

Internal Quality Assurance System



Internal Quality Assurance System (IQAS) Manual



**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

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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

**MANUAL DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
OF UPGRIS**



**APPROVAL SHEET FOR THE SPMI MANUAL DOCUMENT
UPGRIS**

MANUAL FOR THE IMPLEMENTATION OF SPMI STANDARDS

Document Code	: M-SPMI-UPGRIS-01
Effective Date	: 31 Maret 2023

PROCESS	RESPONSIBLE PARTY			
	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 for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Chancellor III for Student Affairs and Alumni Affairs	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice Rector IV for Research, PKM and Development	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	
Decision	Dr. Bunyamin, M.Pd.	Chairperson of YPLP PT PGRI Semarang	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

A. OBJECTIVES

The purpose of the SPMI Standard Setting Manual is as follows:

1. As a guideline document for UPGRIS to form the SPMI Standard Formulation Team in determining the UPGRIS SPMI Standard Document
2. As a guideline for the SPMI Standard Formulation Team in formulating and compiling the UPGRIS SPMI Standards
3. As a guideline for the LPM in coordinating the process of establishing the UPGRIS SPMI Standards

B. SCOPE

This UPGRIS SPMI Standard Establishment Manual applies to the process of establishing all UPGRIS SPMI Standards, which consist of the following standards:

1. Graduate Competency Standards
2. Learning Content Standards
3. Learning Process Standards
4. Learning Assessment Standards
5. Faculty and Educational Staff Standards
6. Learning Facilities and Infrastructure Standards
7. Learning Management Standards
8. Learning Funding Standards
9. Research Output Standards
10. Research Content Standards
11. Research Process Standards
12. Research Assessment Standards
13. Researcher Standards
14. Research Facilities and Infrastructure Standards
15. Research Management Standards
16. Research Funding and Financing Standards
17. Community Service Output Standards
18. Community Service Content Standards
19. Community Service Process Standards
20. Community Service Assessment Standards

21. Community Service Implementation Standards
22. Facilities and Infrastructure Standards for Community Service
23. Community Service Management Standards
24. Funding and Financing Standards for Community Service
25. Faculty and Study Programme Vision, Mission, Goals and Objectives Standards
26. Governance and Management Standards
27. PMB Standards
28. Student Services Standards
29. Institutional Cooperation Standards
30. Laboratory Standards
31. Student Affairs and Alumni Standards
32. Programme Achievement Standards
33. MBKM Standards
34. Role Model Standards
35. Welfare Standards

C. DEFINITION OF TERMS

1. The Higher Education Quality Assurance System is a systematic activity to improve the quality of higher education in a planned and sustainable manner.
2. The Internal Quality Assurance System (SPMI) is a systematic activity of quality assurance in higher education by each university autonomously or independently to control and improve the quality of higher education implementation in a planned and sustainable manner.
3. The External Quality Assurance System (SPME) is an assessment activity through accreditation to determine the eligibility and level of quality achievement of programmes and higher education institutions.
4. The National Higher Education Standards (SN DIKTI) are a set of standards that include National Education Standards, plus Research Standards and Community Service Standards.
5. National Education Standards are the minimum criteria for the education and learning system in Higher Education Institutions that apply throughout the jurisdiction of the Unitary State of the Republic of Indonesia.
6. National Research Standards are minimum criteria for the research system at higher education institutions that apply throughout the entire jurisdiction of the Unitary State of the Republic of Indonesia.

7. The National Standards for Community Service are the minimum criteria for the community service system at higher education institutions that apply throughout the entire territory of the Republic of Indonesia.
8. Quality is problem solving to achieve continuous improvement or something that is continuous.
9. Quality Culture is a pattern of thinking, attitude, and behaviour based on Dikti Standards implemented by all stakeholders (internal stakeholders) in higher education institutions.
10. The SPMI Policy Document is a document containing an overview of how higher education institutions understand, design, and implement SPMI in the implementation of higher education so that a culture of quality is realised in these higher education institutions.
11. The SPMI Manual Document is a document containing methods and steps for carrying out the Determination, Implementation, Evaluation of implementation, Control of implementation, and Improvement of Quality Standards in a planned and sustainable manner by the parties responsible for implementing SPMI at all levels of higher education.
12. The Quality Standards document is a document containing various criteria, measures, benchmarks, or specifications for all higher education activities at a higher education institution to realise the vision and mission of UPGRIS, thereby satisfying the internal and external stakeholders of the higher education institution.
13. Form Documents are instruments used to evaluate the implementation of procedures and the achievement of standards in the UPGRIS SPMI.
14. Key Performance Indicators (KPIs) are quality assurance performance indicators based on SNIKTI and Accreditation Indicators, both for study programmes and institutions.
15. Additional Performance Indicators (IKT) are quality assurance performance indicators established by UPGRIS as part of exceeding SNIKTI standards.

D. DESCRIPTION OF THE SPMI MANUAL

1. The Rector assigned LPM to form the UPGRIS SPMI Standard Drafting Team, which was tasked with formulating and drafting the UPGRIS SPMI Standards.
2. LPM formed the SPMI Standard Drafting Team
3. The LPM proposed the UPGRIS SPMI Standard Drafting Team to the Rector
4. The UPGRIS SPMI Standard Drafting Team formulates and drafts the UPGRIS SPMI Standards.

5. The statements in the UPGRIS SPMI Standards are formulated and compiled based on the Minister of Education and Culture Regulation No. 3 of 2020 concerning SN DIKTI, institutional accreditation indicators, and study programme accreditation indicators.
6. The UPGRIS SPMI Standards Development Team reports its work results to the LPM in the form of a draft of the UPGRIS SPMI Standards.
7. The LPM submits the draft UPGRIS SPMI Standards to the Vice Rector for examination and review.
8. The LPM, together with the UPGRIS SPMI Standard Drafting Team, accommodates input from the Vice Rector.
9. The LPM sought the UPGRIS Senate's consideration regarding the draft UPGRIS SPMI Standards.
10. The UPGRIS Senate held a discussion on the draft SPMI UPGRIS during a Senate Meeting and published the Minutes of Deliberation.
11. Based on the recommendations and deliberations of the UPGRIS Senate, the Rector approved the draft UPGRIS SPMI Standards by issuing the Minutes of Approval.
12. The Rector proposed the establishment of the UPGRIS SPMI Standard to the Foundation Management.
13. The Foundation issued a Decision Letter regarding the Establishment of the UPGRIS SPMI Standards.
14. LPM disseminated the UPGRIS SPMI Standards to the entire UPGRIS academic community.
15. The LPM disseminates the SPMI to all stakeholders involved in the process of achieving the UPGRIS SPMI Standards.

E. RELATED PARTIES

1. UPGRIS Rector
2. The Vice Rectors at UPGRIS
3. Directors within UPGRIS
4. Heads of Departments at UPGRIS
5. The Heads of Sub-Departments at UPGRIS
6. Deans and Vice Deans within UPGRIS
7. The Heads of the Faculty Quality Assurance Unit and GPM at UPGRIS
8. The Heads of Study Programmes at UPGRIS
9. Coordinators of Departments within UPGRIS
10. The Head of the Quality Assurance Agency
11. The Head of the Internal Control and Audit Unit
12. The Student Affairs Office at UPGRIS at all levels

13. Lecturers at UPGRIS
14. Educational Staff at UPGRIS
15. UPGRIS Students

F. RISKS IN THE IMPLEMENTATION OF THE SPMI MANUAL

Risk Identification	Risk Mitigation
Inconsistency between procedures and the implementation of the SPMI manual	Review and updating of the SPMI manual annually
Inconsistency between the results of procedure implementation and expected activity outputs	Coordinating with the parties responsible for implementation SPMI manual

G. LIST OF FACILITIES

1. Office Stationery
2. Formal and informal communication media
3. Computers and printers
4. Meeting rooms
5. Internet
6. UPGRIS Quality Assurance Information System (SI-JITU)

H. NOTES RELATED TO THE SPMI MANUAL

The SPMI manual will be reviewed and evaluated regularly every year as part of continuous quality improvement efforts.

I. REFERENCES FOR PREPARATION

1. Law Number 12 of 2012 concerning Higher Education;
Regulation of the Minister of Research, Technology and Higher Education Number 62 of 2016 concerning the Higher Education Quality Assurance System
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the National Qualifications Framework (KKNI);
3. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Standards for Higher Education.

4. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning Accreditation of Higher Education Institutions and Study Programmes.
5. BANPT Regulation Number 9 of 2020 concerning the Policy on the Transfer of Study Programme Accreditation from the National Higher Education Accreditation Agency to Independent Accreditation Institutions
6. BANPT Regulation Number 10 of 2021 concerning Accreditation Instruments for Study Programmes in Undergraduate Education Programmes
7. BANPT Regulation No. 2 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Education
8. BANPT Regulation Number 8 of 2022 concerning Accreditation Instruments for Study Programmes in Bachelor's Degree Programmes in the Field of Informatics and Computing
9. BANPT Regulation Number 21 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Economics, Management, Business, and Accounting
10. BANPT Regulation Number 22 of 2022 concerning Monitoring and Evaluation Instruments for Study Programme Accreditation Rankings
11. BANPT Regulation Number 23 of 2022 concerning Monitoring and Evaluation Instruments for Higher Education Institution Accreditation Rankings
12. Regulations of the Independent Accreditation Institution
13. Decision of the Management of YPLP PT PGRI Semarang Regarding the Statutes of UPGRIS.
14. UPGRIS Statutes of 2014.
15. UPGRIS Strategic Plan for 2020-2024.
16. Master Plan for the Development of PGRI University Semarang for the Years 2015–2034.
17. Rector's Decision Letter No. 25/KEP/D.09.01/XII/2010 on the Establishment of the Quality Assurance Agency.
18. Rector's Decision Letter No. 095/SK/UPGRIS/IV/2015 regarding the Appointment of the Head of the Quality Assurance Agency of PGRI University Semarang.

**MANUAL DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM OF
UPGRIS**



**APPROVAL SHEET FOR THE SPMI MANUAL
DOCUMENT UPGRIS**

MANUAL FOR THE IMPLEMENTATION OF SPMI STANDARDS

Document Code	: M-SPMI-UPGRIS-02
Effective Date	: 31 Maret 2023

PROCESS	RESPONSIBLE PARTY			
	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	
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Decision	Dr. Bunyamin, M.Pd..	Chairperson of YPLP PT PGRI Semarang	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

A. OBJECTIVES

1. As a guideline document for all structural and functional officials in implementing the UPGRIS SPMI Standards through the preparation and implementation of Strategic Plans and Operational Plans
2. As a guideline document for all academic staff that in the implementation of work programmes and activities, all efforts are directed towards achieving the performance indicators set out in the UPGRIS SPMI Standards.
3. Providing guidelines for LPM, UPMF and SUPMPS in providing assistance to structural and functional officials at each level in the process of achieving SPMI Standards.

B. SCOPE

The UPGRIS SPMI Standard Setting Manual consists of the following standards:

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3. Learning Process Standards
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D. DESCRIPTION OF THE SPMI MANUAL

In general, the implementation of all UPGRIS SPMI Standards involves the following stages and provisions:

1. The implementation of UPGRIS SPMI Standards begins with the identification of the obligations of each related party, including university leaders, faculty leaders, study programme chairs, lecturers, students, heads of academic support units and other parties responsible for the process of achieving UPGRIS SPMI Standards.

2. The relevant parties determine the strategic steps formulated in the strategic plan and the operational steps formulated in the annual operational plan to achieve the performance indicators in the UPGRIS SPMI Standards, which are realised in the form of various work programmes and activities equipped with measurable activity success indicators.
3. The relevant parties prepare Strategic Plans and Operational Plans with reference to the KPIs and KPIs that have been stipulated in the UPGRIS SPMI Standards in stages, starting from the university, faculty and study programme levels.
4. The relevant parties implement the work programmes and activities that have been formulated in order to achieve the UPGRIS SPMI Standards and document the implementation process in the Quality Assurance Information System (SI JITU).

Specifically, the implementation of the UPGRIS SPMI Standards has the following stages and provisions:

1. Special provisions for the implementation of Graduate Competency Standards

- a. WR 1 conducts alumni and user tracer studies regularly every year using methods and instruments in accordance with DIKTI regulations and disseminates the results.
- b. Faculties and study programmes establish alumni networks at the faculty and study programme levels.
- c. The study programme uses the results of alumni tracer studies and alumni users as one of the materials in determining graduate competency criteria and updating the curriculum.
- d. Faculties and study programmes facilitate students in achieving graduate competencies.

2. Special provisions for the implementation of Learning Content Standards

- a. WR 1 provides policies and guidelines for the curriculum update process of the study programme.
- b. The programme implements curriculum updates by involving internal and external stakeholders at least once every two years.
- c. Study programmes present curricula in accordance with the curriculum development guidelines applicable at UPGRIS.
- d. The Rector approves the curriculum for each study programme through the issuance of a Rector's Decree.

3. Special provisions for the implementation of Learning Process Standards

- a. WR PAK provides guidelines for the implementation of learning that include procedures for planning, implementing and evaluating the learning process
- b. The Dean coordinates with the Head of Study Programme in the implementation of learning in the study programme
- c. The Head of the Study Programme organises the learning programme in accordance with the established curriculum design
- d. The Head of the Study Programme monitors learning for all DTSPS to ensure that the learning process is in accordance with the RPS
- e. The Head of the Study Programme conducts learning evaluation meetings and updates the RPS every semester

4. Special provisions for the implementation of Learning Assessment Standards

- a. WR 1 provides learning assessment guidelines that objectively measure learning outcomes in terms of knowledge, skills, attitudes, and values
- b. WR 1, through the ICT Unit, facilitates the use of information systems in the process of transparency of learning assessment results

5. Special provisions for the implementation of Lecturer and Education Personnel Standards

- a. The Rectorate provides funds and facilities for improving the qualifications and recognition of lecturers at the national and international levels.
- b. The Rectorate provides funding and facilities for the improvement of the capacity of teaching staff who are competent in their fields.
- c. The Rectorate provides funding and facilities for professional certification for lecturers and educational staff.
- d. Faculties conduct human resource adequacy analyses and develop faculty and educational staff development plans at the faculty level.
- e. Faculties and study programmes coordinate faculty and educational staff development programmes within their respective units.

6. Special provisions for the implementation of Learning Facilities and Infrastructure Standards

- a. WR 4 identifies the infrastructure needs for all units.
- b. WR 2 provides funding allocations for the procurement of facilities and infrastructure for all educational, research, and community service units.
- c. WR 4 carries out the maintenance of facilities and infrastructure in accordance with established procedures

- d. Faculties, study programmes, and academic support units propose the required facilities and infrastructure to WR 4.

7. Special provisions for the implementation of Learning Management Standards

- a. WR 1 conducts regular coordination with faculties and study programmes regarding the learning process
- b. WR 1 reports all learning implementation data to PDDIKTI

8. Special provisions for the implementation of Learning Funding Standards

- a. WR 4 through LPPM compiles an annual report on educational operational funds and submits it to the study programme
- b. Faculties and study programmes propose operational funding for education and learning
- c. Study programmes conduct an evaluation of the achievement of educational operational funds annually

9. Special provisions for the implementation of Research Output Standards

- a. WR 2 provides funds and facilities for lecturers and students to publish in reputable international journals, international journals, and accredited national journals
- b. WR 2 provides funds and facilities for lecturers and students to publish in local/national/international seminars and/or national/international mass media
- c. WR 2 provides funds and facilities for lecturers and students to obtain Patents, Simple Patents, Copyrights, Industrial Product Designs, Variety Protection, and others), Appropriate Technology, Standardised Products, Certified Products, Works of Art, Social Engineering, and in the form of ISBN Books, Book Chapters
- d. Faculties and study programmes organise scientific publication training for lecturers and students

10. Special provisions for the implementation of Research Content Standards

- a. WR 4 develops a Strategic Research Plan that includes the basis for development, a research roadmap, resources, strategic programme objectives, and performance indicators.
- b. Faculties develop faculty research roadmaps
- c. Programmes develop a programme research roadmap
- d. Faculties and study programmes disseminate UPGRIS research policies.

11. Special provisions for the implementation of Research Process Standards

- a. WR 4 provides and disseminates the applicable research guidelines at UPGRIS.

- b. WR 4, assisted by LPPM, monitors the compliance of research conducted by lecturers and/or students with the research roadmap at the university, faculty and programme level
- c. Lecturers submit proposals for internal and/or external research grants
- d. WR 4 facilitates and assists lecturers in the process of submitting internal and external research grant proposals

12. Special provisions for the implementation of Research Assessment Standards

- a. WR 4 provides and disseminates research guidelines to all lecturers
- b. WR 4 conducts recruitment, training and appointment of research reviewers
- c. WR 4 conducts research assessment at the planning, process, and results stages
- d. WR 4 monitors and evaluates the suitability of research themes for lecturers and students
- e. Faculties and study programmes conduct research partner satisfaction surveys in accordance with established mechanisms and instruments

13. Special provisions for the implementation of Researcher Standards

- a. WR 4 provides funds and facilities for research for lecturers and students
- b. WR 4 carries out the development of lecturers' competencies in the field of research
- c. Faculties and study programmes implement programmes to develop student competencies in the field of research
- d. WR 4 provides facilities and funding for student and lecturer publications
- e. WR 4, through LPPM, provides facilities for lecturers to obtain recognition in the form of intellectual property rights

14. Special provisions for the implementation of Research Facilities and Infrastructure Standards

- a. WR 4 provides infrastructure for lecturers and students to conduct research
- b. WR 4 provides an information system for managing lecturer research
- c. Faculties and study programmes propose research facilities and infrastructure requirements specifically tailored to the needs of their respective lecturers
- d. WR 4 manages and maintains research facilities and infrastructure on a regular basis
- e. Faculties and study programmes design and implement laboratory development as research facilities and infrastructure

15. Special provisions for the implementation of Research Management Standards

- a. The Rector, through WR 4, appoints research group coordinators in each faculty.
- b. WR 4, through LPPM, reports research performance through the PDDIKTI and BIMA websites.
- c. WR 2, through LPPM, compiles and reports on the use of internal and external research funds by lecturers and students each year.
- d. WR 4 coordinates regularly with seven research group coordinators in each faculty.
- e. Faculties and study programmes carry out coordination and supervision of research conducted by lecturers and students.
- f. WR 4, through LPPM, together with faculties and study programmes, compiles the UPGRIS Research Guidelines document.

16. Special provisions for the implementation of Research Funding and Financing Standards.

- a. WR 4 compiles an annual research implementation report per lecturer and submits it to all study programmes and faculties.
- b. WR 2 allocates research funds for lecturers and students.
- c. WR 2 allocates funds and facilities to facilitate lecturers in research competency development programmes.
- d. WR 4 implements mentoring programmes for lecturers and students to obtain external research grants.
- e. WR 4 explores and establishes collaborations with partners in the field of research.
- f. Study programmes and faculties provide mentoring in the preparation of research proposals in order to obtain external research grants.

17. Special provisions for the implementation of Community Service Output Standards

- a. WR 2 provides funds and facilities for lecturers and students to publish in reputable international journals, international journals, and accredited national journals.
- b. WR 2 provides funding and facilities for lecturers and students to publish in local/national/international seminars and/or national/international mass media
- c. WR 2 provides funding and facilities for lecturers and students to obtain Patents, Simple Patents, Copyrights, Industrial Product Designs, Variety Protection, and others), Appropriate Technology, Standardised Products, Certified Products, Works of Art, Social Engineering, and in the form of ISBN Books, Book Chapters

- d. Faculties and study programmes conduct scientific publication training for lecturers and students

18. Special provisions for the implementation of Community Service Content Standards

- a. WR 4, together with LPPM, develops a Strategic Plan for Community Service that includes the foundation for development, a roadmap for community service, resources, strategic programme objectives, and internationally oriented performance indicators.
- b. The faculty develops a roadmap for community service at UPPS that encompasses the theme of community service for lecturers and students.
- c. The study programme has developed a roadmap for community service for the study programme, which encompasses the theme of community service by lecturers and students.
- d. The faculty and study programmes disseminate the community service policies issued by the UPGRIS leadership.
- e. WR 4, through the LPPM, organises a workshop on the development of community service roadmaps for faculties, study programmes, and lecturers.

19. Special provisions for the implementation of the Community Service Process Standards

- a. WR 4, through LPPM, provides and disseminates guidelines for community service applicable at UPGRIS.
- b. WR 4, through LPPM, conducts monitoring of the alignment of community service activities carried out by lecturers and/or students with the university-level, faculty-level, and programme-level community service roadmaps.
- c. Lecturers submit proposals for internal and external community service grants
- d. WR 4 through LPPM facilitates and assists lecturers in the process of submitting internal and external community service grant proposals

20. Special provisions for the implementation of Community Service Assessment Standards

- a. WR 4 provides and disseminates community service guidelines to all lecturers
- b. WR 4, through LPPM, conducts recruitment, training and appointment of community service reviewers
- c. WR 4 through LPPM conducts the assessment process for community service at the planning, process and outcome stages of community service
- d. WR 4, through LPPM, monitors and evaluates the suitability of lecturers' and students' community service themes with the UPPS and PS community service roadmap

- e. Faculties and study programmes conduct satisfaction surveys of community service partners in accordance with the mechanisms and instruments prepared by WR 4
- f. Faculties and study programmes organise the selection of community service proposals for students and lecturers through proposal seminars at the faculty and/or study programme level

21. Special provisions for the implementation of Researcher Standards

- a. WR 2 together with WR 4 provide funding and facilities for research for lecturers and students
- b. WR 4 implements the development of lecturer competencies in the field of research
- c. Faculties and study programmes implement student competency development programmes in the field of research
- d. WR 2 provides facilities and funding for student and lecturer publications
- e. WR 4 through LPPM provides facilities for lecturers to obtain recognition for their research results in the form of Patents, Simple Patents, Copyrights, Industrial Product Designs, Variety Protection, and others), Appropriate Technology, Standardised Products, Certified Products, Works of Art, Social Engineering, and in the form of ISBN Books, Book Chapters

22. Special provisions for the implementation of Community Service

Facilities and Infrastructure Standards

- a. WR 4 provides infrastructure for lecturers and students in carrying out community service
- b. WR 4 provides an information system for managing lecturers' community service
- c. Faculties and study programmes propose the procurement of facilities and infrastructure for community service that are specifically needed by lecturers
- d. WR 4 manages and maintains community service facilities and infrastructure on a regular basis
- e. Faculties and study programmes plan and implement the development of study programme laboratories as facilities and infrastructure for community service

23. Special provisions for the implementation of Community Service Management Standards

- a. WR 4 establishes a community service coordinator in each faculty.
- b. WR 4, through the LPPM, reports on community service performance via the PDDIKTI and BIMA websites.
- c. WR 2, through the LPPM, compiles and reports on the use of internal and external community service funds by lecturers and students annually.

- d. WR 4 conducts periodic coordination with the 7 coordinators for community service in all faculties.
- e. Faculties and study programmes carry out coordination and supervision of community service activities by lecturers and students.
- f. WR 4, through LPPM, together with the Faculty and study programmes, compiles documents on the management of community service.

24. Special provisions for the implementation of the Funding and Financing

Standards for Community Service

- a. WR 4 compiles reports on the realisation of community service per lecturer per year and submits them to all study programmes and faculties.
- b. WR 2 allocates community service funds for lecturers and students.
- c. WR 2 and WR 4 allocate funds and facilities to facilitate lecturers in community service competency development programmes.
- d. WR 4 implements a mentoring programme for lecturers and students to obtain external community service grants.
- e. WR 4 explores cooperation and establishes partnerships with partners in the field of community service.
- f. Programmes and faculties prepare community service proposals to obtain external community service grants.

25. Special provisions for the implementation of the Vision, Mission, Goals, and Objectives of the Faculty and Study Program

- a. The Rectorate develops the UPGRIS Strategic Plan 2020-2024 and the Annual Operational Plan as the basis for implementing work programmes and activities.
- b. The Governance Team develops guidelines and mechanisms for the preparation and updating of VMTS, and disseminates them to faculties and study programmes.
- c. The Governance Team organises VMTS updating workshops and facilitates faculties and study programmes to carry out VMTS updates simultaneously.
- d. Faculties and study programmes develop strategic plans at the faculty level and operational plans at the faculty and study programme levels.
- e. The Quality Assurance Agency conducts surveys on the academic community's understanding of the VMTS of the university, faculties and study programmes

26. Special provisions for the implementation of Governance and Management Standards

- a. The Governance Drafting Team drafts and disseminates formal governance system documents to ensure accountability, sustainability, transparency, and mitigation of potential risks.
- b. The Governance Drafting Team updates the organisational structure and work procedures of the institution, complete with duties and functions for all faculties and directorates.
- c. The Rector establishes a unit for enforcing the code of ethics to ensure consistent, effective, and efficient values and integrity.
- d. All faculties and support units implement work programmes in accordance with operational plans approved by the rector.
- e. The LPM routinely conducts stakeholder satisfaction surveys in accordance with reporting requirements to DIKTI and accreditation requirements, as well as service quality improvement.
- f. The LPM implements quality improvement programmes through national and international accreditation, as well as international ranking and classification.
- g. The Rectorate provides funding for study programmes undertaking national and international accreditation.
- h. The LPM coordinates the implementation of the PPEPP cycle across all units at UPGRIS.

27. Special provisions for the implementation of PMB Standards

- a. WR 4, through the PMB Centre, collaborates with faculties to design and implement promotional programmes for all study programmes through various media.
- b. WR 1, together with the Faculty and Study Program, collaborates with overseas universities to implement student exchange programmes as an effort to increase the number of foreign students.
- c. The PMB Promotion Centre, together with WR KK, faculties, and study programmes, collaborates to promote UPGRIS to potential countries.
- d. WR 4, through the PMB Centre, conducts the selection of new students in accordance with the admission standards established in collaboration with the academic programmes.
- e. The Academic Affairs Office conducts annual monitoring and evaluation of student admissions.
- f. Programmes conduct regular and scheduled academic advising to guide students in improving timely graduation rates and academic success, while reducing failure rates and the potential for students to transfer out of the programme.

28. Special provisions for the implementation of Student Service Standards

- a. The Rectorate, through the Student Affairs Centre, in collaboration with faculties, designs and provides coordinated counselling services, talent and interest development, scholarship services, health services, career guidance, soft skills development, and entrepreneurship at the university level.
- b. The LPM provides technical guidance to student service implementation units in developing and implementing student service standards and procedures.
- c. WR 3, through the Student Affairs Centre, maintains and monitors the SIKAP system.
- d. The LPM routinely conducts annual monitoring and evaluation of student services.

29. Special provisions for the implementation of Institutional Cooperation Standards

- a. WR 1 and WR 4 update formal policy documents, standards and procedures for network and partnership development (domestic and international), as well as monitoring and evaluating partner satisfaction.
- b. WR 1 and WR 4, together with faculties and study programmes, formulate and implement network and partnership development plans.
- c. WR 1 and WR 4, together with LPM, carry out monitoring and evaluation of the implementation of partnership programmes, the level of satisfaction of cooperation partners measured by valid instruments, and efforts to improve the quality of networks and partnerships to ensure the achievement of VMTS UPGRIS.

30. Special provisions for the implementation of Laboratory Standards

- a. WR 4, through BAUK and BAAK, collaborates with laboratory managers to conduct an inventory of available facilities and infrastructure and laboratory facility and infrastructure needs.
- b. All laboratory heads shall develop and update laboratory service and usage procedures on a routine annual basis.
- c. All laboratory heads shall prepare laboratory usage schedules.
- d. WR 4, in collaboration with laboratory managers, shall carry out the maintenance of facilities and infrastructure.
- e. WR 2 allocates funds for laboratory development.
- f. WR 4 and WR 2 coordinate with faculties and study programmes in the utilisation of laboratories for educational, research and community service activities.

31. Special provisions for the implementation of Student and Alumni Standards

- a. The Rectorate, through the Student Affairs and Alumni Centre, in collaboration with faculties, designs and provides services for dormitory life, entrepreneurship, scouting, health, and physical fitness (national defence and national awareness).
- b. The LPM provides technical guidance to student and alumni service implementation units in formulating and implementing student and alumni service standards and procedures
- c. WR 3, through the Student Affairs Centre, maintains and monitors the SIKAP system and alumni website
- d. The LPM routinely conducts annual monitoring and evaluation of student and alumni services

32. Special provisions for the implementation of Programme Study Achievement Standards

- a. The rector coordinates with the deans of all faculties in the process of setting targets for the three pillars of higher education.
- b. WR 2 allocates funds for the achievement of the three pillars of higher education.
- c. WR 2 and WR 4 allocate funds and facilities to facilitate study programmes in the PT tridharma achievement programme.
- d. Faculty leadership provides infrastructure facilities, funding sources, and administrative support for the Faculty of Management (UPMF) in implementing quality assurance at the faculty level in accordance with the PPEPP cycle.
- e. The LPM conducts regular coordination with the UPMF to implement the PPEPP cycle across all faculties, programmes, and supporting units for the achievement of the three pillars of higher education.

33. Special provisions for the implementation of the MBKM Standards

- a. The Rector, through the LPP and the MBKM Centre, coordinates with the deans of all faculties in the process of setting MBKM achievement targets
- b. WR 2 allocates funds for MBKM achievement.
- c. WR 2 and WR 4 allocate funds and facilities to facilitate study programmes in the MBKM achievement programme.
- d. Faculty leadership provides infrastructure facilities, funding sources, and administrative support for UPMF in implementing quality assurance at the faculty level in accordance with the PPEPP cycle.
- e. The LPM conducts regular coordination with the UPMF to implement the PPEPP cycle across all faculties, study programmes, and supporting units for MBKM achievement.

34. Special provisions for the implementation of the Exemplary Standards

- a. The Rectorate establishes a team to draft the dharma exemplification guidelines.
- b. The dharma exemplification guideline drafting team drafts guidelines and mechanisms for drafting and updating dharma exemplification guidelines, and disseminates them to faculties and study programmes.
- c. The dharma exemplification guideline drafting team holds workshops on updating the dharma exemplification guidelines and facilitates faculties and study programmes to carry out the updating of the dharma exemplification guidelines simultaneously.
- d. Faculties and study programmes develop exemplary dharma guidelines at the faculty level and operational plans at the faculty and study programme levels.
- e. The Quality Assurance Agency conducts a survey of the academic community's understanding of the exemplary dharma guidelines at the university, faculty and study programme levels.

35. Special provisions for the implementation of Welfare Standards

- a. The Rectorate established a team to develop welfare standards.
- b. The team for developing welfare standards has developed guidelines and mechanisms for the development and updating of welfare standards guidelines, and disseminates them to faculties and study programmes.
- c. The welfare standards drafting team organises workshops on updating welfare standards and facilitates faculties and study programmes to implement the updating of welfare standards simultaneously.
- d. Faculties and study programmes develop welfare standards at the faculty level and operational plans at the faculty and study programme levels.
- e. The Quality Assurance Agency conducts surveys on academic community satisfaction with welfare standards at the university, faculty, and study programme levels.

E. RELATED PARTIES

1. Rector of UPGRIS
2. Vice Rectors at UPGRIS
3. The Directors at UPGRIS
4. The Heads of Departments at UPGRIS
5. The Heads of Sub-Departments at UPGRIS
6. Deans and Deputy Deans at UPGRIS
7. The Heads of the Faculty Quality Assurance Units and GPM at UPGRIS
8. The Heads of Study Programmes at UPGRIS
9. Coordinators of Departments within UPGRIS
10. The Head of the Quality Assurance Agency
11. The Head of the Internal Control and Audit Unit
12. The Student Affairs Office at UPGRIS at all levels
13. Lecturers at UPGRIS
14. Educational staff at UPGRIS
15. UPGRIS Students

G. LIST OF FACILITIES AND INFRASTRUCTURE

1. Office Stationery
2. Formal communication media (letters, official memos) and informal communication media (WhatsApp groups, telephone)
3. Computers and printers
4. Meeting rooms
5. Internet
6. UPGRIS Quality Assurance Information System (SIJITU)

H. NOTES RELATED TO THE SPMI MANUAL

The SPMI Manual will be reviewed and evaluated annually as part of ongoing quality improvement efforts

I. REFERENCES FOR PREPARATION

1. Law Number 12 of 2012 concerning Higher Education;
2. Regulation of the Minister of Research, Technology and Higher Education Number 62 of 2016 concerning the Higher Education Quality Assurance System
3. Regulation of the President of the Republic of Indonesia Number 8 of 2012 concerning the National Qualifications Framework (KKNI);
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Standards for Higher Education.
5. Ministry of Education and Culture Regulation of the Republic of Indonesia Number 5 of 2020 concerning Accreditation of Higher Education Institutions and Study Programmes.
6. BANPT Regulation Number 9 of 2020 concerning the Policy on the Transfer of Study Programme Accreditation from the National Higher Education Accreditation Agency to Independent Accreditation Institutions
7. BANPT Regulation Number 10 of 2021 concerning Accreditation Instruments for Study Programmes in Undergraduate Programmes in the Field of Education.
8. BANPT Regulation Number 2 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Education
9. BANPT Regulation Number 8 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Informatics and Computer Science at the Undergraduate Level
10. BANPT Regulation Number 21 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Economics, Management, Business, and Accounting
11. BANPT Regulation Number 22 of 2022 concerning Monitoring and Evaluation Instruments for Study Programme Accreditation Rankings
12. BANPT Regulation No. 23 of 2022 concerning Monitoring and Evaluation Instruments for Higher Education Institution Accreditation Rankings
13. Regulation of the Independent Accreditation Agency
14. Decision of the Board of Directors of YPLP PT PGRI Semarang Regarding the Statutes of UPGRIS.
15. UPGRIS Statutes of 2014.
16. UPGRIS Strategic Plan for 2020-2024.
17. Master Plan for the Development of PGRI University Semarang for the Period 2015–2034.
18. Rector's Decree No. 25/KEP/D.09.01/XII/2010 on the Establishment of the Quality Assurance Agency.
19. Rector's Decision Letter No. 095/SK/UPGRIS/IV/2015 regarding the Appointment of the Head of the Quality Assurance Agency of PGRI University Semarang.

**MANUAL DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM OF
UPGRIS**



**APPROVAL SHEET FOR THE SPMI MANUAL
DOCUMENT UPGRIS**

MANUAL FOR THE IMPLEMENTATION OF SPMI STANDARDS

Document Code	: M-SPMI-UPGRIS-03
Effective Date	: 31 Maret 2023

PROCESS	RESPONSIBLE PARTY			
	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 for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Chancellor III for Student Affairs and Alumni Affairs	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice Rector IV for Research, PKM and Development	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	
Decision	Dr. Bunyamin, M.Pd..	Chairperson of YPLP PT PGRI Semarang	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

A. OBJECTIVES

1. As a guideline document for all structural and functional officials in monitoring and evaluating work programmes that have been implemented
2. As a guideline document for the university, faculties and LPM in conducting evaluations of performance indicators consisting of: AMI, routine evaluations, stakeholder satisfaction surveys, evaluations of structural officials' performance, and ICT monitoring and evaluation and additional standards.
3. Providing guidelines for LPM, UPMF, and SUPMPS in providing assistance to structural and functional officials at each level in the process of achieving SPMI Standards.

B. SCOPE

The UPGRIS SPMI Standard Setting Manual consists of the following standards:

1. Graduate Competency Standards
2. Learning Content Standards
3. Learning Process Standards
4. Learning Assessment Standards
5. Lecturer and Educational Staff Standards
6. Learning Facilities and Infrastructure Standards
7. Learning Management Standards
8. Learning Funding Standards
9. Research Output Standards
10. Research Content Standards
11. Research Process Standards
12. Research Assessment Standards
13. Researcher Standards
14. Research Facilities and Infrastructure Standards
15. Research Management Standards
16. Research Funding and Financing Standards
17. Community Service Output Standards
18. Community Service Content Standards
19. Community Service Process Standards

20. Community Service Assessment Standards
21. Community Service Implementation Standards
22. Standards for Community Service Facilities and Infrastructure
23. Community Service Management Standards
24. Standards for Funding and Financing Community Service
25. Faculty and Study Programme Vision, Mission, Goals and Objectives Standards
26. Governance and Management Standards
27. Admissions Standards
28. Student Services Standards
29. Institutional Cooperation Standards
30. Laboratory Standards
31. Student Affairs and Alumni Standards
32. Programme Achievement Standards
33. MBKM Standards
34. Role Model Standards
35. Welfare Standards

C. DEFINITION OF TERMS

1. The Higher Education Quality Assurance System is a systematic activity to improve the quality of higher education in a planned and sustainable manner.
2. The Internal Quality Assurance System (SPMI) is a systematic activity of quality assurance in higher education by each university autonomously or independently to control and improve the quality of higher education implementation in a planned and sustainable manner.
3. The External Quality Assurance System (SPME) is an assessment activity through accreditation to determine the eligibility and level of quality achievement of programmes and higher education institutions.
4. The National Higher Education Standards (SN DIKTI) are a set of standards that include National Education Standards, plus Research Standards and Community Service Standards.
5. National Education Standards are the minimum criteria for the education and learning system in Higher Education Institutions that apply throughout the jurisdiction of the Unitary State of the Republic of Indonesia.
6. National Research Standards are minimum criteria for the research system at higher education institutions that apply throughout the entire jurisdiction of the Unitary State of the Republic of Indonesia.

7. The National Standards for Community Service are the minimum criteria for the community service system in higher education institutions that apply throughout the entire territory of the Republic of Indonesia.
8. Quality is problem solving to achieve continuous improvement or something that is continuous.
9. Quality Culture is a pattern of thinking, attitude, and behaviour based on Dikti Standards implemented by all stakeholders (internal stakeholders) in higher education institutions.
10. The SPMI Policy Document is a document containing an overview of how higher education institutions understand, design, and implement SPMI in the implementation of higher education so that a culture of quality is realised in these higher education institutions.
11. The SPMI Manual Document is a document that contains methods and steps for implementing, executing, evaluating, controlling, and improving quality standards in a planned and sustainable manner by the parties responsible for implementing SPMI at all levels of higher education.
12. The Quality Standards Document is a document containing various criteria, measures, benchmarks, or specifications for all higher education activities at a higher education institution to realise the vision and mission of UPGRIS, thereby satisfying internal and external stakeholders of the higher education institution.
13. Form Documents are instruments used to evaluate the implementation of procedures and the achievement of standards in the UPGRIS SPMI.
14. Key Performance Indicators (KPIs) are quality assurance performance indicators based on SNIKTI and Accreditation Indicators, both for study programmes and institutions.
15. Additional Performance Indicators (IKT) are quality assurance performance indicators established by UPGRIS as part of exceeding SNIKTI.

D. DESCRIPTION OF THE SPMI EVALUATION MANUAL

In general, there are five (5) mechanisms implemented in the standard evaluation stage, including the following:

1. Internal Quality Audit of Study Programmes. This mechanism is used to evaluate the achievement of IKU set in SPMI UPGRIS for Faculties and Study Programmes. AMI Prodi is conducted once a year. The mechanism for implementing AMI Study Programmes is as follows:

- a. The LPM announces the audit schedule through an official letter and an announcement on SIJITU, at least one month before the AMI is conducted.
- b. The LPM forms an internal quality audit team consisting of lecturers and educational staff who have undergone internal quality auditor training.
- c. Programmes download the Standard Achievement Evaluation Form from the SIJITU portal.
- d. The programme fills out the Standard Achievement Evaluation Form based on the efforts made to achieve the UPGRIS SPMI Standards.
- e. The study programme uploads the completed Standard Achievement Evaluation Form to SIJITU and submits an internal quality audit request through SIJITU.
- f. Internal quality auditors assess the adequacy of the Standard Achievement Evaluation Form uploaded by the study programme to determine the items to be confirmed during the field assessment.
- g. The study programme and internal quality auditors conduct a field assessment to identify opportunities for improvement, which are formulated in the form of recommendations.
- h. Internal quality auditors upload the results of the AMI on-site assessment to the SIJITU portal.
- i. The LPM downloads all evaluation data from all study programmes after the audit period is complete as material for compiling the Internal Quality Audit Report.
- j. The LPM compiles the Internal Quality Audit Report and submits it to the Rector of UPGRIS.
- k. The LPM uploads the Internal Quality Audit Report to the SIJITU portal and submits it to the relevant faculties and study programmes.

2. Routine Evaluation of Structural Officials.

This mechanism is used to evaluate the success indicators of work programmes and activities carried out by the Rectorate, Dean's Office, Study Programmes, Bureaus, Centres and Sub-Divisions. Routine evaluations are carried out on a weekly, monthly, semesterly and yearly basis, adjusted to the indicators being evaluated. There are several provisions related to this evaluation mechanism, including:

- a. During the implementation of the operational plan, the relevant parties also conduct tiered monitoring to ensure that each realisation of the operational plan is directed towards the process of achieving the UPGRIS SPMI Standards.
- b. Monitoring is carried out by structural officials through appropriate methods and mechanisms determined according to the type of activity, such as through meetings, observations, written reports, daily activity journals, or other forms relevant to the activities carried out to achieve the UPGRIS SPMI Standards.

- c. The results of routine evaluations are documented in the form of meeting minutes and official reports.
 - d. Routine evaluations conducted at the study programme and faculty levels involve the UPMF and SUPMPS respectively.
 - e. Evaluation results and follow-up actions are well documented.
3. Stakeholder Satisfaction Survey. This mechanism is used to evaluate stakeholder satisfaction indicators for various types of services provided and other relevant indicators. The subjects of the survey include students, lecturers, educational staff, cooperation partners, alumni, and alumni users. Each survey has its own implementation steps, which are presented in the form of procedures.
 4. Structural Official Performance Evaluation. This mechanism is used to evaluate strategic performance indicators set out in the University and Faculty Strategic Plans, which refer to the UPGRIS SPMI Standards. This evaluation is conducted every four months by the LPM and UPMF within their respective scopes. The evaluation is conducted in May and September, and concluded with an AMI conducted at the end of the year.
 5. Monitoring and Evaluation of IKT and Additional Standards. This mechanism is used to evaluate the IKT established in the UPGRIS SPMI for Faculties and Study Programmes. Study programmes and faculties fill in data to determine the achievement of each established IKT.

E. RELATED PARTIES

1. UPGRIS Rector
2. Vice Rectors at UPGRIS
3. Directors within UPGRIS
4. Heads of Departments at UPGRIS
5. The Heads of Sub-Departments at UPGRIS
6. Deans and Vice Deans within UPGRIS
7. The Heads of the Faculty Quality Assurance Unit and GPM at UPGRIS
8. The Heads of Study Programmes at UPGRIS
9. Coordinators of Departments at UPGRIS
10. The Head of the Quality Assurance Agency
11. The Head of the Internal Control and Audit Unit
12. The Student Affairs Office at all levels
13. Lecturers at UPGRIS

14. Educational Staff at UPGRIS

15. UPGRIS Students

F. RISKS IN THE IMPLEMENTATION OF THE SPMI MANUAL

Risk Identification	Risk Mitigation
Inadequate Appropriateness procedures with the implementation of the SPMI manual	review and updating of the SPMI manual annually
Inconsistency between the results of procedure implementation and expected activity outputs	coordinating with the parties responsible for the implementation of the SPMI manual

G. LIST OF FACILITIES

1. Office Stationery
2. Formal and informal communication media
3. Computers and printers
4. Meeting rooms
5. Internet
6. UPGRIS Quality Assurance Information System (SI-JITU)

H. NOTES RELATED TO THE SPMI MANUAL

The SPMI Manual will be reviewed and evaluated annually as part of ongoing quality improvement efforts.

I. REFERENCES FOR PREPARATION

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

5. BANPT Regulation Number 9 of 2020 concerning the Policy on the Transfer of Study Programme Accreditation from the National Higher Education Accreditation Agency to Independent Accreditation Institutions.
6. BANPT Regulation Number 10 of 2021 concerning Accreditation Instruments for Study Programmes in the Field of Education
7. BANPT Regulation Number 2 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Education
8. BANPT Regulation No. 8 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Informatics and Computer Science
9. BANPT Regulation Number 21 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Economics, Management, Business, and Accounting
10. BANPT Regulation Number 22 of 2022 concerning Monitoring and Evaluation Instruments for Study Programme Accreditation Rankings
11. BANPT Regulation No. 23 of 2022 concerning Monitoring and Evaluation Instruments for Higher Education Institution Accreditation Rankings
12. Regulation of the Independent Accreditation Agency
13. Decision of the Board of Directors of YPLP PT PGRI Semarang Regarding the Statutes of UPGRIS.
14. UPGRIS Statutes of 2014.
15. UPGRIS Strategic Plan 2020-2024.
16. Master Plan for the Development of PGRI University Semarang 2015-2034.
17. Rector's Decree No. 25/KEP/D.09.01/XII/2010 on the Establishment of the Quality Assurance Agency.
18. Rector's Decision Letter No. 095/SK/UPGRIS/IV/2015 regarding the Appointment of the Head of the Quality Assurance Agency of PGRI University Semarang.

**MANUAL DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
OF UPGRIS**



**APPROVAL SHEET FOR THE SPMI
MANUAL DOCUMENT UPGRIS**

MANUAL FOR THE IMPLEMENTATION OF SPMI STANDARDS

Document Code	: M-SPMI-UPGRIS-04
Effective Date	: 31 Maret 2023

PROCESS	RESPONSIBLE PARTY			
	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 for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Chancellor III for Student Affairs and Alumni Affairs	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice Rector IV for Research, PKM and Development	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	
Decision	Dr. Bunyamin, M.Pd..	Chairperson of YPLP PT PGRI Semarang	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

A. OBJECTIVE

1. As one of the materials for the Faculty Management Review Meeting
2. As one of the materials for the LPM in conducting the University-level Management Review Meeting
3. As one of the materials for all structural officials in implementing follow-up actions on the results of internal quality audits, both those conducted on faculties and study programmes, as well as those conducted on vice-rectors, institutions, bureaus, and centres at UPGRIS
4. As one of the materials for the LPM in monitoring the implementation of follow-up actions on audit results conducted by faculties and study programmes, as well as those conducted on vice-rectors, institutions, offices, and centres at UPGRIS

B. SCOPE

The UPGRIS SPMI Standard Setting Manual consists of the following standards:

1. Graduate Competency Standards
2. Learning Content Standards
3. Learning Process Standards
4. Learning Assessment Standards
5. Standards for Lecturers and Educational Staff
6. Learning Facilities and Infrastructure Standards
7. Learning Management Standards
8. Learning Funding Standards
9. Research Output Standards
10. Research Content Standards
11. Research Process Standards
12. Research Assessment Standards
13. Researcher Standards
14. Research Facilities and Infrastructure Standards
15. Research Management Standards
16. Research Funding and Financing Standards
17. Community Service Output Standards

18. Community Service Content Standards
19. Community Service Process Standards
20. Community Service Assessment Standards
21. Community Service Implementation Standards
22. Facilities and Infrastructure Standards for Community Service
23. Community Service Management Standards
24. Standards for Funding and Financing Community Service
25. Faculty and Study Programme Vision, Mission, Goals and Objectives Standards
26. Governance and Management Standards
27. Admissions Standards
28. Student Services Standards
29. Institutional Cooperation Standards
30. Laboratory Standards
31. Student Affairs and Alumni Standards
32. Programme Achievement Standards
33. MBKM Standards
34. Role Model Standards
35. Welfare Standards

C. DEFINITION OF TERMS

1. The Higher Education Quality Assurance System is a systematic activity to improve the quality of higher education in a planned and sustainable manner.
2. The Internal Quality Assurance System (SPMI) is a systematic activity to ensure the quality of higher education by each university autonomously or independently to control and improve the quality of higher education implementation in a planned and sustainable manner.
3. The External Quality Assurance System (SPME) is an assessment activity through accreditation to determine the eligibility and level of quality achievement of programmes and higher education institutions.
4. The National Higher Education Standards (SN DIKTI) are a set of standards that include National Education Standards, plus Research Standards and Community Service Standards.
5. National Education Standards are the minimum criteria for the education and learning system in higher education institutions that apply throughout the jurisdiction of the Republic of Indonesia.

6. National Research Standards are minimum criteria for the research system at higher education institutions that apply throughout the entire jurisdiction of the Republic of Indonesia.
7. The National Standards for Community Service are the minimum criteria for the community service system in higher education institutions that apply throughout the entire territory of the Republic of Indonesia.
8. Quality is problem solving to achieve continuous improvement or something that is continuous.
9. Quality Culture is a pattern of thinking, attitude, and behaviour based on Dikti Standards implemented by all stakeholders (internal stakeholders) in higher education institutions.
10. The SPMI Policy Document is a document containing an outline of how higher education institutions understand, design, and implement SPMI in the implementation of higher education so that a culture of quality is realised in these higher education institutions.
11. The SPMI Manual Document is a document that contains methods and steps for implementing, executing, evaluating, controlling, and improving quality standards in a planned and sustainable manner by the parties responsible for implementing SPMI at all levels of higher education.
12. The Quality Standards Document is a document containing various criteria, measures, benchmarks, or specifications for all higher education activities at a higher education institution to realise the vision and mission of UPGRIS, thereby satisfying the internal and external stakeholders of the higher education institution.
13. Form Documents are instruments used to evaluate the implementation of procedures and the achievement of standards in the UPGRIS SPMI.
14. Key Performance Indicators (KPIs) are quality assurance performance indicators based on SNIKTI and Accreditation Indicators, both for study programmes and institutions.
15. Additional Performance Indicators (IKT) are quality assurance performance indicators established by UPGRIS as part of exceeding SNIKTI.

D. DESCRIPTION OF THE SPMI EVALUATION MANUAL

1. Control is exercised over AMI results, namely deviation from indicators, failure to meet indicators, meeting indicators, and exceeding indicators.

2. If the AMI results show achievements exceeding the Dikti Standards, then UPGRIS conducts a review to improve performance indicators.
3. If the AMI results show that the achievement meets the Dikti Standards, then UPGRIS conducts a review to determine whether the performance indicators will be maintained or improved.
4. If the AMI results show that the Dikti Standards have not been met, UPGRIS will take corrective and follow-up actions to improve the achievement of IKU and IKT.
5. If the AMI results show that the achievements deviate from the Dikti Standards, UPGRIS will take corrective and follow-up actions so that UPGRIS can return to implementation in accordance with the SN DIKTI.
6. Control of standard implementation is carried out to ensure that the recommendations resulting from the AMI process have been implemented by the relevant study programmes, faculties, or academic support units.
7. The improvements formulated and agreed upon in the AMI process are implemented by the parties responsible for their implementation.
8. The results of the UPMF Chair's monitoring are reported in the Management Review Meeting to obtain guidance from UPGRIS leadership.
9. The entire process of implementing corrective and improvement actions must be documented.
10. UPGRIS leadership determines reward and punishment measures for study programmes, faculties, and academic support units that are entitled to receive them based on the overall achievement of quality standards.

E. RELATED PARTIES

1. UPGRIS Rector
2. The Vice Rectors at UPGRIS
3. Directors within UPGRIS
4. Heads of Departments at UPGRIS
5. The Heads of Sub-Departments at UPGRIS
6. Deans and Vice Deans within UPGRIS
7. To the Heads of the Faculty Quality Assurance Unit and GPM at UPGRIS
8. The Heads of Study Programmes at UPGRIS
9. Coordinators of Departments at UPGRIS
10. The Head of the Quality Assurance Agency

11. The Head of the Internal Control and Audit Unit
12. The Student Affairs Office at all levels
13. Lecturers at UPGRIS
14. Educational Staff at UPGRIS
15. UPGRIS Students

F. RISKS IN THE IMPLEMENTATION OF THE SPMI MANUAL

Risk Identification	Risk Mitigation
Inadequate of of procedures with manual implementation of SPMI	Review and update of the SPMI manual annually
Inconsistency between the results of procedure implementation and expected activity outcomes	Coordinate with the parties responsible for the implementation of the SPMI manual

G. LIST OF FACILITIES

1. Office Stationery
2. Formal and informal communication media
3. Computers and printers
4. Meeting rooms
5. Internet
6. UPGRIS Quality Assurance Information System (SI-JITU)

H. NOTES RELATED TO THE SPMI MANUAL

The SPMI Manual will be reviewed and evaluated annually as part of ongoing quality improvement efforts.

I. REFERENCES FOR PREPARATION

1. Law Number 12 of 2012 concerning Higher Education;
Regulation of the Minister of Research, Technology and Higher Education Number 62 of 2016 concerning the Higher Education Quality Assurance System
2. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the National Qualifications Framework (KKNI);
3. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Standards for Higher Education.
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning Accreditation of Higher Education Institutions and Study Programmes.
5. BANPT Regulation Number 9 of 2020 concerning the Policy on the Transfer of Study Programme Accreditation from the National Higher Education Accreditation Agency to Independent Accreditation Institutions.
6. BANPT Regulation Number 10 of 2021 concerning Accreditation Instruments for Study Programmes in the Field of Education
7. BANPT Regulation Number 2 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Education
8. BANPT Regulation No. 8 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Informatics and Computer Science
9. BANPT Regulation Number 21 of 2022 concerning Accreditation Instruments for Study Programmes in the Field of Economics, Management, Business, and Accounting
10. BANPT Regulation Number 22 of 2022 concerning Monitoring and Evaluation Instruments for Study Programme Accreditation Rankings
11. BANPT Regulation No. 23 of 2022 concerning Monitoring and Evaluation Instruments for Higher Education Institution Accreditation Rankings
12. Regulation of the Independent Accreditation Agency
13. Decision of the Board of Directors of YPLP PT PGRI Semarang Regarding the Statutes of UPGRIS.
14. UPGRIS Statutes of 2014.
15. UPGRIS Strategic Plan 2020-2024.
16. Master Plan for the Development of PGRI University Semarang 2015-2034.
17. Rector's Decree No. 25/KEP/D.09.01/XII/2010 on the Establishment of the Quality Assurance Agency.
18. Rector's Decision Letter No. 095/SK/UPGRIS/IV/2015 regarding the Appointment of the Head of the Quality Assurance Agency of PGRI University Semarang.

MANUAL DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM OF
UPGRIS



APPROVAL SHEET FOR THE SPMI MANUAL DOCUMENT
UPGRIS

MANUAL FOR IMPROVING SPMI STANDARDS

Document Code	: M-SPMI-UPGRIS-05
Effective Date	: 31 Maret 2023

PROCESS	RESPONSIBLE PARTY			
	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 for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Chancellor III for Student Affairs and Alumni Affairs	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice Rector IV for Research, PKM and Development	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	
Decision	Dr. Bunyamin, M.Pd.	Chairperson of YPLP PT PGRI Semarang	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

A. OBJECTIVES

1. As one of the materials for the Rectorate to form the SPMI Standard Improvement Team in the process of drafting the UPGRIS SPMI Standard Document
2. As one of the materials for the SPMI Standard Improvement Team in formulating and compiling the SPMI Standards for UPGRIS
3. As one of the materials for LPM in coordinating the process of improving the SPMI UPGRIS Standards

B. SCOPE

The UPGRIS SPMI Standard Setting Manual consists of the following standards:

1. Graduate Competency Standards
2. Learning Content Standards
3. Learning Process Standards
4. Learning Assessment Standards
5. Faculty and Educational Staff Standards
6. Learning Facilities and Infrastructure Standards
7. Learning Management Standards
8. Learning Funding Standards
9. Research Output Standards
10. Research Content Standards
11. Research Process Standards
12. Research Assessment Standards
13. Researcher Standards
14. Research Facilities and Infrastructure Standards
15. Research Management Standards
16. Research Funding and Financing Standards
17. Community Service Output Standards
18. Community Service Content Standards
19. Community Service Process Standards
20. Community Service Assessment Standards
21. Community Service Implementation Standards

22. Facilities and Infrastructure Standards for Community Service
23. Community Service Management Standards
24. Funding and Financing Standards for Community Service
25. Faculty and Study Programme Vision, Mission, Goals and Objectives Standards
26. Governance and Management Standards
27. Admissions Standards
28. Student Services Standards
29. Institutional Cooperation Standards
30. Laboratory Standards
31. Student and Alumni Standards
32. Programme Achievement Standards
33. MBKM Standards
34. Role Model Standards
34. Welfare Standards

C. DEFINITION OF TERMS

1. The Higher Education Quality Assurance System is a systematic activity to improve the quality of higher education in a planned and sustainable manner.
2. The Internal Quality Assurance System (SPMI) is a systematic quality assurance activity in higher education carried out autonomously or independently by each higher education institution to control and improve the quality of higher education provision in a planned and sustainable manner.
3. The External Quality Assurance System (SPME) is an assessment activity through accreditation to determine the feasibility and level of achievement of programme and higher education institution quality.
4. National Higher Education Standards (SN DIKTI) are a set of standards that include National Education Standards, plus Research Standards and Community Service Standards.
5. National Education Standards are the minimum criteria for the education and learning system in Higher Education Institutions that apply throughout the jurisdiction of the Unitary State of the Republic of Indonesia.
6. National Research Standards are minimum criteria for the research system at higher education institutions that apply throughout the entire jurisdiction of the Unitary State of the Republic of Indonesia.

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D. DESCRIPTION OF THE SPMI EVALUATION MANUAL

1. Improvements in standards in the form of indicator enhancements are made to indicators whose achievements have met or exceeded standards.
2. The LPM formed an SPMI Standard Improvement Team consisting of competent lecturers and educational staff.

3. The SPMI Standard Improvement Team conducted a review of the control results to determine the appropriate standard improvement items.
4. Improvements to the SPMI Standard Improvement Team can be made by adding standard statements and/or indicators and/or improving the indicators.
5. Standard improvement is carried out based on the results of evaluations conducted through AMI and external benchmarking.
6. The SPMI Standard Improvement Team reports its work results to the LPM in the form of a draft SPMI Standard.
7. The LPM submits the draft SPMI Standards to the relevant vice-chancellors for review and feedback.
8. The LPM requests the consideration of the UPGRIS Senate regarding the draft SPMI Standards that have been reviewed by the relevant vice-chancellors.
9. The LPM submitted a draft of the SPMI Standards for approval by the rector.
10. Based on the senate's recommendation, the Rector of UPGRIS proposed the establishment of the draft SPMI Standards to the YPLP PT PGRI Management.
11. The YPLP PT PGRI Management Board established the SPMI Standards by issuing a Decree.
12. The Rector assigned the LPM to disseminate the SPMI Standards to the entire UPGRIS academic community, emphasising the points of standard improvement.
13. The LPM disseminates the SPMI Standards to all stakeholders involved in the implementation of the SPMI Standards.

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