean for further action			3	
4	Faculty Senate Discuss the proposed graduate competency standards formulated by the Dean, approve the new graduate competency standards, and submit the approved new graduate competency standards to the Dean/Director of Postgraduate Studies				4
5	The Dean/Director of Postgraduate Studies proposes new graduate competency standards for approval by the Vice-Rector		5		

STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
TRACER STUDY

Document Code	:	SOP-UPGRIS-4.8.6
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP

TRACER STUDY

1. Objective : to obtain feedback from stakeholders and users to develop a curriculum that reflects the graduate competency standards at UPGRIS in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at UPGRIS
3. Curriculum
 - a. The curriculum of each study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical competencies, personal competencies, professional competencies and social competencies for the field of education.
 - b. The core curriculum is the defining feature of the core competencies.
 - c. The core curriculum of a study programme is:
 - 1) The basis for achieving graduate outcomes
 - 2) Minimum quality standards for the delivery of study programmes
 - 3) Applicable nationally and internationally
 - 4) Adaptable to rapid future changes
 - 5) A joint agreement between higher education institutions, professional bodies and employers
 - d. Supporting competencies must be designed in accordance with the characteristics of the study programme, taking into account the needs of stakeholders
4. Definition

A tracer study is the tracking of alumni to identify the fields of employment that have taken on alumni, including information regarding the time taken to secure employment, the type of job, the position held, and the income derived from the work performed.

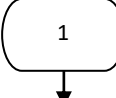
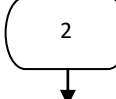
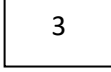
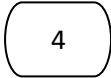
5. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the Deans/Directors of Postgraduate Studies within UPGRIS to form a tracer study implementation team at the programme level	Rector
Deans/Directors of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, together with the programme coordinator and the programme's tracer study team, to conduct the tracer study	Vice-Rector I
Vice-Dean I/Assistant Director and Programme Coordinator	To design the tracer study questionnaire and, in collaboration with the alumni association, distribute the questionnaire to alumni, as well as collect and submit the questionnaire results to the programme	Dean/Director of Postgraduate Studies
Vice Dean I/Assistant Director and Programme Coordinator	Compiling the results of the questionnaire distributed to alumni, analysing the responses received, and preparing a report on the tracer study findings	Dean/Director of Postgraduate Studies

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

7. Work Instructions

N o	Details of activities	Dean/Di rector of Postgrad uate Studies	Vice-Dean I/Assistant Director/Head of Programme/Tr acer Study Team
1	The Rector of the Universitas Gajah Mada has instructed all Deans/Directors of Postgraduate Studies within UPGRIS to form a tracer study implementation team at the programme level		
2	The Dean/Director of Postgraduate Studies has instructed the First Vice Dean/Assistant Director, together with the programme coordinators and the programme's tracer study team, to conduct a tracer study		
3	The First Vice Dean/Assistant Director, programme coordinators and the programme's tracer study team prepare the tracer study questionnaire and distribute it to alumni		
4	The First Vice Dean/Assistant Director/Head of Programme and the tracer study team collate the results of the questionnaires distributed to alumni, analyse the responses received, and compile a report on the tracer study results		

POLICY DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR SPMI POLICY DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
MBKM STANDARDS

Document Code	: S-UPGRIS-4.9
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

A. VISION AND MISSION

VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a university of excellence with a distinct identity.

MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service and setting an example) in order to nurture intellectuals and outstanding leaders imbued with a sense of national character, for the greater good of life and society.

B. SCOPE

This section sets out the minimum criteria regarding the provision, implementation, monitoring and evaluation of Merdeka Belajar Kampus Mengajar (MBKM) at UPGRIS.

C. RATIONALE FOR ESTABLISHING STANDARDS

1. The Merdeka Belajar Kampus Merdeka standards are formulated based on Ministry of Education and Culture Regulation No. 3 of 2020 concerning National Standards for Higher Education, particularly the right to study for three semesters outside one's degree programme.
2. Higher education institutions are required to grant students the right to voluntarily undertake up to two semesters' worth of credits (equivalent to 40 credits) at institutions outside their own, as well as one semester's worth of credits (equivalent to 20 credits) in a different study programme within the same institution.
3. In order to meet demands, keep pace with change and the need for link and match with the business and industrial sectors (DU/DI), and to prepare students for the world of work, higher education institutions are required to design and implement innovative learning processes so that students can achieve learning outcomes covering the aspects of attitude, knowledge and skills optimally.
4. The 'Merdeka Belajar – Kampus Merdeka' policy is expected to provide a response to these demands. 'Kampus Merdeka' represents a model of higher education that is autonomous and flexible, thereby fostering a learning culture that is innovative, non-restrictive and tailored to students' needs.
5. The Merdeka Belajar – Kampus Merdeka programme comprises four key policies, namely: facilitating the establishment of new degree programmes; reforming the higher education

accreditation system; facilitating the establishment of higher education institutions as legal entities; and the right to study for three semesters outside the student's degree programme (). Students are given the freedom to take credit units outside their degree programme; the three semesters in question may be used for study outside the degree programme within the higher education institution and/or study outside the higher education institution.

D. OBJECTIVES OF ESTABLISHING STANDARDS

1. To produce graduates who possess outstanding competencies and an entrepreneurial spirit grounded in Pancasila and the 1945 Constitution.
2. To produce productive and innovative research that contributes to the development of science and technology and benefits society.
3. To produce community service projects that can be implemented to address real-world problems and promote community well-being.
4. Producing scientific publications of national and international standing to enhance the quality and reputation of educational provision.
5. To deliver higher education with high-quality governance in the implementation of the entrepreneurial university model.
6. To establish linkages and alignments between the implementation of the *Tri Dharma* of Higher Education and industry, government agencies, and other private institutions.

E. RESPONSIBLE PARTIES

1. University
2. Faculty
3. Study Programme
4. Students
5. Student Council

F. GLOSSARY

1. Merdeka Belajar-Kampus Merdeka (MBKM) is an enrichment programme outside the USS degree programmes designed to enhance graduates' competencies—both soft and hard skills—so that they are better prepared and better aligned with the demands of the modern world. It aims to prepare graduates to become outstanding future leaders of the nation with

- strong character through experiential learning programmes with flexible pathways, which are expected to enable students to develop their potential in line with their passions and talents.
2. The Merdeka Belajar-Kampus Merdeka programme at the University of South Sumatra encompasses both national and international levels.
 3. MBKM programme partners must have a Memorandum of Understanding (MoU) with USS.
 4. Work Placements.
 5. Student Exchange.
 6. Teaching Assistance in Educational Institutions.
 7. Research.
 8. Humanitarian Projects.
 9. Entrepreneurship Activities 10.
 10. Independent Study/Project 11.
 11. Village Development/Practical Work Experience 12.
 12. The MBKM programme at the international level is implemented in collaboration with Uni-KL.
 13. The International MBKM Programme includes
 - a. Internship
 - b. Student Exchange
 - c. Joint Degree-Double Degree
 - d. Short Programme
 - e. Student Excursion
 - f. Workshop
 - g. Research Collaboration and Joint Supervision.
 14. Documents relating to the MBKM programme include:
 - a. Proposal
 - b. Letter of Acceptance (LoA)
 - c. Portfolio-Log Book
 - d. Partner Evaluation Form
 - e. Partner Satisfaction Tracer Study Form
 - f. Activity data in Excel Office 365
 - g. Final Report – Documentation
 - h. Certificates/Statements from partners
 - i. Products – Learning Materials and Publications
 15. The person responsible for the MBKM activity is the First Vice-Rector.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
4.9.1.1	The study programme must ensure that the percentage of graduates who secure employment within less than 6 months with a salary >1.2 times the regional minimum wage.	MBKM	Achieving a graduation rate where at least 60% of graduates secure employment within less than 6 months of graduation, with a salary exceeding 1.2 times the regional minimum wage.	IKT	Monev	P
4.9.2.1	The study programme must ensure that the percentage of students earning more than 1.2 times the regional minimum wage (UMR) before graduation.	MBKM	Achievement of a percentage of students earning more than 1.2 times the regional minimum wage (UMR) before graduation of at least 1.25% of the total number of active students	IKT	Monev	P
4.9.3.1	Study programmes must ensure the percentage of undergraduate graduates who continue their studies.	MBKM	Achievement of a minimum percentage of Bachelor's degree graduates who continue their studies of 2% of the total number of graduates.	IKT	Monev	P
4.9.4.1	Study programmes must ensure that a certain percentage of students become self-employed by starting a business within six months of graduation, with an income of more than 1.2 times	MBKM	Achievement of a percentage of students who become entrepreneurs by starting a business within 6 months of graduation with an income of more than 1.2 times the regional minimum wage (UMR),	IKT	Monev	P

	the regional minimum wage.		amounting to at least 2.5% of the total number of graduates.			
4.9.5.1	Study programmes must ensure that a percentage of students become entrepreneurs earning more than 1.2 times the regional minimum wage before graduation.	MBKM	Achievement of a percentage of students who become entrepreneurs with an income > 1.2 times the regional minimum wage (UMR) before graduation of at least 0.5% of the total number of active students.	IKT	Monev	P
4.9.6.1	Study programmes must ensure that a sufficient number of graduates complete the graduate tracer survey.	MBKM	The achievement of a minimum of 30% of graduates completing the graduate tracer survey.	IKT	Monitoring and Evaluation	P
4.9.7.1	The study programme must ensure student exchange under the MBKM programme.	MBKM	Achievement of student exchange under the MBKM programme amounting to at least 1% of the total number of active students.	IKT	Monev	P
4.9.8.1	Study programmes must ensure teaching assistance for students on the MBKM programme.	MBKM	Achievement of teaching assistance for MBKM programme students amounting to at least 1% of the total number of active students.	IKT	Monev	P
4.9.9.1	The study programme must ensure internships for MBKM programme students.	MBKM	At least 1% of active students must complete an MBKM programme internship.	IKT	Monev	P
4.9.10.1	Study programmes must ensure student humanitarian projects under the MBKM programme.	MBKM	The achievement of student humanitarian projects under the MBKM programme must account for at least 1% of the total	ICT	Monitoring and Evaluation	P

			number of active students.			
4.9.11.1	Study programmes must ensure research/studies by students in the MBKM programme.	MBKM	At least 1% of active students in the MBKM programme must undertake research/studies.	IKT	Monev	P
4.9.12.1	Study programmes must ensure village projects (KKNT) for MBKM programme students.	MBKM	The completion of village projects (KKNT) by MBKM programme students must account for at least 1% of the total number of active students.	IKT	Monev	P
4.9.13.1	Study programmes must ensure independent study/projects for MBKM programme students.	MBKM	At least 1% of active students in the MBKM programme must complete independent studies/projects.	IKT	Monev	P
4.9.14.1	Universities are required to ensure that lecturers who carry out the <i>Tri Dharma</i> at other universities at the national level.	MBKM	Achieving a minimum of 60% of the total number of lecturers carrying out the <i>Tri Dharma</i> at other campuses at the national level.	IKT	Monev	U
4.9.15.1	The university must ensure that lecturers carry out the <i>Tri Dharma</i> at other campuses at the international level.	MBKM	Achievement of a minimum of 20% of the total number of lecturers carrying out the <i>Tri Dharma</i> at other campuses at an international level.	IKT	Monev	U
4.9.16.1	The university must ensure that 100 higher education institutions are ranked in the QS World University Rankings by subject.	MBKM	Achievement of QS Top 100 university ranking by field of study.	IKT	Monev	U
4.9.17.1	Universities must ensure that lecturers mentor students to	MBKM	At least 10% of the total number of lecturers should be	IKT	Monitoring and Evaluation	U

	achieve regional-level achievements.		involved in guiding students to achieve regional-level achievements.			
4.9.18.1	The university must ensure that lecturers mentor students to achieve national-level achievements.	MBKM	Achievement of a minimum of 5% of lecturers guiding students to achieve national-level achievements.	IKT	Monev	U
4.9.19.1	The university must ensure that lecturers mentor students to achieve international-level achievements.	MBKM	Achievement of a minimum of 1% of the total number of lecturers mentoring students in the ‘ ‘ programme to achieve international-level achievements.	IKT	Monev	U
4 September 2020	Universities must ensure that they employ lecturers who come from the ranks of professional practitioners, the world of work, or industry.	MBKM	At least 5% of the total number of lecturers must be drawn from the ranks of professional practitioners, the world of work, or the industrial sector.	IKT	Monev	U
4.9.21.1	Study programmes must ensure partnerships for curriculum development.	MBKM	Achievement of a minimum of 2 curriculum development partnerships per study programme.	IKT	Monev	U
4.9.22.1	The university must ensure international outbound credit transfer cooperation.	MBKM	Achievement of a minimum of 10 students participating in outbound international credit transfer programmes.	IKT	Monev	U
4.9.23.1	The university must ensure international outbound double degree/joint degree programmes.	MBKM	Achieving a minimum of 5 students participating in outbound international double degree/joint degree programmes.	IKT	Monitoring and Evaluation	U

4.9.24. 1	The university must ensure international outbound cooperation for international internships.	MBKM	Achievement of a minimum of 30 students participating in outbound international internship cooperation.	IKT	Monev	U
4.9.25. 1	The university must ensure international outbound PPL cooperation.	MBKM	Achievement of a minimum of 60 students participating in outbound international PPL cooperation.	IKT	Monev	U
4.9.26. 1	The university must ensure international outbound cooperation for the International Community Service Programme ().	MBKM	Achievement of a minimum of 20 students participating in international cooperation () and outbound international Community Service Programmes (KKN).	IKT	Monev	U
4.9.27. 1	Universities are required to ensure international outbound cooperation for international field studies.	MBKM	Achievement of a minimum of 40 students participating in outbound international field study programmes.	IKT	Monev	U
4.9.28. 1	The university must ensure outbound international cooperation involving visiting lecturers.	MBKM	Achievement of a minimum of 5 lecturers in outbound international cooperation for visiting lecturers.	IKT	Monev	U
4.9.29. 1	The university must ensure outbound international lecturer exchange cooperation.	MBKM	Achievement of a minimum of 10 lecturers participating in outbound lecturer exchange programmes.	IKT	Monev	U
4.9.30. 1	The university must ensure international inbound credit transfer cooperation.	MBKM	Achievement of a minimum of 10 students in international inbound credit transfer cooperation.	IKT	Monev	U

4.9.31.1	The university must ensure international inbound double degree/joint degree cooperation.	MBKM	Achieve a minimum of five students enrolled in international double degree or joint degree programmes.	IKT	Monitoring and Evaluation	U
4.9.32.1	The university must ensure international inbound cooperation for international internships.	MBKM	Achievement of a minimum of 30 students participating in inbound international internship cooperation.	IKT	Monev	U
4.9.33.1	The university must ensure international inbound PPL cooperation.	MBKM	Achievement of a minimum of 40 students participating in international inbound PPL programmes .	IKT	Monev	U
4.9.34.1	Universities must ensure the implementation of the Darmasiswa inbound international cooperation programme.	MBKM	Achievement of a minimum of 5 students in the Darmasiswa inbound international cooperation programme.	IKT	Monev	U
4.9.35.1	Universities must ensure international inbound cooperation for international field studies.	MBKM	Achieving a minimum of 40 students participating in international field study programmes.	IKT	Monitoring and Evaluation	U
4.9.36.1	The university must ensure inbound international cooperation involving visiting lecturers.	MBKM	Achievement of a minimum of 5 visiting lecturers through inbound international cooperation.	IKT	Monev	U
4.9.37.1	The university must ensure international inbound lecturer exchange cooperation.	MBKM	Achievement of a minimum of 10 lecturers in international inbound lecturer exchange programmes.	IKT	Monev	U
4.9.38.1	Study programmes must ensure that learning utilises the case method or	MBKM	The achievement of learning using the case method or project-based group learning as	IKT	Monev	P

	project-based group learning as part of the assessment criteria.		part of the assessment weighting.			
4.9.39.1	Universities must ensure that graduates hold a PIESQ Management 3.0 certificate.	MBKM	Achievement of a percentage of graduates holding a PIESQ Management 3.0 certificate of at least 95% of the total number of new students.	IKT	Monev	U
4.9.40.1	The university must ensure that graduates possess an EAP (English for Academic Purposes) score.	MBKM	Achievement of a minimum EAP (English for Academic Purposes) score of 76 in the English Proficiency Test () for at least 70% of graduates out of the total number of students.	IKT	Monev	U
4.9.41.1	The university must ensure that graduates hold at least one additional competency certificate relevant to their field of study.	MBKM	Achievement of a percentage of graduates holding at least one additional competency certificate relevant to their field of study, amounting to at least 65% of the total number of graduates.	IKT	Monev	U
4.9.42.1	Universities are required to ensure that students receive certificates in student management and leadership training.	MBKM	Achievement of a minimum of 18% of active students obtaining certificates in student management and leadership training.	IKT	Monev	U
4.9.43.1	The university must ensure that students hold an entrepreneurship training certificate.	MBKM	Achievement of a minimum of 12.5% of active students holding an entrepreneurship training certificate.	IKT	Monev	U
4.9.44.1	Universities must guarantee students	MBKM	Achievement of a minimum of 5% of	IKT	Monev	U

	receiving scholarships.		active students receiving scholarships.			
4.9.45.1	Universities must ensure that students receive certificates for their academic activities.	MBKM	The percentage of students who receive certificates for academic activities must be at least 4 certificates, representing at least 30% of the total number of graduating students.	IKT	Monev	U
4.9.46.1	The university must ensure that lecturers are involved in enhancing teachers' professionalism through the PGRI organisation.	MBKM	The percentage of lecturers involved in enhancing teachers' professional development through the PGRI organisation must be at least 40% of the total number of lecturers.	IKT	Monev	U
4.9.47.1	The university must ensure that lecturers are involved in or appear as guest speakers in media dialogues.	MBKM	The number of lecturers involved/appearing as discussion panellists in the mass media must be at least 40% of the total number of lecturers.	IKT	Monev	U

H. STRATEGIES FOR ACHIEVING STANDARDS

1. The First Vice-Rector has formed a working group to draft the regulations for the 'Merdeka Belajar Kampus Merdeka' initiative in accordance with:
 - a. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education.
 - b. Ministry of Education and Culture Regulation No. 4 of 2020 on the Transformation of State Universities into Legal Entity Universities.
 - c. Ministry of Education and Culture Regulation No. 5 of 2020 on the Accreditation of Study Programmes and Higher Education Institutions

- d. Ministry of Education and Culture Regulation No. 6 of 2020 concerning the Admission of New Undergraduate Students to State Universities
 - e. Ministry of Education and Culture Regulation No. 7 on the Establishment, Amendment and Dissolution of State Universities and the Establishment, Amendment and Revocation of Licences for Private Universities.
2. BAUK, in coordination with the First Vice-Rector, organised an information session on all documents relating to the 'Merdeka Belajar Kampus Merdeka' standards within the UPGRIS for the entire academic community (Deans of Faculties, Heads of Study Programmes, lecturers and students), as well as on how to monitor and evaluate the implementation of these standards.
 3. BAUK prepared all necessary materials for coordination with partners, such as cover letters, Letters of Agreement (LoA), attendance records, and so on.
 4. Deans of Faculties and BAUK within the UPGRIS conducted awareness-raising sessions within their respective units to ensure a thorough understanding among all lecturers.
 5. The Internal Quality Assurance Unit evaluates the implementation of these standards prior to the monitoring and evaluation process, under the coordination of the LPM.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for the Self-Evaluation Report and Programme Performance Report, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
Merdeka Belajar Kampus Mengajar (MBKM) Standard Form**

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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme
Faculty Name :
Date of Completion :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Achievement of a percentage of graduates who secure employment within less than 6 months with a salary exceeding 1.2 times the minimum regional wage (UMR), amounting to at least 60% of the total number of graduates.	MBKM			
2	Achieving a percentage of students earning more than 1.2 times the regional minimum wage (UMR) before graduation of at least 1.25% of the total number of active students	MBKM			
3	Achieving a percentage of undergraduate graduates who continue their studies of at least 2% of the total number of graduates.	MBKM			
4	Achieving a percentage of students who become entrepreneurs by starting a business within 6 months of graduation with an income of more than 1.2 times the minimum wage, amounting to at least 2.5% of the total number of graduates.	MBKM			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
5	The percentage of students who become self-employed with an income of more than 1.2 times the regional minimum wage before graduation must reach at least 0.5% of the total number of active students.	MBKM			
6	Achieving a minimum of 30% of graduates completing the graduate tracer survey.	MBKM			
7	Achieving a student exchange rate for the MBKM programme of at least 1% of the total number of active students.	MBKM			
8	Achievement of student teaching assistance under the MBKM programme amounting to at least 1% of the total number of active students.	MBKM			
9	Achievement of student placements in the MBKM programme amounting to at least 1% of the total number of active students.	MBKM			
10	Achievement of student humanitarian projects under the MBKM programme amounting to at least 1% of the total number of active students.	MBKM			
11	Achievement of student research/studies under the MBKM programme amounting to	MBKM			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	at least 1% of the total number of active students.				
12	The completion of village projects (KKNT) by students on the MBKM programme must account for at least 1% of the total number of active students.	MBKM			
13	The completion of independent studies/projects by MBKM programme students must account for at least 1% of the total number of active students.	MBKM			
14	Achievement of a minimum of 60% of the total number of lecturers carrying out the <i>Tri Dharma</i> at other universities at the national level.	MBKM			
15	Achieving a minimum of 20% of the total number of lecturers carrying out the <i>Tri Dharma</i> at other universities at the international level.	MBKM			
16	Achieving a ranking in the QS Top 100 universities by subject area.	MBKM			
17	Achieving a minimum of 10% of the total number of lecturers mentoring students to achieve regional-level achievements.	MBKM			
18	At least 5% of the total number of lecturers should be involved in guiding students to achieve national-level achievements.	MBKM			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
19	Achieving a minimum of 1% of the total number of lecturers who mentor students to achieve international-level achievements.	MBKM			
20	Achieving a minimum of 5% of lecturers who are practitioners, professionals, or come from the world of work or industry.	MBKM			
21	Achieving a minimum of 2 curriculum development partnerships per study programme.	MBKM			
22	Achievement of a minimum of 10 students participating in outbound international credit transfer schemes.	MBKM			
23	Achievement of a minimum of 5 students participating in outbound international double degree/joint degree programmes.	MBKM			
24	Achieving a minimum of 30 students participating in outbound international work placements.	MBKM			
25	Achieving a minimum of 60 students participating in outbound international PPL placements.	MBKM			
26	Achieving a minimum of 20 students participating in outbound international	MBKM			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	Community Service (KKN) programmes.				
27	Achieving a minimum of 40 students participating in outbound international KKL programmes.	MBKM			
28	Achieving a minimum of 5 lecturers participating in outbound international visiting lecturer programmes.	MBKM			
29	Achievement of a minimum of 10 lecturers participating in outbound lecturer exchange programmes.	MBKM			
30	Achievement of a minimum of 10 students participating in inbound credit transfer programmes under international cooperation.	MBKM			
31	Achievement of a minimum of 5 students in international inbound double degree/joint degree partnerships.	MBKM			
32	Achievement of a minimum of 30 students participating in international inbound internship programmes.	MBKM			
33	Achieving a minimum of 40 students participating in international work placements.	MBKM			
34	Achievement of a minimum of 5 students in the Darmasiswa inbound international cooperation programme.	MBKM			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
35	Achieving a minimum of 40 students participating in international KKL programmes.	MBKM			
36	Achieving a minimum of 5 visiting lecturers through inbound international collaboration.	MBKM			
37	Achievement of a minimum of 10 lecturers in the inbound lecturer exchange programme.	MBKM			
38	The implementation of learning using the case method or project-based group learning as part of the assessment criteria.	MBKM			
39	Achievement of a percentage of graduates holding the PIESQ Management 3.0 certificate of at least 95% of the total number of new students.	MBKM			
40	Achieving a minimum EAP (English for Academic Purposes) score of 76 for at least 70% of graduates.	MBKM			
41	Achieving a percentage of graduates who hold at least one additional certificate of competence , with certification relevant to their field of study, amounting to at least 65% of the total number of graduating students.	MBKM			
42	Achieving a percentage of students who obtain student management and leadership training certificates of at least	MBKM			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	18% of the total number of active students.				
43	Achieving a percentage of students holding entrepreneurship training certificates of at least 12.5% of the total number of active students.	MBKM			
44	Achieving a minimum of 5% of active students receiving scholarships.	MBKM			
45	The percentage of students who have obtained at least 4 certificates for academic activities must be at least 30% of the total number of graduating students.	MBKM			
46	The percentage of lecturers involved in enhancing teachers' professional development through the PGRI must be at least 40% of the total number of lecturers.	MBKM			
47	The number of lecturers involved/appearing as guest speakers in media discussions must be at least 40% of the total number of lecturers.	MBKM			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Checker,
Faculty Quality Assurance
Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)

Signature
(Full Name)

STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG



APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

SOP
MERDEKA BELAJAR KAMPUS MERDEKA (MBKM)

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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
INDEPENDENT LEARNING, INDEPENDENT CAMPUS (MBKM)

1. Purpose : The purpose of this Standard Operating Procedure (SOP) is to ensure the implementation of the Merdeka Belajar Kampus Merdeka (MBKM) programme, initiated by the Ministry of Education, Culture, Research and Technology, for students of the of UPGRIS, in accordance with the procedures established by the University and the Ministry
2. Scope : The implementation of MBKM activities across all study programmes at the UPGRIS
3. Standards
The scheduling of MBKM activities is carried out on a regular and ongoing basis
4. Definition
 - a. The Curriculum Team is the team responsible for the development, monitoring and
 - b. evaluation of a set of plans and arrangements regarding graduate learning outcomes, study materials, processes, and assessments used as guidelines for the implementation of the Study Programme
 - c. An Academic Advisor is a lecturer who provides assistance in the form of academic advice to students, in accordance with their study programme, to enhance
 - d. students' academic abilities, so that they successfully complete their degree programme
 - e. Activity Supervising Lecturer is a teaching staff member or permanent lecturer at the Faculty of Social and Political Sciences, Brawijaya University, who is assigned to carry out guidance and
 - f. guidance in the Merdeka Belajar Kampus Merdeka (MBKM) programme, so that the MBKM programme can be successfully completed and implemented
 - g. The Merdeka Belajar Kampus Merdeka (MBKM) programme is a policy
 - h. issued by the Ministry of Education, Culture, Research and Technology of the Republic of Indonesia with the aim of encouraging students to master academic knowledge that is useful for entering the world of work. The MBKM programme comprises 8 (eight) activities, namely Student Exchange, Internships/Work Placements, Teaching Assistance at Educational Institutions, Research, Humanitarian Projects, Entrepreneurship Activities, Independent Study/Projects, and Village Development/Thematic Community Service.

- i. Conversion is the procedure and process of recognising credit points and grades from activities undertaken within the MBKM programme.
- j. Learning materials (logbooks and worksheets) are learning resources comprising documentation, notes and descriptions of activities used to assess students' achievements throughout the MBKM programme
- k. The Study Plan Card is a list of courses that students intend to take or
- l. taken by students in the coming semester
- m. Graduate Learning Outcomes (GLOs) are the competencies acquired through
- n. the internalisation of knowledge, attitudes, skills, competencies, and the accumulation of work experience
- o. The Graduate Learning Outcomes Form is a document and assessment instrument for learning outcomes based on the abilities acquired through the internalisation of
- p. knowledge, attitudes, skills, competencies, and the accumulation of work experience

5. Procedure

In general, the procedures for managing the Merdeka Belajar Kampus Merdeka (MBKM) programme, initiated by the Ministry of Education, Culture, Research and Technology, are divided into several stages

as follows:

1.Establishment

- a. Formation of the MBKM Team by the Head of the International Relations Study Programme
- b. The Head of the Study Programme proposes the appointment of the MBKM team to the Faculty
- c. The International Relations Programme's MBKM Team is approved by a Decree (SK) from the Dean

2.Implementation

- a. The implementation of MBKM comprises three stages of activities, namely the preparation stage, the implementation and the evaluation stage.
- b. The preparation stage consists of the following steps:

- 1) The MBKM team conducts outreach on the MBKM programme to students
 - 2) Students undergo the guidance process with their Academic Advisors
 - 3) Students complete the graduate learning outcomes plan form and seek approval from their Academic Advisor
 - 4) Students submit forms to the degree programme
 - 5) Chairperson of the Study approves the CPL form and documents signed by the Academic Advisor
 - 6) Students enrol for the MBKM and wait the results announcement. If successful, students can include the MBKM programme in their study plan
 - 7) Before commencing MBKM activities, students must complete and submit the Integrity Pledge and the Parental Consent Form to the study programme
 - 8) The study programme submits the documents collected from students to the Academic Office
 - 9) The Academic Office completes the student's Course Registration Form (KRS) in SIAM by entering the MBKM programme
- c. The implementation phase consists of the following steps:
- 1) Students undertake the MBKM programme in accordance with the type of activity they are participating in
 - 2) Students complete a worksheet or logbook in accordance with the type of activity they are participating in
 - 3) Students consult with their academic advisor or activity supervisor on a regular basis throughout the duration of the activity
 - 4) At the end of the activity, students request proof of participation in accordance with the type of activity they have taken part in
 - 5) If necessary, the where the student carried out the MBKM activity shall submit the required grades or final reports to the study programme
- d. The evaluation stage consists of the following steps:
- 1) For MBKM activities requiring a report, students compile an activity report in consultation with the supervising lecturer/activity supervisor

- 2) For MBKM activities that require an examination, students sit the examination after the activity report has been approved by the supervising lecturer
- 3) The supervising lecturer and the examiner conduct the examination, complete the learning outcomes achievement form, and award the final grade for the activity to the student
- 4) The study programme completes, approves and submits the MBKM grade conversion form to the Faculty's academic office
- 5) The Faculty enters the final MBKM activity grade into the student's academic record

3. Activity Evaluation

The MBKM team compiles and submits summaries, activity reports and recommendations from the Ministry of Research, Technology and Higher Education () regarding the Ministry-initiated MBKM activities to the Programme Study Committee (KPS) on a regular basis

4. Monitoring

The MBKM Team provides recommendations for corrective action regarding the implementation of the Ministry's MBKM initiative to the academic programmes. The academic programmes implement corrective action based on the MBKM Team's recommendations

5. Expansion

The MBKM Team proposes an expansion of the scope, partner institutions and types of Ministry-initiated MBKM activities that students can participate in to the Study Program

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

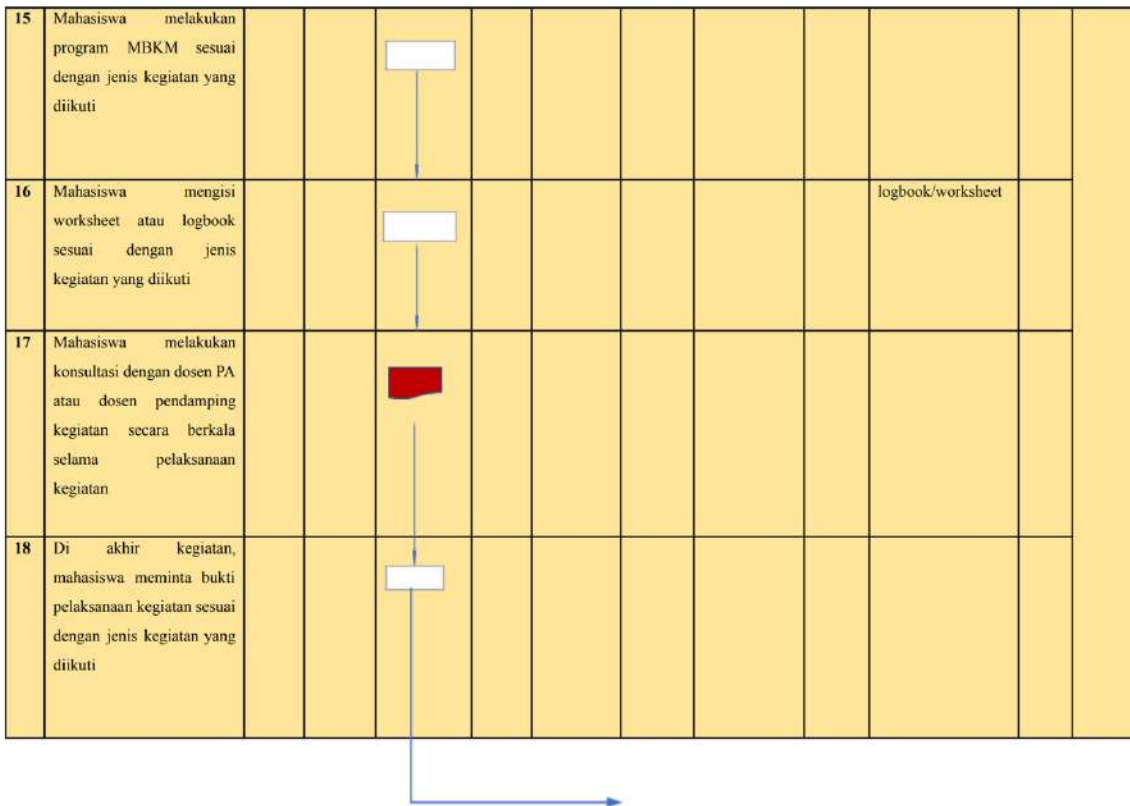
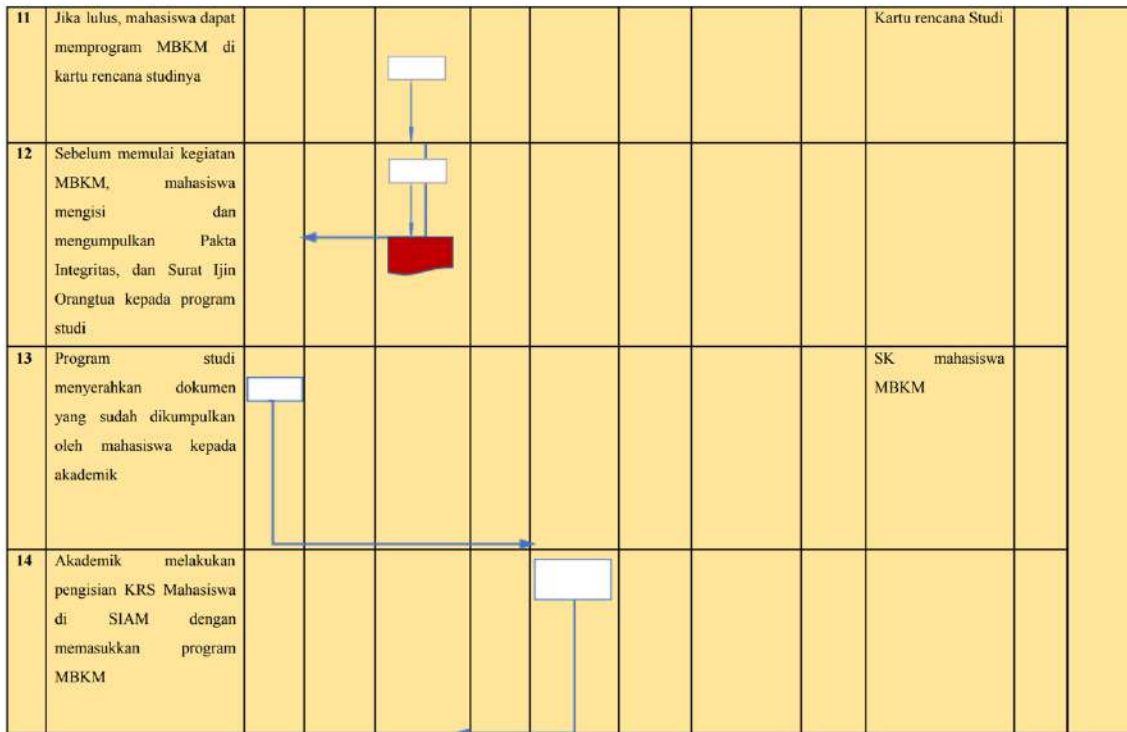
g. MBKM Guidebook from the Ministry of Education, Culture, Research and Technology

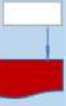
7. Work Instructions

No	Kegiatan	Pelaksana						Baku Mutu			Ket	SPMI
		Prodi	Tim MBKM	Mahasiswa	DPA	Akademik	Instansi	Kelengkapan	Waktu	Output		
1	Mulai											
2	Pembentukan Tim MBKM oleh Ketua Program Studi Hubungan Internasional											
3	Ketua Program Studi mengusulkan pengangkatan tim MBKM kepada Fakultas											
4	Tim MBKM Prodi HI terbentuk berdasarkan Surat Keputusan (SK) dari Dekan									SK Tim ad-hoc MBKM		
5	Tim MBKM melakukan sosialisasi program MBKM pada mahasiswa									Panduan umum dan borang	Thp 1	PELAKSANA
6	Mahasiswa melakukan proses bimbingan dengan											

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	dosen Pembimbing Akademik (DPA)											
7	Mahasiswa mengisi borang rencana capaian pembelajaran lulusan dan meminta persetujuan dosen PA									Borang rencana pencapaian CPL		
8	Mahasiswa menyerahkan borang kepada program studi											
9	Ketua Program Studi menyetujui borang CPL dan dokumen yang telah ditandatangani oleh Dosen PA											
10	Mahasiswa mendaftar ke program MBKM dan menunggu pengumuman kelulusan									Daftar mahasiswa peserta MBKM		



25	Tim MBKM menyusun dan menyerahkan rekapitulasi, laporan kegiatan dan rekomendasi terkait kegiatan MBKM inisiasi Kementerian kepada KPS secara berkala										Laporan dan rekapitulasi		EVALUASI
26	Tim MBKM memberikan rekomendasi tindakan perbaikan terhadap pelaksanaan MBKM inisiasi Kementerian kepada Program Studi												

27	Tim MBKM mengusulkan perluasan cakupan, institusi mitra dan jenis kegiatan MBKM inisiasi Kementerian yang bisa diikuti oleh mahasiswa kepada Program Studi												PENINGKATAN
28	Selesai												