

**Internal Quality
Assurance System**



INTERNAL QUALITY ASSURANCE POLICY



**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 :
- that the Yayasan Pembina Lembaga Pendidikan Perguruan Tinggi PGRI Semarang is the organiser of Universitas Persatuan Guru Republik Indonesia Semarang;
 - 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;
 - that the implementation of the four pillars of higher education can be carried out effectively in accordance with applicable regulations;
 - that for the purposes of points a and b and c above must be stipulated by a Decree of the Yayasan.
- Having regard to :
- Law Number 20 of 2003 concerning the National Education System;
 - Law No. 12 of 2012 on Higher Education;
 - Government Number 17 Year 2010 Concerning Management and Implementation Education;
 - PGRI Articles of Association and Bylaws 2019;
 - Articles of Association of YPLP PT PGRI Semarang 2007;
 - Statutes of Universitas Persatuan Guru Republik Indonesia Semarang 2019;
 - 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 :
- 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;
 - 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

**POLICY DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UPGRIS**



SPMI POLICY DOCUMENT APPROVAL SHEET UPGRIS

SPMI POLICY UPGRIS

PROCESS	RESPONSIBLE PARTY			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr. Lilik Ariyanto, B.Ed., M.Ed.	Drafting Team	31/03/2023	
	Fajar Cahyadi, B.Ed., M.Ed.		31/03/2023	
	Setiyawan, B.Ed., M.Or.		31/03/2023	
Review	Dr. Muniroh Munawar, B.Sc., M.Ed.	Vice Rector I for Academic Affairs and Cooperation	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, BSc, MSc	Vice Rector II for Administration and Finance	31/03/2023	
	Dr. Sapto Budoyo, LL.B., LL.M.	Vice-Chancellor III for Student Affairs and Alumni Affairs	31/03/2023	
	Dr. Nur Khoiri, B.Ed., M.Eng., M.Ed.	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, BSc, MSc	Chair of the LPM	31/03/2023	

A. VISION AND MISSION

VISION

To become an excellent and distinctive university.

MISSION

To implement the four pillars of higher education (education, research, community service, and leadership) to cultivate knowledgeable individuals and outstanding leaders with national character for the betterment of life and society.

B. OBJECTIVES OF THE SPMI POLICY

The objectives of the UPGRIS SPMI policy include:

1. To serve as a statement of UPGRIS' commitment to ensuring quality in a planned and sustainable manner in accordance with the National Higher Education Standards (SN Dikti) and to meet the needs of stakeholders in the implementation of the Tridarma of Higher Education to realise the vision and mission of UPGRIS.
2. To serve as a guideline to ensure and guarantee that every unit within UPGRIS carries out its main tasks and functions in accordance with the established standards.
3. To serve as a means of communicating to all stakeholders about the SPMI applicable within UPGRIS.
4. As evidence of UPGRIS' accountability and transparency in managing higher education administration towards all stakeholders.

C. SCOPE OF THE SPMI POLICY

The scope of the UPGRIS SPMI Policy includes guidelines for internal quality assurance implementation, internal quality assurance documents, SPMI implementation, and other matters related to the SPMI process at UPGRIS. The elements of internal quality assurance implementation at UPGRIS consist of the Quality Assurance Institute (LPM) at the university level, the Faculty Quality Assurance Unit (UPMF) at the faculty level, and the Study Programme Quality Assurance Sub-Unit (SUPMPS) at the study programme level. Internal quality assurance documents consist of SPMI Policies SPMI Policy, SPMI Manual, SPMI Standards, SOPs, and Forms for the Implementation, Evaluation and Follow-up of SPMI Standards. The internal quality assurance cycle at UPGRIS consists of Determination, Implementation, Evaluation, Control and Improvement (PPEPP), which is carried out routinely and continuously every year, covering both academic and non-academic fields.

D. PARTIES INVOLVED IN THE IMPLEMENTATION OF THE SPMI POLICY

The implementation of SPMI policy is carried out by all academic staff and educational personnel within UPGRIS, including:

1. The Rectorate;
2. Senate;
3. Institutions;
4. Bodies;
5. Faculties and Postgraduate Programmes;
6. Bureau;
7. Technical Implementation Unit (UPT);
8. Study Program;
9. Students and Student Activity Units; and
10. Support units for the implementation of the teaching and learning process.

E. GLOSSARY OF TERMS IN THE SPMI POLICY

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 for higher education carried out autonomously or independently by each higher education institution 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 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 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.

F. DESCRIPTION OF SPMI POLICY

F.1. OBJECTIVES OF UPGRIS SPMI

1. To ensure the achievement of UPGRIS's vision and mission based on established procedures, mechanisms, manuals, guidelines, work instructions, and standards.
2. To prepare study programmes and institutions for accreditation and certification, both nationally and internationally.
3. To ensure the provision of services and the implementation of the Tridharma of Higher Education in a quality, accountable, and transparent manner in accordance with the procedures, mechanisms, manuals, guidelines, work instructions, and standards outlined in the Internal Quality Assurance System.
4. Providing instruments and mechanisms for all units within the UPGRIS environment to carry out their main tasks and provide quality services.

F.2. UPGRIS SPMI IMPLEMENTATION STRATEGY

UPGRIS's strategy in implementing SPMI is as follows.

1. UPGRIS formulates SPMI based on laws, Presidential Regulations, Minister of Education and Culture Regulations, BANPT Regulations, LAM Regulations, and other regulations in accordance with the quality assurance process, involving the UPGRIS academic community, professional organisations, alumni, and stakeholders.
2. Universities, faculties, study programmes, institutions, and units implement the stages in the SPMI cycle.
3. The Quality Assurance Institution updates the Quality Policy and Quality Standards with Key Performance Indicators and Additional Performance Indicators that are in line with the indicators of BAN-PT and the Independent Accreditation Institution (LAM) as the basis for preparing performance contracts for the University, Faculties and study programmes.

F.3. PRINCIPLES OF UPGRIS SPMI

The principles of the SPMI policy at UPGRIS are:

1. The Principle of Transparency: the implementation of SPMI is carried out openly, honestly, and is accessible to all elements at UPGRIS.
2. Principle of Accountability: all activities carried out at UPGRIS are managed properly, measured, and well documented.
3. Principle of Responsibility: The implementation of SPMI policy at UPGRIS is based on good governance by exercising prudence and implementing rules and guidelines in accordance with the duties and responsibilities of each individual.
4. Principle of Independence: the evaluation process in ensuring the implementation of SPMI is carried out for the benefit of the organisation.
5. Principle of Integrity: UPGRIS has strong integrity in providing quality higher education in line with government regulations and community needs.

F.4. PRINCIPLES OF SPMI IMPLEMENTATION AT UPGRIS

The principle of SPMI implementation at UPGRIS is planned and sustainable quality. The implementation of SPMI policies at UPGRIS is in line with the achievement of quality services in all components of the Tridarma Perguruan Tinggi (Three Pillars of Higher Education), which include education, research, and community service, in a planned and sustainable manner based on the vision and mission of UPGRIS.

F.5. MANAGEMENT OF SPMI UPGRIS

SPMI management at UPGRIS follows the PPEPP cycle (Dikti standard setting, Dikti standard implementation, evaluation, control, and improvement). All cycles are planned and implemented by the Quality Assurance Institute as the internal quality assurance implementing body tasked with coordinating quality assurance activities at UPGRIS.

1. ESTABLISHMENT

SPMI standards are formulated by the UPGRIS SPMI Standard Formulation Team. The formulated SPMI standards are then submitted to the Rectorate for discussion at the university leadership level. Next, the Rector submits the draft UPGRIS SPMI Standards to the University Senate for consideration. Subsequently, the draft SPMI Standards are submitted to the Chair of the YPLPPT PGRI Semarang Management for approval. The approved UPGRIS SPMI Standards are disseminated to the entire UPGRIS academic community to serve as the basis for SPMI implementation within UPGRIS.

2. IMPLEMENTATION

The implementation of the UPGRIS SPMI Standards is carried out and embedded in the organisational structure of PGRI University Semarang in stages, starting from the university level, faculty level, study programme level, Faculty Quality Assurance Unit (UPMF), Postgraduate Quality Assurance Unit (UPMPs), Study Programme Quality Assurance Sub-Unit (SUPMPS), Bureaus, Institutions, and related parties. SPMI Standards serve as a reference in the preparation of Performance Contracts. Implementation is realised through operational activities in accordance with Performance Contracts related to academic and academic support matters that align with SPMI.

3. EVALUATION

The evaluation of the implementation of the UPGRIS SPMI Standards is carried out through Internal Quality Audits (AMI) starting from the university, faculty and study programme levels in accordance with the mechanisms established by the LPM. In addition, the Study Programme is an evaluation mechanism used to measure and assess faculty achievements, and stakeholder satisfaction surveys are conducted to measure stakeholder satisfaction with the various services provided. Routine evaluation of performance achievements as outlined in the Performance Contract at the university, faculty, and study programme levels, referring to the UPGRIS SPMI.

4. CONTROL

Control of the UPGRIS SPMI Standards is carried out to follow up on the results of the evaluation that has been carried out. Control begins with a Management Review Meeting (RTM) and a Follow-up Meeting (RTL). SPMI control is carried out as follows: (a) If the implementation of SPMI exceeds the standards, UPGRIS conducts a review to improve performance indicators; b) If the implementation of SPMI meets the standards, UPGRIS conducts a review to maintain or improve performance indicators;

c) If the implementation of SPMI has not met the standards, UPGRIS takes follow-up action to determine efforts to achieve the standards; d) a) If the implementation of SPMI deviates from the standards, UPGRIS takes follow-up action to determine efforts to adjust to SN-DIKTI

5. IMPROVEMENT

The improvement of the UPGRIS SPMI Standard is carried out on the achievement of indicators that have exceeded the documented UPGRIS SPMI Standard from evaluation and control based on comprehensive data analysis. The process of improving the UPGRIS SPMI Standard is carried out by the UPGRIS SPMI Standard Improvement Team.

F.6. SPMI UPGRIS RESPONSIBLE PARTY

The persons responsible for the implementation of SPMI UPGRIS are structural officials of UPGRIS, including: Leaders at the university level, leaders at the faculty level, leaders at the study programme level, and heads of academic support units.

F.7. SPMI UPGRIS IMPLEMENTING ELEMENTS

1. The implementing element of quality assurance at the institutional level is the Quality Assurance Agency (LPM).
2. The implementing element of quality assurance at the programme management unit level is the Faculty Quality Assurance Unit (FQAU)
3. The implementing element of quality assurance at the programme level is the Programme Study Quality Assurance Sub-Unit (SUPMPS)

F.8. STRUCTURE OF SPMI UPGRIS DOCUMENTS

1. Manual for Establishing SPMI Standards at UPGRIS
2. SPMI UPGRIS Standard Implementation Manual
3. SPMI UPGRIS Standard Evaluation Manual
4. SPMI Standard Control Manual
5. SPMI Standard Improvement Manual
6. Graduate Competency Standards;
7. Learning Content Standards;
8. Learning Process Standards;
9. Learning Assessment Standards;

10. Faculty and Educational Staff Standards;
11. Learning Facilities and Infrastructure Standards;
12. Learning Management Standards;
13. Learning Funding Standards
14. Research Output Standards;
15. Research Content Standards;
16. Research Process Standards;
17. Research Assessment Standards;
18. Researcher Standards;
19. Research Facilities and Infrastructure Standards;
20. Research Management Standards; and
21. Research Funding and Financing Standards
22. Community Service Output Standards;
23. Community Service Content Standards;
24. Community Service Process Standards;
25. Community Service Assessment Standards;
26. Standards for Community Service Implementation;
27. Standards for Community Service Facilities and Infrastructure;
28. Community Service Management Standards; and
29. Standards for Funding and Financing Community Service
30. Governance and Management Standards
31. Standards for New Student Admissions (PMB)
32. Student Services Standards
33. Institutional Cooperation Standards
34. Laboratory Standards
35. Student Affairs and Alumni Standards
36. Programme Achievement Standards
37. MBKM Standards
38. Role Model Standards
39. Welfare Standards

G. REFERENCES FOR DEVELOPMENT

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. Ministry of Education and Culture Regulation 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 Education Programmes.
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.