

INTERNAL QUALITY
ASSURANCE SYSTEM



ADDITIONAL STANDARDS



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu

INTERNAL QUALITY
ASSURANCE SYSTEM



VISION, MISSION,
OBJECTIVES,
TARGETS OF THE
FACULTY AND STUDY
PROGRAM



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



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

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

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

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

Email : yplpptgrisemarang@gmail.com

DECISION

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

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

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

YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG

- CONSIDERING : a. that the Yayasan Pembina Lembaga Pendidikan Perguruan Tinggi PGRI Semarang is the organiser of Universitas Persatuan Guru Republik Indonesia Semarang;
- b. that in order to achieve the vision of Universitas Persatuan Guru Republik Indonesia Semarang, which is excellent and distinctive, it is necessary to have standards for the implementation of the four pillars of higher that exceed the National Standards for Higher Education;
- c. that the implementation of the four pillars of higher education can be carried out effectively in accordance with applicable regulations;
- d. that for the purposes of points a and b and c above must be stipulated by a Decree of the Yayasan .

- CONSIDERING : 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.

- NOTING : 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 ESTABLISH : **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

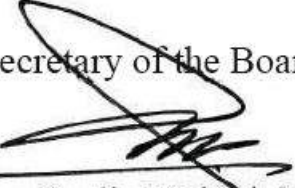
YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI
PGRI SEMARANG

Chairman of the Board


Dr. Bunyamin, M.Pd.
NPA PGRI 12011700084



Secretary of the Board


Drs. Sardju Maheri, 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

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



**APPROVAL SHEET
STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**VISION, MISSION, OBJECTIVES ND TARGETS
THE FACULTY AND STUDY PROGRAMMES**

Document : S-SPMI-UPGRIS-4.1

Code

Effective : 31 Maret 2023

Date

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	23/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		23/03/2023	
	Setiyawan, S.Pd., M.Or.		23/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	23/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	23/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	23/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	23/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	23/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	23/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	23/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	23/03/2023	

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

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

B. SCOPE

This section covers the minimum criteria for the process of formulating, implementing, and evaluating the vision, mission, objectives, and goals of the faculties and study programmes at PGRI University Semarang.

C. RATIONALE FOR ESTABLISHING STANDARDS

As an organisation that desires future development, PGRI University Semarang has a vision and mission that serve as the dreams/aspirations and direction for action of the entire academic community.

D. PURPOSE OF ESTABLISHING STANDARDS

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

E. RESPONSIBLE SUBJECT

1. The Drafting Team is responsible for drafting the standards for the vision, mission, objectives, and targets of faculties and study programmes.
2. The Vice-Chancellor IV is responsible for reviewing the draft standards for the vision, mission, objectives, and targets of faculties and study programmes.
3. The Academic Senate is responsible for providing input on the draft standards for the vision, mission, objectives, and goals.
4. The Rector is responsible for approving the draft standards for the vision, mission, goals, and objectives of the faculty and study programmes and proposing their adoption to the YPLP PT PGRI Central Java.
5. YPLP PT PGRI Central Java is responsible for establishing the vision, mission, goals, and objectives standards for faculties and study programmes.
6. The LPM is responsible for controlling the vision, mission, goals, and objectives standards of the faculty and study programmes.
7. Lecturers and students are responsible for implementing and achieving the standards for the vision, mission, goals, and objectives of the faculty and study programmes.

F. GLOSSARY

1. **Vision** is a series of sentences that express the ideals or dreams of an organisation that it wishes to achieve in the future. It can be said that vision is a statement of what an organisation *wants to be*.
2. **Mission** is a statement about what an organisation must do in its efforts to realise its vision. In its operations, people are guided by the mission statement, which is the result of a compromise in the interpretation of the vision. Mission is something tangible to aim for and can also provide general guidelines on how to achieve the vision.

G. STANDARD STATEMENTS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
4.1.1.1	Universities are required to develop long- term, medium-term, and short-term strategic plans that include performance indicators and internationally oriented targets, as well as to implement work programmes based on strategic plans and operational plans in a consistently and documented.	The availability of long-term, medium-term, and short-term strategic plans that include performance indicators, internationally oriented targets, and the implementation of work programmes based on strategic plans and operational plans in a consistent and well-documented.	IKU	Monev
4.1.2.1	Faculties and study programmes are required to formulate a vision that reflects the vision of the higher education institution and encompasses the scientific vision related to the uniqueness of the study programme, supported by consistent implementation data; a mission, objectives, and strategies that are aligned and synergistic with the mission, objectives, and strategies of the higher education institution and support the development of the study programme with implementation data that is consistent implementation data.	The availability of a vision that reflects the university's vision and encompasses the scientific vision related to the uniqueness of the study programme and is supported by consistent implementation data; a mission, objectives, and strategies that are aligned and synergistic with the university's mission, objectives, and strategies and support the development of study programmes with consistent implementation data.	IKU	Monitoring and Evaluation
4.1.3.1	Faculties and study programmes are required to provide and implement a faculty VMTS development system involving internal and external stakeholders.	The availability of mechanisms for the formulation, review, and updating of the faculty VMTS, involving internal and external stakeholders that is consistently implemented and documented.	IKU	AMI

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
4.1.4.1	Faculties and study programmes are required to develop effective strategies to achieve objectives based on systematic analysis using relevant and documented methods, with monitoring, evaluation and followed up.	The availability of effective strategies to achieve objectives based on systematic analysis using relevant and documented methods, with monitoring, evaluation, and follow-up during implementation.	IKU	AMI
4.1.5.1	Universities, faculties, and study programmes are required to formulate university, faculty, and study programme leadership policies regarding VMTS, and socialised, implemented, evaluated, and followed up.	The availability of complete documents on university, faculty, and programme policies regarding VMTS, and that these have been disseminated, implemented, evaluated, and followed up.	ICT	Monitoring and Evaluation
4.1.6.1	Universities, faculties, and study programmes are required to disseminate VMTS through their respective official websites.	The implementation of VMTS dissemination through official websites, x-banners, and social media by each work unit.	ICT	Monitoring and Evaluation
4.1.7.1	Faculties and study programmes are required to ensure that the academic vision and objectives of the study programme have been clearly, credibly, and realistically formulated based on the programme's available resources.	The availability of a clear, credible, and realistic academic vision for the programme, taking into account the programme's support capacity, and approved by the Rector's Decision.	ICT	AMI
4.1.8.1	Faculties and study programmes are required to formulate the academic vision for the study programme in accordance with the KKNI level 6.	The availability of an academic vision for the study programme that aligns with KKNI level 6.	IKT	Monitoring and Evaluation
4.1.9.1	Faculties and study programmes are required to implement	The implementation of a student understanding survey,	ICT	Monev

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
	Survey of student, lecturer and educational staff understanding of the university, faculty and study programme VMTS, with a level of understanding reaching 75%.	lecturers and educational staff towards the university, faculty and study programme VMTS with a level of understanding reaching 75%.		
4.1.10.1	Faculties and study programmes must ensure that faculty VMTS contributes to advancing the national economy and business as well as the EMBA profession through the implementation of the Tridharma Perguruan Tinggi (Three Pillars of Higher Education).	The existence of faculty VMTS that contributes to advancing the national economy and business as well as the EMBA profession through the implementation of the Tridharma Perguruan Tinggi.	ICT	AMI
4.1.11.1	Universities and faculties are required to ensure the implementation of the internalisation of UPGRIS core values for the academic community.	The implementation of the internalisation programme of UPGRIS core values for the academic community.	IKT	Monitoring and Evaluation
4.1.12.1	The university, faculties, and study programmes must ensure that all internal stakeholders (academic community: lecturers and students) and educational staff.	The implementation of an understanding of the vision, mission, objectives, and strategies of the Faculty by all internal stakeholders: academic community (lecturers and students) and educational staff.	IKT	Monitoring and Evaluation

4.1.13. 1	The Faculty and study programmes are required to formulate a vision that reflects the vision of the higher education institution and encompasses the scientific vision related to the uniqueness of the study programme, supported by consistent implementation data; mission, objectives, and strategies that are aligned	The availability of a vision that reflects the university's vision and encompasses the academic vision related to the uniqueness of the study programme, supported by consistent implementation data; mission, objectives, and strategies that are aligned and synergistic with the mission, objectives, and	ICT	AMI
NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR TOR	MEASUR EMENT METHOD URAN
	and synergise with the mission, objectives, and strategies of the university and support the development of study programmes with consistent implementation data.	higher education strategies and supporting the development of study programmes with consistent implementation data.		
4.1.14. 1	Universities, faculties, and study programmes must ensure the highly effective implementation of the optimisation process (improvement, adjustment, and alignment) against standards (IKU and IKT) related to VMTS UPPS and PS, accompanied by valid evidence. that is valid.	The implementation of highly effective optimisation processes (improvement, adjustment, and alignment) in accordance with standards (IKU and IKT) related to VMTS UPPS and PS, accompanied by valid evidence.	IKT	Monev

4.1.15.1	Faculties must ensure the availability of a clear, realistic and credible vision, taking into account the direction of economic and business development and conditions.	The availability of a clear, realistic and credible vision, taking into account the direction of development and economic and business conditions.	ICT	Monitoring and Evaluation
4.1.16.1	The faculty must ensure the availability of policies and documentation related to the review and evaluation of the vision and	The availability of policies and documentation related to the review and evaluation of vision and implemented effectively and efficiently	ICT	Monitoring and Evaluation
4.1.17.1	Faculties must ensure the availability of a mission statement that outlines the academic disciplines to be delivered, developed, and applied in the activities of the Tri Dharma of Higher Education Higher Education.	The availability of a mission statement outlining the academic disciplines to be taught, developed, and applied in the activities of the Tridharma of Higher Education.	IKT	Monitoring and Evaluation
NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
4.1.18.1	The faculty must ensure the availability of a mission statement that explains the economic and business outcomes and impacts, the parties served and benefitted, the scope of work, and the values and beliefs that form the basis of the work.	The availability of a mission statement that clearly articulates the economic and business outcomes and impacts, the parties served and benefitted, the scope of operations, and the values and beliefs that form the basis of its work	IKT	Monitoring and Evaluation

4.1.19. 1	Faculties must ensure the availability of a mission statement that demonstrates the uniqueness of the study programme, is concise, memorable, up-to-date and realistic	The availability of a mission statement that reflects the uniqueness of the programme, is concise, memorable, up-to-date and realistic	ICT	Monev
4.1.20. 1	Faculties must ensure the availability of policies in the formulation and establishment of a documented mission that involves all stakeholders, both internal (leaders, lecturers, educational staff, students, etc.) and external (Bank Indonesia, Financial Services Authority, Chamber of Commerce and Industry (KADIN), Indonesian Employers Association (APINDO), Director General of Taxes, Accounting Offices, Banking, Industry, Cooperatives, etc.).	The formulation of policies in the preparation and establishment of a documented mission and the involvement of all stakeholders, both internal (leaders, lecturers, educational staff, students, etc.) and external (Bank Indonesia, Financial Services Authority, Chamber of Commerce and Industry (KADIN), Indonesian Employers Association (APINDO), Director General of Taxes, Accounting Firms, Banking, Industry, Cooperatives, etc.).	IKT	Monev
4.1.21. 1	Faculties must ensure the availability of policies related to the review and evaluation of missions and implement them effectively and efficiently in order to bridge the gap between current and future economic and business conditions.business conditions of the present and the future.	The formulation of policies related to the review and evaluation of the mission and their effective and efficient implementation to bridge the current and future economic and business conditions future.	ICT	Monev

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
4.1.22.1	Faculties must ensure the availability of a mechanism for evaluating objectives that is reviewed periodically to ensure that they are in line with current and future economic and business developments.	The availability of a mechanism for evaluating objectives that is reviewed periodically to ensure it is in line with current and future economic and business developments.	ICT	Monev
4.1.23.1	Faculties must ensure the availability of specific, measurable targets that indicate what is to be achieved and when, as well as the involvement of all stakeholders, both internal (leaders, lecturers, educational staff, students, etc.) and external (Bank Indonesia, Financial Services Authority, Chamber of Commerce and Industry (KADIN), the Indonesian Employers Association (APINDO), the Director General of Taxes, accounting firms, banks, industries, cooperatives, etc.).	The availability of specific, measurable targets that indicate what is to be achieved and when, as well as the involvement of all stakeholders, both internal (leaders, lecturers, educational staff, students, etc.) and external (Bank Indonesia, Financial Services Authority, Chamber of Commerce and Industry (KADIN), Indonesian Employers Association (APINDO), Director General of Taxes, Accounting Firms, Banking, Industry, Cooperatives, etc.).	IKT	Monitoring and Evaluation

H. STRATEGY FOR ACHIEVING STANDARDS

1. Conducting environmental analysis (SWOT) and identifying changes
2. Involving *stakeholders* in the formulation of vision and mission
3. Continuously disseminating information to all academics and *stakeholders*

I. RELATED DOCUMENTS

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

J. REFERENCES FOR PREPARATION

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System
4. 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 No. 5 of 2020 on Higher Education Institution and Study Programme Accreditation
6. Statutes of PGRI University of Semarang

**EVALUATION FORM
INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET
INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD FORM FOR THE VISION, MISSION, OBJECTIVES, AND TARGETS
FACULTIES AND STUDY PROGRAMMES**

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

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

Programme Name :				
Faculty Name :				
Date of Completion :				
Officer Filling in :				
No.	Indicator	Programme/Faculty Achievements		
		Programme/ Faculty Achievements	Programme/ Faculty Self- Evaluation	Links Supporting Documents
1	The availability of long-term, medium-term, and short-term strategic plans that include performance indicators, internationally oriented targets, and the implementation of work programmes based on strategic plans and operational plans consistently and well-documented.			
2	The availability of a vision that reflects the university's vision and encompasses the academic vision related to the uniqueness of the study programme, supported by consistent implementation data; a mission, objectives, and strategies that are aligned and synergistic with the university's mission, objectives, and strategies, and support the development of the study programme with implementation data that is.			
3	The availability of a mechanism for the formulation, review, and updating of the faculty's VMTS, involving internal and external stakeholders, which is implemented in a consistently and documented.			
4	The availability of effective strategies to achieve objectives based on systematic analysis using relevant and documented methods, with monitoring and evaluation and follow-up.			
5	The availability of complete documents on university, faculty, and study programme leadership policies regarding VMTS, which have been socialised, implemented, evaluated, and followed up.			

6	The implementation of socialisation of VMTS through the official website, X-banners, and social media, by each work unit.			
7	The availability of a clear academic vision for the study programme, Credible and realistic in terms of the supporting capacity owned programme study and approved by the Rector's Decree.			
8	The availability of a scientific vision for the study programme that in accordance with the National Qualifications Framework (KKNI) level 6.			
9	The implementation of a survey on the understanding of students, lecturers, and educational staff regarding the university, faculty, and programme's VMTS with an understanding level reaching 75%.			
10	The existence of faculty VMTS that contributes to advancing the national economy and business as well as the EMBA profession through the implementation of the Tri Dharma of Higher Education.			
11	The implementation of a programme to internalise the values Gati UPGRIS values for the academic community.			
12	The implementation of an understanding of the vision, mission, objectives, and strategies of the Faculty by all internal stakeholders: the academic community (lecturers and students) and educational staff.			
13	The availability of a vision that reflects the vision of the university and encompasses the academic vision related to the uniqueness of the study programme, supported by consistent implementation data; a mission, objectives, and strategies that are aligned and synergistic with the mission, objectives, and strategies of the university and support the development of the study programme with consistent			

	implementation data.			
14	The implementation of an optimisation process that is highly effective (improvement, adjustment, and alignment) of standards (IKU and IKT) related to MTS UPPS and PS, accompanied by valid evidence.			
15	The availability of a clear, realistic, and credible vision, taking into account the direction of development and economic conditions and business conditions.			
16	The availability of policies and documentation related to review and evaluation vision and implemented effectively and efficiently			
17	The availability of a mission that outlines the academic knowledge to be conveyed, developed, and applied on activities Tridharma Higher Education.			
18	The availability of a mission statement that explains the economic and business outcomes and impacts, the parties served and benefitted, the scope of work, and the values and beliefs that serve as the foundation for work			
19	The availability of a mission statement that highlights the uniqueness existence of the programme, concise, easy to remember, up-to-date, and realistic			
20	The formulation of policies in the preparation and determination of a documented mission that involves all stakeholders, both internal (leaders, lecturers, educational staff, students, etc.) and external (Bank Indonesia, Financial Services Authority, Chamber of Commerce and Industry (KADIN), Indonesian Employers Association (APINDO), Director General of Taxes, Accounting Offices, Banking, Industry, Cooperatives, etc.).			

21	The formulation of policies related to the review and evaluation of the mission and their effective and efficient implementation to bridge current and future economic and business conditions.			
22	The availability of a mechanism for periodically reviewing objectives to ensure they are in line with current and future economic and business developments. present and future economic and business developments.			
23	The availability of specific, measurable targets that indicate what is to be achieved and when, as well as the involvement of all stakeholders, both internal (leaders, lecturers, educational staff, students, etc.) and external (Bank Indonesia, Financial Services Authority, Chamber of Commerce and Industry (KADIN), Indonesian Employers Association (APINDO), Director General of Taxes (Pajak), Director General of Customs and Excise () Office of the Director General of Accountancy (Akuntan), Banking, Industry, Cooperatives, etc.).			

Semarang, date of completion

Form Verifier,
Head of the Quality
Assurance Unit

Form Examiner,
Faculty
Quality Assurance
Unit

Form Filler,
Head of
Programme/Dean
Unit

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

**STANDARD OPERATING PROCEDURE
INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET
STANDARD OPERATING PROCEDURE
INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

DEVELOPMENT OF VISION MISSION

Document Code : SOP-SPMI-UPGRIS-4.1.1

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP FOR FORMULATING VISION AND MISSION

1. Objective :

- a. To provide an explanation of the steps involved in formulating the vision and mission of PGRI University Semarang.
- b. As a guideline for all members of the academic community in carrying out their activities

2. Scope:

All caturdarma activities carried out at PGRI University Semarang

3. Standards:

- a. The vision and mission must align with the spirit and ethos of the University of PGRI Semarang
- b. The vision and mission must be able to explain the direction and objectives of PGRI University Semarang
- c. The vision and mission must be specific, measurable, achievable, reliable, and time-bound
- d. The vision and mission must have persuasive power that can express the hopes and aspirations of *stakeholders*
- e. The vision and mission must be able to express the uniqueness and distinctive competencies of PGRI University Semarang, explaining its identity and what it is capable of doing

4. Definition :

- a. **A vision** is a series of sentences that express the goals or dreams of an organisation that it wishes to achieve in the future. It can be said that a vision is a statement of what an organisation *wants to be*.
- b. **A mission** is a statement about what an organisation must do in its efforts to realise its vision. In its operations, people are guided by the mission statement, which is the result of a compromise in the interpretation of the vision. A mission is something tangible to strive for and can also provide general guidelines on how to achieve the vision.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Vision and Mission Development Team	The Rector forms a team to draft the vision and mission	Rector
Drafting Team	The team invites <i>stakeholders</i> to obtain input	Rector
Vision and Mission	The team drafts the vision and mission	Rector

Development Team		
Drafting Team	The team presents the draft vision and mission to the university leadership	Rector
Drafting Team	The Rector approved the vision and mission document	Rector
First Vice-Chancellor	The Vice-Chancellor I communicates the vision and mission to unit heads and academic staff	Rector

6. References

1. Law No. 20 of 2003 on the National Education System
2. Law No. 12 of 2012 on Higher Education
3. Government Regulation No. 19 of 2005 concerning National Education Standards
4. Statutes of PGRI University Semarang
5. Strategic Plan of PGRI University of Semarang

7. Work Instructions

No	Activity Details	Rector	Compilation Team	Vice Rector
1	The rector forms a team to develop the vision and mission	1		
2	The team invited <i>stakeholders</i> to obtain input		2	
3	The team drafts the vision and mission statement		3	
4	The team presented the draft vision and mission to the university leadership		4	
5	The Rector approves the vision and mission document	5		
6	The First Vice-Chancellor disseminates the vision and mission to unit heads and academic staff			6

**STANDARD OPERATING PROCEDURE
INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET
STANDARD OPERATING PROCEDURE
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

VISION AND MISSION EVALUATION

Document Code	:	SOP-SPMI-UPGRIS-4.1.2
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP VISION AND MISSION EVALUATION

1. Purpose : To provide an explanation of the steps or procedures for evaluating the vision and mission of PGRI University Semarang.
2. Scope : The document containing the vision and mission statement of PGRI University Semarang.
3. Standards :
 - a. The vision and mission must align with the spirit and ethos of the University of PGRI Semarang.
 - b. The vision and mission must clearly articulate the direction and objectives of Universitas PGRI Semarang.
 - c. The vision and mission must be specific, measurable, achievable, reliable, and time-bound.
 - d. The vision and mission must have the persuasive power to express the hopes and aspirations *of stakeholders*
 - e. The vision and mission must be able to express the uniqueness and distinctive competencies of PGRI University Semarang, explaining its identity and what it is capable of doing
4. Definition
 - a. **A vision** is a series of sentences that express the goals or dreams of an organisation that it wishes to achieve in the future. It can be said that a vision is a statement of what an organisation *wants to be*.
 - b. **A mission** is a statement about what an organisation must do in its efforts to realise its vision. In practice, people are guided by the mission statement, which is the result of a compromise in the interpretation of the vision. A mission is something tangible to strive for and can also provide general guidelines on how to achieve the vision.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Evaluation Team	The Rector forms a vision and mission evaluation team	Rector
Evaluation Team	The evaluation team conducts a situation analysis (SWOT) and assesses developments to align them with the existing vision and mission	Rector
Evaluation Team	The team conducts a vision and mission evaluation meeting by inviting <i>stakeholders</i> to obtain input	Rector
Evaluation Team	The team formulated the results of the vision and mission evaluation	Rector
Evaluation Team	The team presented the results of the vision and mission evaluation to the university leadership and compiled the minutes.	Rector
Evaluation Team	The Rector approved the minutes of the vision and mission evaluation results	Rector

6. Reference

1. Law No. 20 of 2003 concerning the National Education System
2. Law No. 12 of 2012 on Higher Education
3. Government Regulation No. 19 of 2005 concerning National Education Standards
4. Statutes of PGRI University Semarang
5. University Strategic Plan of PGRI University of Semarang
6. Rector's Decision on the Vision and Mission of PGRI University Semarang

INTERNAL QUALITY
ASSURANCE SYSTEM

GOVERNANCE AND ADMINISTRATION



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



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

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

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

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

Email : yplpptgrisemarang@gmail.com

DECISION

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

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

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

YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG

- CONSIDERING** : a. that the Yayasan Pembina Lembaga Pendidikan Perguruan Tinggi PGRI Semarang is the organiser of Universitas Persatuan Guru Republik Indonesia Semarang;
- b. that in order to achieve the vision of Universitas Persatuan Guru Republik Indonesia Semarang, which is excellent and distinctive, it is necessary to have standards for the implementation of the four pillars of higher that exceed the National Standards for Higher Education;
- c. that the implementation of the four pillars of higher education can be carried out effectively in accordance with applicable regulations;
- d. that for the purposes of points a and b and c above must be stipulated by a Decree of the Yayasan .

- CONSIDERING** : 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.

- NOTING** : 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 ESTABLISH** : **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 Maheri, 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

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



STANDARD DOCUMENT APPROVAL FORM SPMI
UPGRIS

GOVERNANCE AND ADMINISTRATION

Document Code : S-UPGRIS-4.2

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

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

B. SCOPE

1. Rector and Vice-Rector
2. Dean and Deputy Dean
3. Head of Study Programme and Secretary of Study Programme
4. Head of Institution and Secretary of Institution
5. Head of Agency
6. Director of the Bureau
7. Head of the Technical Implementation Unit

C. RATIONALE FOR ESTABLISHING STANDARDS

One of the aspects that must be managed in higher education to ensure the achievement of the vision of PGRI University Semarang is governance and administration to realise Good University Governance as well as one of the efforts made to achieve the vision of PGRI University Semarang. The quality assurance process is carried out at all levels, starting from the university, faculty, department, study programme and all academic support units. In order to realise the vision and mission of PGRI University Semarang, and to ensure that the objectives of PGRI University Semarang can be achieved effectively, PGRI University Semarang has compiled, established and implemented Governance and Management Standards. These quality standards are compiled based on the needs of the institution and the mandate of the PGRI University Semarang Statute to realise PGRI University Semarang as a Good University Governance. The achievement indicators for Governance and Management Standards are formulated based on institutional accreditation assessment indicators, study programme accreditation assessment indicators, and higher education ranking indicators.

D. PURPOSE OF STANDARD SETTING

The governance structure is intended to explain the procedures and requirements necessary in the organisational structure and to ensure the effective implementation of the vision and mission through mutually agreed mechanisms, as well as to maintain and accommodate all elements, functions, and roles of PGRI University Semarang.

E. RESPONSIBLE PARTIES

1. Rector
2. First Vice Rector
3. Vice Rector II
4. Vice-Chancellor III
5. Vice-Chancellor IV
6. Chair of the Academic Affairs Committee

F. GLOSSARY

Governance is a system that enables leadership, management systems, and quality assurance within the University of PGRI Semarang to operate effectively.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR	MEASU REME NT METHO D
4.2.1.1	Universities must ensure the availability of governance system documents that are elaborated into various policies and regulations for consistent use. effective and efficient according to context	The availability of formal governance system documents that are elaborated into various policies and regulations that are used consistently, effectively, and efficiently in accordance with	IKU	AMI

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
			CATEGORY	INSTITUTION
	institutions and ensuring accountability, sustainability, transparency, and mitigation of potential risks.	accountability, sustainability, transparency, and mitigation of potential risks.		

4.2.2.1	Universities must ensure the availability of formal policy and regulation documents to guarantee the integrity and quality of the institution, implemented consistently, effectively, and efficiently.	The availability of formal policy and regulation documents to ensure the integrity and quality of the institution, implemented consistently, effectively, and efficiently.	IKU	AMI
4.2.3.1	Universities and faculties must ensure the availability of formal documents, organisational structures and institutional work procedures, complete with their respective duties and functions, to ensure the consistent, effective and efficient implementation of higher education institutions consistently, effectively, and efficiently.	The availability of formal documents on the organisational structure and institutional work procedures, complete with tasks and functions, to ensure the consistent, effective, and efficient implementation of higher education functions.	IKU	AMI
4.2.4.1	Universities and faculties must ensure the availability of valid evidence related to good practices in the implementation of Good University Governance (GUG), covering the following aspects: credibility, transparency, accountability, responsibility, fairness, and risk management in a consistent, effective, and efficient manner. Higher education institutions publish a summary of the annual report to the public.	The availability of valid evidence related to good practices in implementing Good University Governance (GUG) covers the following aspects: credibility, transparency, accountability, responsibility, fairness, and risk management in a consistent, effective, and efficient manner, as well as the publication of annual report summaries to the public.	IKU	AMI
4.2.5.1	Universities are required to establish an institution that fully implements or functions in the application of a code of ethics to ensure consistent, effective, and efficient values and integrity.	The availability of an institution that fully implements or functions in enforcing the code of ethics to ensure consistent, effective, and efficient values and integrity.	IKU	Monitoring and Evaluation
4.2.5.2	Universities are required to establish an institution that fully implements or functions in the application of the code of ethics to ensure consistent, effective, and efficient values and integrity.	The availability of an institution that fully implements or functions in enforcing the code of ethics to ensure consistent, effective, and efficient values and integrity that is recognised internationally	IKU	Money

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
4.2.6.1	Universities and faculties are required to implement all strategic and operational plans in a programmed and intensive manner through effective communication with internal stakeholders and be able to make appropriate decisions on strategic and innovative planning with measurable risks in implementing operational policies.	All strategic and operational plans must be implemented in a programmed and intensive manner through effective communication with internal stakeholders and the ability to make strategic and innovative decisions with measurable risks in implementing operational policies.	IKU	Monitoring and Evaluation
4.2.7.1	Universities and faculties are required to make strategic and innovative decisions with measurable risks in implementing organisational policies that ensure the sustainability and existence of higher education institutions, and are able to act as agents of change that continuously provide motivation for the achievement of vision, mission, culture and strategic objectives. higher education institutions.	The implementation of strategic and innovative decision-making with measurable risks in carrying out organisational policies that ensure the sustainability and existence of higher education institutions, as well as being able to act as agents of change that continuously provide motivation for the achievement of the vision, mission, culture and strategic objectives of the higher education institution.	IKU	Monitoring and Evaluation
4.2.8.1	Universities, faculties and study programmes must demonstrate their ability to establish mutually beneficial tridharma cooperation and make higher education institutions a public reference at the national/international level.	The presence of faculty and programme heads with the ability to establish mutually beneficial tridharma cooperation and position the higher education institution as a public reference at the national/international level.	IKU	Monitoring and Evaluation
4.2.9.1	Universities, faculties, and study programmes must ensure the availability of formal evidence of the functioning of the functional and operational management system of higher education institutions, which covers six aspects: planning; organisation; personnel placement; direction; supervision; and reporting.	The availability of formal evidence of the functioning of the functional and operational management system of the higher education institution, covering 6 aspects: planning; organisation; personnel placement; direction; supervision, and reporting.	IKU	AMI

4.2.10. 1	Universities must ensure the availability of valid evidence of the implementation of management policies and guidelines with consistent, effective, and efficient implementation covering 11 aspects,	The availability of valid evidence regarding the implementation of management policies and guidelines with consistent, effective, and efficient application covering 11 aspects, including: education,	IKU	Monev
NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR ATOR	MEASUR EMENT METHOD MENT

	including: education, academic environment development and academic autonomy, student affairs, research, community service, human resources, finance, infrastructure, information systems, quality assurance and cooperation.	academic atmosphere and scientific autonomy, student affairs, research, community service, human resources, finance, infrastructure, information systems, quality assurance systems, and cooperation.		
4.2.11. 1	The university must ensure the availability of formal documents and evidence of the approval and determination mechanisms for the strategic plan covering five aspects: stakeholder involvement; reference to the achievements of the previous strategic plan period; reference to the institution's VMTS; internal and external conditions; and approval by the authorised body.	The availability of formal documents and evidence of the approval and determination mechanism for the strategic plan covering 5 aspects: the involvement of stakeholders; reference to the achievements of the previous strategic plan period; reference to the institution's VMTS; conducting an analysis of internal and external conditions, and ; approval by the authorised body.	IKU	Monev

4.2.12.1	Universities, faculties, and study programmes must ensure the implementation of SPMI, as evidenced by the existence of 5 aspects (the existence of an organ, SPMI documents, internal auditors, audit results, and follow-up), have standards that exceed SN-DIKTI, which bring significant international competitiveness in quantity and quality, and are effective in fostering a culture of quality, as well as implementing SPM innovations, such as: risk-based audit (<i>Risk-Based Audit</i>) or other innovations.	The implementation of SPMI is evidenced by the existence of five aspects (the presence of an organ, SPMI documents, internal auditors, audit results and follow-up), has standards that exceed SN-DIKTI, bringing significant international competitiveness in terms of quantity and quality, and is effective in fostering a culture of quality, as well as implementing SPM innovations, such as: risk-based audit (<i>Risk Based Audit</i>) or other innovations.	IKU	AMI
4.2.13.1	Universities, faculties and study programmes are required to ensure that management review meetings are held, with an agenda covering seven elements, including: internal audit results, feedback, process performance and product conformity, status of corrective and preventive actions, and preventive and corrective actions, and	The availability of valid evidence related to good practices in the development of a quality culture in higher education through management review meetings, which include discussions on seven elements, including: internal audit results, feedback, process performance and product conformity, status of preventive and corrective actions, preventive and corrective actions, actions	IKU	Monev
NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR ATOR	MEASUR EMENT METHOD URAN

	from the previous management review meeting, changes that may affect the quality assurance system, and recommendations for improvement.	Continuation from the previous management review meeting, changes that may affect the quality assurance system, and recommendations for improvement.		
4.2.14.1	Universities, faculties and study programmes are required to ensure the implementation of efforts to achieve international accreditation for at least 2 programmes.	The implementation of efforts to achieve international accreditation for at least 2 study programmes.	IKU	Monitorin g and Evaluati on

4.2.15.1	The university must ensure the implementation of an external financial audit at the higher education institution conducted by the Public Accountant.	The implementation of external financial audits at higher education institutions conducted on the Administrative Body by a Public Accounting Firm.	IKU	Monev
4.2.16.1	Universities, faculties, and study programmes must ensure the implementation of efforts to achieve national accreditation, with 10 excellent study programmes and the remainder rated as good once.	The implementation of efforts to achieve national accreditation, with 10 excellent programmes and the remainder rated as very good.	IKU	Monitoring and Evaluation
4.2.17.1	Universities, faculties, and study programmes must ensure the implementation of an analysis of the success and/or failure of performance achievement that meets the following aspects: performance achievement is measured using appropriate methods, and the results are analysed and evaluated; the analysis of performance achievement includes the identification of root causes, success factors, and obstacles, as well as a brief description of follow-up actions; such analysis is conducted annually and the results are published to stakeholders.	The implementation of analysis of the success and/or failure of performance achievement must meet the following aspects: performance achievements must be measured using appropriate methods, and the results must be analysed and evaluated; analysis of performance achievements must include identification of root causes, factors supporting success and factors hindering success, and a brief description of follow-up actions; This analysis is conducted annually and the results are published to stakeholders.	IKU	AMI
4.2.18.1	Universities, faculties and study programmes must ensure the implementation of a quality assurance system that is proven to be effective that meets 4 aspects (existence	The implementation of a proven effective quality assurance system that meets the 4 aspects (existence of formal documents establishing quality standards, quality standards quality	IKU	Monev
NO PS	STATEMENT OF STANDARDS	INDICATOR	TYP E OF INDI CAT OR ATOR	MEASUR EMENT METHOD URAN

	<p>formal documents establishing quality standards, consistent implementation of quality standards, monitoring, evaluation and control of established quality standards, and follow-up on results for quality improvement and enhancement) and review of the quality assurance cycle involving external reviewers.</p>	<p>implemented consistently, monitoring, evaluation and control of established quality standards, and the results are followed up for quality improvement and enhancement) and a review of the quality assurance cycle involving external reviewers.</p>		
4.2.19.1	<p>Universities, faculties, and study programmes are required to ensure the implementation of stakeholder satisfaction measurement (students, lecturers, educational staff, graduates, users, industry partners, and other partners) towards management services, that meet the following aspects: using valid, reliable, easy-to-use satisfaction instruments, implemented periodically, with data recorded comprehensively, analysed using appropriate and useful methods for decision-making, satisfaction levels and feedback followed up for improvements and quality enhancements</p> <p>on a regular and systematic basis, conducting reviews of the implementation of satisfaction measurement for lecturers and students, and publishing the results so they are easily accessible to lecturers and students.</p>	<p>The implementation of stakeholder satisfaction measurement (students, lecturers, educational staff, graduates, users, industry partners, and other partners) towards management services, which meet the following aspects: using valid, reliable, easy-to-use satisfaction instruments, implemented periodically, and the data is comprehensively recorded, analysed using appropriate methods and useful for decision making, satisfaction levels and feedback are followed up for periodic and systematic improvement and enhancement of output quality, a review of the implementation of lecturer and student satisfaction measurements is conducted, and the results are published and easily accessible to lecturers and students.</p>	IKU	AMI
4.2.20.1	<p>Universities and faculties are required to ensure the establishment of additional performance indicators that cover all established standards and performance indicator data have been</p>	<p>The implementation of the establishment of additional performance indicators that cover all established standards and performance indicator data have been measured,</p>	IKU	AMI

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
	Measured, monitored, reviewed, and analysed for continuous improvement sustainable improvement.	monitored, reviewed, and analysed for continuous improvement.		
4.2.21.1	Universities, faculties and study programmes must ensure the availability of valid evidence/recognition that faculty leaders possess operational, organisational and public leadership characteristics.	The availability of valid evidence/recognition that faculty leaders possess operational, organisational, and public leadership characteristics.	IKU	AMI
4.2.22.1	Faculties and study programmes must ensure the effective and efficient implementation of the six management functions, anticipate and resolve issues in unforeseen situations, and innovate to generate added value.	The effective and efficient implementation of the six management functions, anticipating and resolving issues in unforeseen situations, and innovating to generate added value.	IKU	AMI
4.2.23.1	Universities, faculties, and study programmes must ensure the implementation of the Internal Quality Assurance Information System in all study programmes and academic support units during the implementation of the PPEPP.	The implementation of the Internal Quality Assurance Information System in all study programmes and academic support units during the implementation of the PPEPP cycle.	IKT	Monitoring and Evaluation
4.2.24.1	Universities, faculties and study programmes are required to ensure the implementation of satisfaction surveys for lecturers, educational staff and students regarding the governance of the faculty and study programme organisations.	The implementation of regular and highly effective evaluations of policies and the achievement of standards (IKU and IKT) so that good practices, bad practices and new practices related to Governance, Administration and Cooperation can be identified, including satisfaction surveys for lecturers, educational staff and students regarding the governance of the faculty and study programme organisation. of the faculty and study programmes.	IKT	Monev

4.2.25.1	The faculty has minimal excellence in the field of higher education's three pillars and is supported by valid evidence.	The availability of minimal excellence in the field of PT tridarma and supported by valid evidence.	ICT	Monitoring
4.2.26.1	Universities, faculties, and study programmes must ensure the availability of comprehensive follow-up and implementation documents (revisions and recommendations) regarding	The availability of comprehensive follow-up and implementation documents (revisions and recommendations) on the results of the evaluation of the achievement of standards (IKU and IKT) related to	IKT	Monev
NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR ATOR	MEASUR EMENT METHOD MENT
	of the evaluation results of the achievement of standards (IKU and IKT) related to Governance, Administration, and Cooperation.	with Governance, Administration, and Cooperation.		
4.2.27.1	Universities, faculties, and study programmes must ensure the implementation of a highly effective optimisation process (improvement, adjustment, and alignment) of standards (IKU and IKT) related to Governance, Administration, and Cooperation, accompanied by valid evidence.	The implementation of a highly effective optimisation process (improvement, adjustment, and alignment) in relation to standards (IKU and IKT) related to Governance, Administration, and Cooperation, accompanied by valid evidence.	IKT	Monev
4.2.28.1	Faculties must ensure the availability of policies and processes to foster commitment and energy, provide meaning, become performance standards, and bridge current and future economic and business conditions.	The availability of policies and processes to foster commitment and energy, provide meaning, become performance standards, and bridge current and future economic and business conditions	ICT	Monitoring and Evaluation
4.2.29.1	Universities, faculties and study programmes must ensure that the Study Programme Management Unit has a mechanism for developing and establishing documented strategies that involve all stakeholders, both internal (leaders, lecturers, educational staff, students, etc.) and external	The Study Programme Management Unit has a documented mechanism for formulating and determining strategies that involves all stakeholders, both internal (leaders, lecturers, educational staff, students, etc.) and external (Bank Indonesia, Financial Services Authority, Chamber of Commerce and Industry	ICT	Monev

	(Bank Indonesia, Financial Services Authority, Chamber of Commerce and Industry (KADIN), Indonesian Employers Association (APINDO), Director General of Taxes, Accountant Offices, Banking, Industry, Cooperatives, etc.).	(KADIN), Indonesian Employers Association (APINDO), Director General of Taxes, Accounting Firms, Banking, Industry, Cooperatives, etc.).		
4.2.30.1	Faculties must ensure that the Study Programme Management Unit has policies related to the review and evaluation of strategies and implemented effectively and efficiently.	The implementation of the Programme Management Unit's policies regarding the review and evaluation of strategies and their effective and efficient implementation.	IKT	Monev
4.2.31.1	Universities, faculties and programmes must have the following elements	The availability of quality assurance for quality assurance, (b) implementing	IKT	Monev
NO PS	STATEMENT OF STANDARDS	INDICATOR	TYP E OF INDI CAT OR ATOR	MEASUR EMENT METHOD URAN
	quality assurance implementers, (b) implement quality assurance using the PPEPP cycle, and (c) have valid evidence of quality assurance implementation.	quality assurance using the PPEPP cycle, and (c) having valid evidence of quality assurance implementation.		
4.2.32.1	Universities must ensure that they have formal evidence of the functioning of the functional and operational management system of higher education institutions, which covers five aspects: 1) planning, (2) organisation (organising), (3) staffing, leading, and 5) controlling. These must be implemented consistently, effectively, and efficiently.	The availability of formal evidence of the functioning of the functional and operational management system of higher education institutions covering five aspects: 1) planning, 2) organising, 3) staffing, 4) leading, and 5) controlling. which is implemented consistently, effectively, and efficiently.	IKU	Monev
4.2.33.1	Universities, faculties, and study programmes must ensure that the Study Programme Management Unit has a strategy in the process of carrying out its mission and realising its vision, through the achievement of its strategic goals and objectives that have an impact on competitiveness by	The Study Programme Management Unit has a strategy in the process of carrying out its mission and realising its vision, through the achievement of its strategic goals and objectives that have an impact on competitiveness by utilising both tangible and intangible resources effectively and efficiently to	IKT	Monitoring and Evaluation

utilising both tangible and intangible resources effectively and efficiently to respond to local, national, and global economic and business developments.	respond to local, national and global economic and business developments.		
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H. STRATEGY FOR ACHIEVING STANDARDS

1. The Governance Division develops and disseminates formal governance system documents to ensure accountability, sustainability, transparency, and mitigation of potential risks.
2. The Governance Division updates the organisational structure and work procedures of the institution, complete with duties and functions for all faculties and the rector.
3. The rector establishes a unit for enforcing the code of ethics to ensure consistent, effective, and efficient values and integrity.
4. All faculties and support units implement work programmes in accordance with the operational plan approved by the rector.
5. The rector strengthened the LPM by expanding its authority.
6. The LPM regularly conducts stakeholder satisfaction surveys in accordance with the reporting requirements of the Directorate General of Higher Education (DIKTI) and accreditation requirements, as well as service quality improvement. The LPM implements quality improvement programmes through national and international accreditation.
7. The Rector provides funding for study programmes undertaking national and international accreditation.
8. The LPM coordinates the implementation of the PPEPP cycle across all units at Semarang PGRI University.

I. RELATED DOCUMENTS

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

7. Strategic Plan of PGRI University Semarang
8. Statutes of PGRI University of Semarang

J. REFERENCES FOR PREPARATION

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Ministry of Research, Technology, and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System

4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. 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
6. Statutes of PGRI University of Semarang

**INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)
EVALUATION FORM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET
INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORMS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD FORM FOR GOVERNANCE AND ADMINISTRATION**

Document Code	: F-SPMI-UPGRIS-4.2
Effective Date	: 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

Programme Name :				
Faculty Name :				
Date of Completion :				
Officer Filling in :				
No.	Indicator	Programme/Faculty Achievement		
		Programme/Faculty Achievement	Programme/Faculty Self-Evaluation	Link Supporting Documents
1	The availability of formal governance system documents that are elaborated into various policies and regulations used consistently, effectively, and efficiently in accordance with the institutional context, ensuring accountability, sustainability, transparency, and risk mitigation potential risks.			
2	The availability of formal policy and regulation documents to ensure the integrity and quality of the institution that is implemented in a consistently, effectively and efficiently.			
3	The availability of formal documents on the organisational structure and work procedures of the institution, complete with duties and functions to ensure the implementation of higher education functions in a consistently, effectively, and efficiently.			
4	The availability of valid evidence related to good practices in the implementation of Good University Governance (GUG), covering aspects such as credibility, transparency, accountability, responsibility, fairness, and risk management in a consistent, effective, and efficient manner, as well as the publication of an annual report summary to the public.			
5	The availability of institutions that fully implement or perform functions in enforcing the code of ethics to ensure values and integrity consistently, effectively, and efficiently.			

6	Realise all strategic and operational plans carried out in a programmed and intensive manner through good communication with internal stakeholders and be able to make strategic and innovative decisions with measurable risks in implementing operational policies.			
7	The implementation of the strategic strategic and innovative decisions with measurable risks			

	in implementing organisational policies that ensure the sustainability and existence of the university, and are able to act as agents of change that continuously motivate the achievement of vision, mission, culture and objectives of the university.			
8	The presence of faculty and programme leaders with the ability to establish mutually beneficial tridharma cooperation, and to make the university a reference point at the national/international level.			
9	The availability of formal evidence of the functioning of the functional and operational management system of higher education institutions covering six aspects: planning; organisation; personnel placement; personnel; direction; supervision; and reporting.			
10	The availability of valid evidence of the implementation of management policies and guidelines with consistent, effective, and efficient application covering 11 aspects, including: education, development of academic atmosphere and scientific autonomy, student affairs, research, community service, human resources, finance, infrastructure facilities, information systems, quality assurance systems, and cooperation.			
11	The availability of formal documents and evidence of approval and determination mechanisms for strategic plans covering 5 aspects: stakeholder involvement; reference to the achievements of the previous strategic plan period; reference to the institution's VMTS; internal and external conditions, and; approval by the authorised body.			

12	The implementation of SPMI is evidenced by the existence of 5 aspects (the existence of an organ, SPMI documents, internal auditors, audit results and follow-up), has standards that exceed SN-DIKTI which bring significant international competitiveness in quantity and quality, and is effective in fostering a culture of quality, as well as implementing SPM innovations, such as: risk-based audits (<i>Risk Based Audit</i>) or other innovations			
13	The availability of valid evidence related to the practice			

	quality culture development in higher education institutions through management review meetings, which agenda includes discussions on seven key elements, including: internal audit results, feedback, process performance and product conformity, the status of preventive and corrective actions, follow-up from previous management review meetings, changes that may affect the quality assurance system, and recommendations for improvement.			
14	The implementation of efforts to achieve international accreditation for at least 2 study programmes.			
15	The implementation of an external financial audit at the university conducted by a Public Accounting Firm on the Administrative Body.			
16	The implementation of efforts to achieve national accreditation, with 10 outstanding programmes and the remainder being very good.			
17	The implementation of an analysis of the success and/or failure of performance achievement that meets the following aspects: performance achievements must be measured using appropriate methods, and the results must be analysed and evaluated; the analysis of performance achievements includes the identification of root causes, factors supporting success and factors hindering success, and a brief description of follow-up actions; the analysis is carried out every year and the			

	results are published to stakeholders.			
18	The implementation of a quality assurance system that has proven effective in meeting 4 aspects (the existence of formal documents establishing quality standards, quality standards implemented consistently, monitoring, evaluation, and control of established quality standards, and the results are followed up for improvement and quality enhancement) and a review of the quality assurance cycle involving external reviewers.			
19	The implementation of stakeholder satisfaction measurement (students, lecturers, educational staff, graduates, users, industry partners, and other partners) regarding management services, which fulfils aspects The following: using instrument satisfaction			

	that is valid, reliable, easy to use, conducted regularly, and whose data is comprehensively recorded, analysed using appropriate methods, and useful for decision-making. the level of satisfaction and feedback are followed up for improvement and enhancement of output quality on a regular and systematic basis, a review is conducted on the implementation of satisfaction measurement for lecturers and students, and the results are published and easily accessible to lecturers and students.			
20	The implementation of additional performance indicators that cover all established standards and performance indicator data have been measured, monitored, reviewed, and analysed for continuous improvement.			
21	The availability of valid evidence/recognition that faculty leadership possesses the following leadership characteristics: operational leadership (), organisational leadership (),			

	and public leadership (). public.			
22	The effective and efficient implementation of the six management functions, anticipating and resolving issues in unforeseen situations, conducting innovation to generate added value.			
23	The implementation of the Internal Quality Assurance Information System in all study programmes and academic support units during the implementation of the PPEPP cycle.			
24	The implementation of regular and highly effective evaluations of policies and the achievement of standards (IKU and IKT) to identify good practices, bad practices, and new practices related to governance, administration, and collaboration, including surveys on the satisfaction of lecturers, educational staff, and students regarding the governance of the faculty and study programmes			
25	The availability of minimum excellence in the field of PT's three pillars and supported by valid evidence.			
26	The availability of comprehensive follow-up and implementation documents (revisions and recommendations) regarding the results of the evaluation achievement of standards (IKU and IKT) related to			

	related to Governance, Administration, and Cooperation.			
27	The implementation of a highly effective optimisation process (improvement, adjustment, and harmonisation) of standards (IKU and IKT) related to Governance, Administration, and Cooperation, accompanied by valid evidence.			

28	The availability of policies and processes to foster commitment and energy, provide meaning, become performance standards, and bridge current and future economic and business conditions.			
29	The Study Program Management Unit has a mechanism for documenting and determining strategies that involves all stakeholders, both internal (leaders, lecturers, educational staff, students, etc.) and external (Bank Indonesia, Financial Services Authority, Chamber of Commerce and Industry (KADIN), Indonesian Employers Association (APINDO), Director General of Taxes, Accounting Offices, Banking, Industry, Cooperatives, etc.).			
30	The Programme Manager has policies related to the review and evaluation of strategies and implements them effectively and efficiently.			
31	The availability of quality assurance implementation elements, (b) implementing quality assurance through the PPEPP cycle, and (c) having valid evidence of quality assurance implementation.			
32	The availability of formal documentation evidencing the functionality of the functional and operational management system of the higher education institution, covering five aspects: 1) planning, 2) organising, 3) staffing, 4) leading, and 5) control. These are implemented consistently, effectively, and efficiently.			
33	The Programme Management Unit has a strategy In the process carrying out mission and			
	realising the vision, through the achievement of strategic goals and objectives that have an impact on competitiveness by effectively and efficiently utilising both tangible and intangible resources to respond to local, national and global economic and business developments.			

Semarang, date of completion

Form Verifier,

Head of the Quality

Assurance Unit

Form Reviewer,
Faculty Quality
Assurance Unit

Form Filler,
Head of
Programme/Dean

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET
STANDARD OPERATING PROCEDURE
INTERNAL QUALITY ASSURANCE SYSTEM (IQAS)
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

GOVERNANCE AND ADMINISTRATION

Document Code	:	SOP-SPMI-UPGRIS-4.2.1
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP

GOVERNANCE AND ADMINISTRATION

1. Purpose:

The governance procedures are intended to explain the procedures and requirements necessary within the organisational structure and to ensure the effective implementation of the vision and mission through mutually agreed mechanisms, as well as to maintain and accommodate all elements, functions, and roles of PGRI University Semarang.

2. Scope:

1. Rector and Vice Rector
2. Deans and Deputy Deans
3. Programme Coordinators and Programme Secretaries
4. Heads of Institutions and Institution Secretaries
5. Head of Agency
6. Director of the Bureau
7. Head of the Technical Implementation Unit

3. Standards :

- a. To serve as a guideline for UPGRIS leaders in formulating and establishing policies related to governance and institutional management.
- b. To serve as a guideline for UPGRIS leaders in developing and establishing the organisational structure of the University, Faculties, Study Programmes, and academic support units.
- c. To serve as a guideline for UPGRIS leadership in formulating and establishing the main duties and functions of each unit and position at the university, faculty, and study programme levels, as well as academic support units.
- d. To serve as a guideline for faculty, study programme, and academic support unit leadership in managing their respective units.
- e. To serve as a guideline for the LPM in conducting monitoring and evaluation of university governance.

4. Definition

Governance is a system that enables leadership, management systems, and quality assurance within the University of PGRI Semarang to operate effectively.

5. Procedures

1. Rector

Work Unit	Work Instructions	Responsible Party
Rector	The definitive Rector issues the Rector's Regulation on the Procedures for Electing the Rector, Vice Rector, Dean, Vice Dean, Head of Study Programme, and Secretary of Study Programme within the of Semarang PGRI University.	Rector
Election Committee Rector	The permanent Rector forms an election committee Rector.	Rector
Rector Election Committee	The Rector Election Committee disseminates information regarding the mechanisms, requirements, procedures for electing the Rector, and the schedule of the election to lecturers, staff, students, and alumni.	Rector
Rector Election Committee	The Rector Election Committee sends forms to lecturers who meet the requirements, lecturers who meet the requirements and nominate themselves as Rector, return the forms to the Rector Election Committee	Rector
Rector Election Committee	The Chairperson of the YPLP PT PGRI Semarang selects a maximum of 3 (three) Rector candidates and disseminates this information to the academic community.	Chairman of YPLP PT
Rector Candidate	The Rector Candidate presents their Vision, Mission, and Work Programme.	Chairman of the YPLP PT
Senate	The Chairman of the YPLP PT PGRI Semarang presents the candidate for Rector to the Senate for consideration.	Chairman of the YPLP PT
Senate	The results of the senate's deliberations by the chairperson of YPLP PT PGRI Semarang were consulted with the chairperson of PGRI Central Java Province to obtain recommendations.	Chairperson of YPLP PT
YPLP PT PGRI Management	The YPLP PT PGRI Semarang Board established and appointed the Rector by means of a Decision	Chairperson of YPLP PT

	Letter.	
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2. Vice Rector

Work Unit	Work Instructions	Person in Charge
Rector	The Rector issues the Rector's Regulation on the Procedures for Appointing Vice Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the University of PGRI Semarang.	Rector
Vice-Rector Selection Committee	The Rector forms a vice-rector election committee.	Rector
Vice-Rector Election Committee	The Vice-Rector Election Committee conducts outreach to the academic community.	Rector
Vice-Rector Election Committee	The Vice-Rector Election Committee sent forms to lecturers who met the requirements. Lecturers who met the requirements and nominated themselves as Vice-Rectors returned the forms to the Vice-Chancellor Election Committee	Rector
Election Committee Vice-Chancellor	The committee submits the names of prospective candidates for Vice-Chancellor to the Chancellor.	Rector
Vice-Chancellor Election Committee	The Rector determines a maximum of 3 names of prospective Vice Rector candidates in each field, after which the candidates are introduced to the academic community.	Rector
Vice-Chancellor Candidate	Candidates for Vice-Chancellor present their Vision, Mission, and Work Programme.	Rector
Senate	The Senate provides consideration for the candidate for Vice-Chancellor.	Rector

Rector	The results of the Senate's deliberations are consulted by the Rector with the Chairperson of the YPLP PT PGRI Semarang and the Chairperson of the PGRI Central Java Province for the appointment of a Vice-Rector in each respective field.	Chairperson of YPLP PT PGRI
Vice-Chancellor Selection Committee	The Rector issues the decree and appoints the Vice-Rectors.	Rector

3. Dean

Work Unit	Work Instructions	Person in Charge
Rector	The Rector has issued the Rector's Regulation on the Procedures for Appointing Vice Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the University of PGRI Semarang.	Rector
Dean Selection Committee	The Rector forms the Dean Election Committee.	Rector
Dean Selection Committee	The Dean Selection Committee conducts outreach to the academic community.	Rector
Dean Selection Committee	The Dean Election Committee sent forms to lecturers who met the requirements. Lecturers who met the requirements and nominated themselves as Vice Rectors returned the forms to the Vice Rector Election Committee	Rector
Dean Election Committee	The Rector selects and appoints a maximum of 3 names of prospective Deans as temporary candidates for Dean	Rector
Dean Selection Committee	The Rector appoints a maximum of 3 names of prospective Dean candidates, who are then introduced to the academic community.	Rector
Candidate for Dean	The Dean candidates present their vision, mission, and work programme.	Rector

Senate	The Faculty Senate provides consideration for the permanent Dean candidate.	Rector
Dean	The Dean reports the results of the Senate's deliberations to the Rector.	Rector
Rector	The Rector appoints and inaugurates the permanent Dean.	Rector

4. Deputy Dean

Work Unit	Work Instructions	Person in Charge
Rector	The Rector issues the Rector's Regulation on the Procedures for Appointing Vice Rectors, Deans, Deputy Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the University of PGRI Semarang.	Rector
Selection Committee Deputy Dean	The Dean forms an election committee for the Deputy Dean.	Dean
Election Committee of the Vice Dean	The Vice Dean Election Committee conducts socialisation.	Rector
The Deputy Dean Election Committee	The Deputy Dean Election Committee sends forms to eligible lecturers; eligible lecturers who wish to run for Deputy Dean return the forms to the Deputy Dean Election Committee	Rector
Dean	The Dean determines a maximum of 3 potential candidates for Deputy Dean in each field, and the candidates are then introduced to the academic community .	Rector
Candidate for Vice Dean	Candidates for Vice Dean present their vision, mission, and work programme	Rector
Senate	The faculty senate considers the candidate for Vice Dean	Rector

Dean	The Dean reports the results of the Senate's deliberations to the Rector	Rector
Rector	The Rector issues the decree and appoints the Vice Dean.	Rector

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

Work Unit	Work Instructions	Responsible Party
Rector	The Rector issues the Rector's Regulation on the Procedures for Appointing Vice Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the University of PGRI Semarang.	Rector
Dean	The Dean forms a selection committee for the Head of the Study Programme.	Rector

Work Unit	Work Instructions	Responsible Party
Selection Committee for the Head of the Study Programme and Secretary Program	The Election Committee for the Head of the Study Programme and the Secretary of the Study Programme conducts outreach activities.	Rector
The Committee for the Election of the Head of the Study Programme and the Secretary of the Study Programme	The Selection Committee for the Head of Study Programme and Secretary of Study Programme sends the form to lecturers who meet the requirements. Lecturers who meet the requirements and nominate themselves as Head of Study Programme and Secretary of Study Programme return the form to the selection committee.	Rector
Dean	The Dean determines a maximum of 3 names of prospective candidates for Head of the Study Programme and Secretary of the Study Programme, and the candidates are then introduced to the	Rector

	academic community. academic community.	
The Dean	The Dean at the University of PGRI Semarang selects and determines a maximum of 3 names of prospective candidates for Head of the Study Programme and Secretary of the Study Programme to become temporary candidates for Head of the Study Programme and Secretary of the Study Programme.	Rector
Candidate for Head of the Study Programme and Programme Secretary	Candidates for Head of Study Programme and Secretary of Study Programme present their vision, mission, and work programme	Rector
Selection Committee for the Head of the Study Programme and Secretary of the Study Programme	The results of the input and suggestions are submitted by the Selection Committee for the Head of the Study Programme and Secretary of the Study Programme The Dean then designates the provisional candidates as candidates for Head of the Study Programme and Secretary of the Study Programme	Rector
Candidates for Programme Coordinator and Programme Secretary	The final candidates for Head of the Study Programme and Secretary of the Study Programme are required to present their vision, mission, and work programme before the academic community of the Study Programme	Rector
Faculty Senate	The Faculty Senate meeting provides consideration for the candidates.	Rector
Dean	The results of the deliberations of the Study Programme lecturers are submitted to the Dean, who then proposes to the Rector for appointment as Head of Study Programme and Secretary of Study Programme.	Rector

Work Unit	Work Instructions	Responsible Party
Rector	The Rector appoints and swears in the Head of the Study Programme and the Secretary of the Study Programme	Rector

6. Chairperson of the Institution, Secretary of the Institution, Head of the Agency, Head of the Bureau, and Chairperson of the UPT

Work Unit	Work Instructions	Responsible Party
Rector	The Rector convenes a leadership meeting attended by all vice-rectors, all deans, the Head of the Institution and Secretary of the Institution, the Head of the Agency, the Head of the Bureaus, Heads of Technical Implementation Units	Rector
Meeting participants	Meeting participants proposed the names of candidates	Rector
Rector	The meeting chairperson (Rector) decides on the candidate the elected candidate	Rector
Rector	The Rector issues a decree appointing the Head of the Institution and Secretary of the Institution, Head of the Agency, Head of the Bureau, and Chairperson of the UPT by means of a Decision Letter.	Rector
Rector	The Rector appoints the Head of the Institution and the Secretary of the Institution, the Head of the Agency, the Head of the Bureau, and the Chairperson of the Technical Implementation Unit (UPT) with a Decree.	Rector

6. Reference

Rector's Decision Letter of PGRI University Semarang Number 001/PR/UPGRIS/II/2019 regarding the Organisational Structure

	to the academic community.									
6	The Rector Candidate presents the Vision, Mission, and Work Programme.					6	Work programme		Presentation	
7	The Chairperson of YPLP PT PGRI Semarang submits the Rector candidate to the Senate for consideration	7					Decision on the list of candidates		Result of deliberation of the Senate	
8	The results of the Senate's deliberations by the Chairperson of YPLP PT PGRI Semarang were consulted with the Chairperson of PGRI Central Java Province to obtain recommendations.	8					Results of the senate deliberation		Recommendation	
9	The YPLP PT PGRI Semarang Board appointed and inaugurated the Rector with a Decision Letter.	9					Decree of appointment		Inauguration of the Rector	

2. Vice Rector

No	Type of Activity	Implementer				Requirements	Time	Output	Note
		Rector	Senate	Committee	Candidate				
1	The Rector has issued a Rector's Regulation on the Procedures for Appointing Vice Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the of PGRI University Semarang.	1				Draft Rector's Decree		Rector's Decree	
2	The Rector formed a committee to elect the vice-rector	2				List of names		Committee Decree	
3	The Vice Rector Election Committee conducted socialisation activities for the academic community.			3		Rector's Decree regarding the		Socialisation	

					the method of electing the rector			
4	The Vice Rector Election Committee sends forms to lecturers who meet the requirements; lecturers who meet the requirements and nominate themselves as Vice Rector return the forms to the Vice Rector Election Committee				Application form		Completed form	
5	The committee submits the names of prospective Vice Rectors to the Rector.			4				
6	The Rector determines a maximum of 3 names of candidates for Vice-Chancellor in each field, then the candidates are introduced to the academic community.			5	List of candidates List of candidates		Decree on candidate list Decree on candidate list	
7	The Vice Rector candidate presents their Vision, Mission, and Work Programme.				Work programme			
8	The Senate provides consideration for the Vice Rector candidates.	6			Decree on list of candidates		Presentation	
9	The results of the Senate's consideration are consulted by the Rector with the Chairperson of the YPLP PT PGRI Semarang and the Chairperson of the PGRI Central Java Province for the appointment of a Vice-Chancellor in each field.				Senate deliberation results		Senate deliberation results Recommendations	
10	The Rector issues the SK and appoints the Vice Rector.				Decree of appointment		Vice- Chancellor's inauguration	
		9						
		10						

3. Dean

No	Type of Activity	Implementer					Requirements	Time	Output	Notes
		Rector	Committee	Candidate	Senate	Dean				
1	The Rector shall issue a Rector's Regulation on the Procedures for Appointing Vice Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the University of PGRI Semarang.						Draft Rector's Decree	2 Days	Decree	
2	The Rector forms a Dean selection committee.									
3	The Dean Selection Committee conducts outreach to the academic community.									
4	The Dean Selection Committee sends forms to lecturers who meet the requirements, lecturers who meet the requirements and nominate themselves as Vice Rectors, and return the forms to the Vice Rector Selection Committee.						Name of candidate for the Rector's Committee on Regulations regarding the Appointment Procedure Blank form for prospective Dean candidates	2 Days	Decree Committee	
5	The Rector selects and determines a maximum of 3 names of prospective Deans as temporary Dean candidates.							1 Week		
6	The Rector designates a maximum of 3 names of prospective Dean candidates, who then become candidates.						List of prospective Dean candidates	1 Week	List of Dean Candidates	
							Provisional Candidate	2 Day	3 Prospective Dean Nominees Input Form	
								1 Sunday		

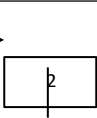
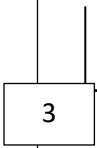

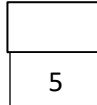
6

	to be disseminated to the academic community.						Dean & Blank form for input and suggestions		and suggestions from the academic community	
7	The Dean candidate presents their vision, mission, and work programme.						Presentation of the Vision and Mission of the Dean Candidates	1 Day		
8	The faculty senate provides its deliberations on the permanent Dean candidates.						Consideration of the meeting regarding the permanent Dean candidate	1 Day	Permanent Dean Candidate	
9	The Dean reports the results of the Senate's deliberations to the Rector.						Results of the Faculty Senate Meeting on the Permanent Dean Candidate	3 Days		
10	The Rector appoints and swears in the permanent Dean						Definite Dean	1 Day		

4. Deputy Dean

No	Type of Activity	Implementer					Requirements	Time	Output	Note
		Rector	Dean	Committee	Candidate	Senate				
1	The Rector issues the Rector's Regulation on the Procedures for Appointing Vice Rectors, Deans, Vice Deans, and Programme Chairs						Draft Rector's Decree	2 Days	Decree Rector	



2	Programme, and Programme Secretary at PGRI University Semarang. The Dean forms a selection committee for the Deputy Dean.						Names of committee candidates	2 Day	Decree Committee	
3	The Vice Dean Election Committee conducts outreach activities.						Rector's Regulation on the Procedures for Appointing Prospective Deputy Dean Candidates	1 week		
4	The Deputy Dean Election Committee sends forms to lecturers who meet the requirements. Lecturers who meet the requirements and nominate themselves as Deputy Dean return the forms to the Deputy Dean Election Committee.						List of prospective candidates for Deputy the Dean	1 week	List of candidates for Deputy Dean	
5	The Dean determines a maximum of 3 names of prospective Deputy Deans in each field, after which the candidates are introduced to the academic community.						List of prospective candidates for Deputy the Dean	2 Days	3 prospective candidates for Deputy Dean	
6	Candidates for Deputy Dean present their vision, mission, and work programme.						Presentation of Vision-Mission of Candidates of the Vice Dean Considerations of the final meeting	1 day		
7	The Faculty Senate provides consideration for the Deputy Dean candidates.						regarding the final candidate for Deputy	1 day		
										

							Dean			
8	The Dean reports the results of the Senate's deliberations to the Rector						Results of the faculty senate meeting regarding the permanent Deputy Dean candidate	3 Days		
9	The Rector issues a decree and appoints the Deputy Deans.						Permanent Deputy Dean			

5. Programme Coordinator and Programme Secretary

No	Type of Activity	Implementer					Completeness	Time	Output	Note
		Rector	Dean	Committee	Candidat	Senate				
1	The Rector has issued the Rector's Regulation regarding the Procedures for Appointing Vice Rectors, Deans, Vice Deans, Heads of Study Programmes, and Secretaries of Study Programmes within the University of PGRI Semarang. The Dean forms a selection committee for the Head of the Study Programme.						Draft Rector's Decree	2 Days	Rector's	
2							Candidate's name Committe	2 Days	Committee	
3	Committee for the election of the Head of the Study Programme and the Study Programme Secretary conducted the socialisation.						Rector's Regulations regarding the procedures for appointing blank forms for	1 Sunday		
4	The Programme Head Election Committee and the Secretary of the Study Programme sent						candidates for Head	1 Sunday	Register candidate	

4	<p>forms to lecturers who meet the requirements, lecturers who meet the requirements and nominate themselves as Head of Study Programme and Secretary of Study Programme, return the forms to the election committee.</p> <p>The Dean determines a maximum of 3 names of prospective candidates for Head of Study Programme and Secretary of Study Programme, after which the candidates are introduced to the academic community.</p>					<p>Programme and Programme Secretary</p> <p>Application documents for prospective</p>		<p>Programme Head and Programme Secretary</p> <p>Application documents for prospective Programme Head and Programme Secretary candidates</p> <p>3 prospective Programme Head</p>	
5	<p>The Dean at the University of PGRI Semarang selects and determines a maximum of 3 names of prospective candidates for Head Programme and Secretary of the Programme Programme become temporary candidates for Head of Programme and Programme Secretary</p>		<div data-bbox="884 483 968 545" style="border: 1px solid black; width: 40px; height: 38px; text-align: center; line-height: 38px;">5</div>			<p>Programme Chair and Programme Secretary</p> <p>List of prospective candidates for Head of Study Programme and Secretary of Study Programme</p>	3 Days	<p>and Programme Secretary candidates</p> <p>Feedback and suggestions form from academic staff</p>	
6	<p>Candidates for Head of the Study Programme and Secretary of the Study Programme present their vision, mission, and work programme.</p>	<div data-bbox="751 846 835 940" style="border: 1px solid black; width: 40px; height: 58px; text-align: center; line-height: 58px;">6</div>				<p>Provisional candidate for Head of Programme Studies, Secretary Programme & Input form</p>	2 Days		
					<div data-bbox="1108 1192 1192 1305" style="border: 1px solid black; width: 40px; height: 70px; text-align: center; line-height: 70px;">7</div>		1 Week		

							and suggestions			
8	The results of the collection of input and suggestions are submitted to the Selection Committee for the Head of the Study Programme and the Secretary of the Study Programme The Dean then designates the provisional candidates as candidates for the Head of the Study Programme and the Secretary of the Study Programme			8			Results of the screening input & suggestions	3 Days	Permanent Candidate for Head of Programme and Programme Secretary	
9	Final candidates for Programme Coordinator and Programme Secretary are required to present their vision, mission, and work plan before the academic community of the Programme				9		Presentation of Vision and Mission Candidate for Head Programme and Programme Secretary	1 Day		
10	The Faculty Senate meeting considers the candidates.					10	Considerations of the lecturers' meeting of the study programme regarding candidates for Head of Study Programme and Secretary of Study Programme	1 Day		
11	Results of deliberations by programme lecturers The study was submitted to the Dean, who then proposed it to the rector for approval and appointment as Head of the Study Programme and Secretary of the Study Programme						Results of the faculty meeting of the programme regarding the candidates for Head of Programme and Secretary of Programme	3 Days		



12	The Rector appoints and swears in the Head of the Study Programme and the Secretary of the Study	12					Head of the Programme and Secretary Programme definitive Study Definitive			
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6. Chair of the Institution, Secretary of the Institution, Head of the Agency, Head of the Bureau, and Chair of the Technical Implementation Unit

No	Type of Activity	Implementing		Meeting Materials	Time	Output	Chair
		Rector	Meeting Participants				
1	The Rector convenes a leadership meeting attended by all Vice-Rectors, all Deans, the Chair of the Institution and Secretary of the Institution, the Head of the Agency, the Head of the Bureau, and the Chair of the UPT	1		Meeting minutes		Meeting decision	
2	Meeting participants propose candidate names			Candidate names		Candidate name	
3	The chair of the meeting (Rector) decided on the selected candidates		2	Name of the elected candidate		Elected candidate name	
4	The Rector issues a Decision Letter appointing the Chairperson and Secretary of the Institution, Head of the Agency, Head of the Bureau, and Chairperson of the UPT.	3		Draft Decree		Decree name Appointment Inauguration	
5	The Rector swears in the Chairperson and Secretary of the Institution, the Head of the Agency, the Head of the Bureau, and the Chairperson of the UPT with a Decree.	4		Decision on appointment			
		5					

INTERNAL QUALITY
ASSURANCE SYSTEM



STANDARDS FOR ADMISSION OF NEW STUDENTS (PMB)



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



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

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

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

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

Email : yplpptgrisemarang@gmail.com

DECISION

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

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

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

YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG

- CONSIDERING** : a. that the Yayasan Pembina Lembaga Pendidikan Perguruan Tinggi PGRI Semarang is the organiser of Universitas Persatuan Guru Republik Indonesia Semarang;
- b. that in order to achieve the vision of Universitas Persatuan Guru Republik Indonesia Semarang, which is excellent and distinctive, it is necessary to have standards for the implementation of the four pillars of higher that exceed the National Standards for Higher Education;
- c. that the implementation of the four pillars of higher education can be carried out effectively in accordance with applicable regulations;
- d. that for the purposes of points a and b and c above must be stipulated by a Decree of the Yayasan .

- CONSIDERING** : 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.

- NOTING** : 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 ESTABLISH** : **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 Maheri, 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

**DOKUMEN STANDAR
SISTEM PENJAMINAN MUTU INTERNAL
UNIVERSITAS PGRI SEMARANG**



**LEMBAR PENGESAHAN DOKUMEN STANDAR SPMI
UNIVERSITAS PGRI SEMARANG
STANDAR PMB**

Kode Dokumen : S-SPMI-UPGRIS-4.3

Tanggal Mulai Bertaku : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	24/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		24/03/2023	
	Setyawan, S.Pd., M.Dr.		24/03/2023	
Pemeriksaan	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor II Bidang Kemahasiswaan dan Alumni	24/03/2023	
Pertimbangan	Prof. Dr. Suwardi, M.Pd.	Ketua Senat	24/03/2023	
Persetujuan	Dr. Sri Sudati, M.Hum.	Rektor	24/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua Yayasan YPLP PT PGRI	24/03/2023	
Pengondalan	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	24/03/2023	

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become a university that is excellent and has a strong identity.

MISSION OF PGRI UNIVERSITY SEMARANG

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

B. SCOPE

1. The registration process for prospective students through regular, merit-based, and interest-based pathways.
2. Conducting entrance examinations for prospective students
3. Registration of accepted students
4. Work units/personnel involved in PMB

C. RATIONALE FOR SETTING STANDARDS

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

D. PURPOSE OF ESTABLISHING STANDARDS

1. To serve as a reference for the leadership of the PGRI University of Semarang LPM in formulating policies related to student admissions.
2. To serve as a reference for the Rector, Deans and Study Programmes in designing, implementing and evaluating programmes related to student admissions.
3. Serving as a reference for the student admission management unit in implementing and managing admission programmes.

4. Serving as a reference for university and faculty-level promotion units in designing and implementing promotion programmes.
5. Serve as a reference for the PGRI University LPM in planning and implementing continuous PMB monitoring and evaluation programmes.

E. RESPONSIBLE PARTIES

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

F. GLOSSARY

New Student Admission (PMB) is the process of selecting prospective students to become new students at PGRI University Semarang.

G. STANDARD STATEMENTS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYPE INDICATOR	METHOD MEASUREMENT
4.3.1.1	Universities, faculties, and study programmes are required to make efforts to admit prospective students until the ratio of applicants to the number of applicants who pass the selection process is at least 5:1.	Achieving a ratio of applicants to successful applicants of at least 5:1.	IKU	AMI
4.3.2.1	Universities, faculties, and study programmes must ensure that the number of students who re-enrol relative to the number of applicants who pass the selection process is $\geq 95\%$.	Achieving a re-enrolment rate of students relative to the number of applicants who passed the selection process of $\geq 95\%$.	IKU	AMI

4.3.3.1	Universities, faculties, and study programmes must strive to achieve	Achieving a minimum of 1% foreign students from	IKU	AMI
NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR ATOR	MEASUR EMENT METHOD URAN
	foreign students, whose number must reach at least 1% of the total number of students for each study programme.	the total number of students for all study programmes and have valid and complete supporting data and documents.		
4.3.4.1	Universities, faculties and study programmes must ensure the availability of complete policy documents on the new student admission system, including: selection policies, selection criteria, decision-making systems, and admission procedures.	The availability and implementation of selection policies, selection criteria, decision-making systems, and admission procedures, which are carried out consistently and documented in print and digital formats.	IKU	Monitorin g and Evaluati on
4.3.5.1	Universities, faculties, and study programmes must strive to increase the ratio of prospective students enrolling in study programmes by at least 15% each year.	Achieving a consistent increase in the ratio of prospective students applying to the study programme of $\geq 15\%$ annually.	IKT	AMI
4.3.6.1	Universities, faculties, and study programmes must conduct a survey of new students' satisfaction with PMB services using a reliable instrument, and the results must be followed up and documented.	The implementation of a survey on new student satisfaction with PMB services using a reliable instrument, with the results followed up and documented.	IKT	AMI
4.3.7.1	Universities, faculties, and study programmes are required to evaluate and monitor the New Student Admission Information System through https://pmb.upgris.ac.id/	The implementation of annual monitoring and evaluation of students.	IKT	Monev

4.3.8.1	Universities, faculties and study programmes are required to limit the admission of transfer students to a maximum of 5% of the total number of regular students.	The implementation of the restriction on the admission of transfer students to a maximum of 5% of the total number of students in the study programme, for all study programmes.	IKT	Monitoring and Evaluation
4.3.9.1	Universities, faculties and study programmes must ensure the availability of policies to increase the interest of prospective students	The availability of policies to increase the interest of prospective at the local level,	ICT	Monev
NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
	at the local, national or international level, accompanied by valid and comprehensive evidence.	at the national or international level, accompanied by valid and comprehensive evidence.		
4.3.10.1	Universities and postgraduate programmes must ensure that over the past three years, the number of prospective students applying to the programme has increased consistently by more than 5% from the previous year.	the achievement of a consistent increase in the number of prospective students applying to the PS of >5% from the previous year over the past three years.	IKT	Monitoring and Evaluation
4.3.11.1	Study programmes must have the results of student input profile analyses covering: (a) linearity (b) representation of Indonesian regions (c) age (d) undergraduate GPA from the original university.	The availability of the analysis results of the student input profile, which includes: (a) linearity, (b) representation of Indonesian regions, (c) age, and (d) undergraduate GPA from the original university, accompanied by complete and valid evidence.	IKT	Monitoring and Evaluation

H. STRATEGY FOR ACHIEVING STANDARDS

1. The Rector, Vice Rectors, and Deans determine the quota for new students based on the available facilities and infrastructure.
2. Vice-Chancellor I, Vice-Chancellor II, Vice-Chancellor III, and the Finance and Academic Department conduct meetings for the preparation, implementation, and evaluation of the PMB
3. Vice-Chancellor I, Vice-Chancellor II, Vice-Chancellor III, and the Finance and Academic Affairs Department coordinate with the bank designated by Semarang PGRI University
4. The Vice-Chancellor I, Vice-Chancellor II, Vice-Chancellor III, and the Finance and Academic Department plan PMB promotional activities and the selection of prospective new students
5. Selection is conducted using a *one-day service* system or simultaneous (scheduled) selection
6. Prospective students of the PJKR programme are required to take a health and skills test. Prospective students of the Faculty of Engineering and the Physics Education programme must be colour blindness-free, as evidenced by a doctor's letter.
7. Drug-free status is required for prospective students

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Evaluation Matrix for the Independent Education Accreditation Agency for the Year 2021
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports BAN – PT 2019
4. BAN – PT Regulation Number 3 of 2019 concerning Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. University Strategic Plan of PGRI University of Semarang

8. Statutes of PGRI University of Semarang

J. REFERENCES FOR PREPARATION

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

**DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORM
OF PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR THE DOCUMENT FORMS FOR THE EVALUATION OF
THE INTERNAL QUALITY ASSURANCE SYSTEM
University PGRI Semarang**

STANDARD FORM FOR THE ADMISSION OF NEW STUDENTS (PMB)

Document Code : F-SPMI-UPGRIS-4.3

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

Programme Name :				
Faculty Name :				
Date of Completion :				
Officer Filling in :				
No.	Indicator	Programme/Faculty Achievement		
		Programme/Faculty Achievement	Programme/Faculty Self-Evaluation	Link Supporting Documents
1	Achievement of the ratio of applicants to applicants who pass the minimum selection 5:1.			
2	Achievement of percentage of who re-registered compared to the number of applicants who passed the selection process is $\geq 95\%$.			
3	Achieving a minimum of 1% foreign students of the total number of students for all study programmes, as well as possessing valid and complete supporting data and documents.			
4	The availability and implementation of selection policies, selection criteria, decision-making systems, and admission procedures, which are carried out consistently and documented in print and digital formats.			
5	Achievement of a consistent increase in the ratio of prospective students enrolling in the study programme of $\geq 15\%$ each year.			
6	The implementation of a survey on new students' satisfaction with PMB services using reliable instruments, with the results being followed up and documented.			
7	The implementation of monitoring and evaluation of students every year.			
8	The implementation of a cap on the admission of transfer students, limited to a maximum of 5% of the total number of students in the programme for all study programmes.			

9	The availability of policies to increase the interest of prospective students at the local, national or international level, accompanied by valid and reliable evidence. Very comprehensive.			
10	The number of prospective students enrolling in the programme has consistently increased by more than 5% from the previous year over the last 3 years.			
11	The availability of the results of the analysis of the student input profile, which includes: (a) linearity, (b) representation of Indonesian regions, (c) age, (d) undergraduate GPA from the original university, accompanied by complete and valid evidence.			

Semarang, date of completion

Form Verifier,
Head of the Quality
Assurance Unit

Form Reviewer,
Faculty Quality Assurance
Unit

Form Filler,
Programme
Head/Dean

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

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



**APPROVAL SHEET
STANDARD OPERATING PROCEDURE
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**STANDARD OPERATING PROCEDURE
ESTABLISHMENT OF STUDENT AFFAIRS STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-4.3.1
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
ESTABLISHMENT OF STUDENT AFFAIRS STANDARDS

1. Objective : To establish student standards for
Supporting the achievement of the three pillars and principles at PGRI University Semarang
2. Scope : Establishment of student education standards at PGRI University Semarang
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Having a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of *stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Have a policy for students to participate in curriculum development.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities.

4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' reasoning skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedures

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice Rector III to form a team to develop student affairs standards	Rector
Vice Rector III	Form a team to develop student affairs standards, with the main members being the Deputy Dean for Student Affairs Student Affairs and the Academic Affairs Office, plus other members	Rector
Drafting Team	Conducting a Focus Group Discussion (FGD) by inviting relevant parties to draft the standards Student Affairs	Vice Rector III
Drafting Team	Conducting a meeting to discuss the draft standards for Student Affairs, as well as drafting the standards Student Affairs to be submitted to the Vice-Chancellor	Vice-Chancellor

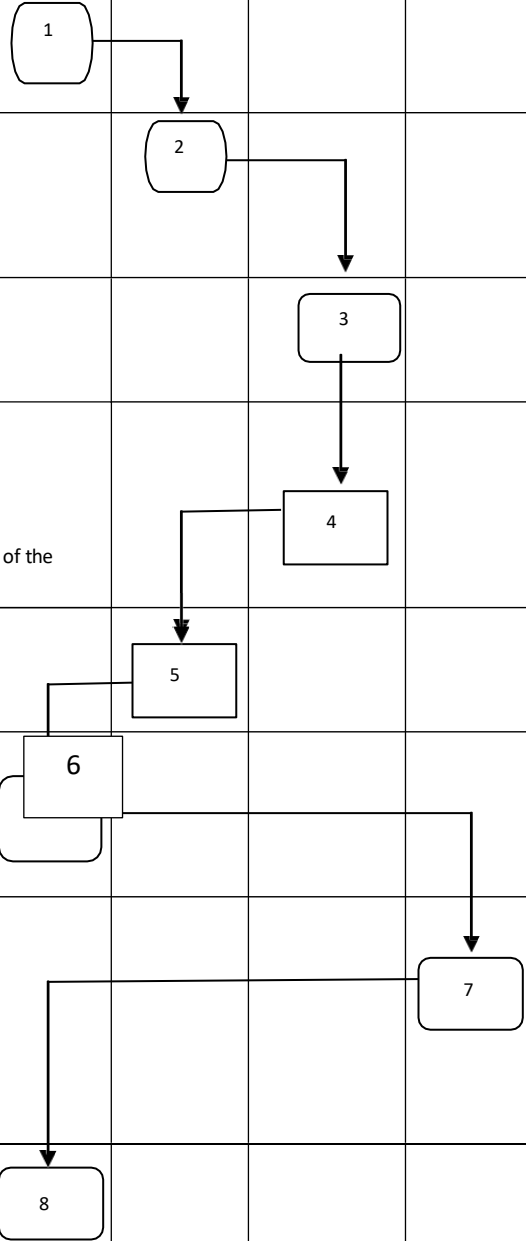
	III for follow-up	
Deputy Rector III	Proposing a draft standard for student affairs to the rector for follow-up	Vice Rector
Rector	The Rector submits the draft student standards to the university senate chair for consideration at the university senate meeting	Rector
University Senate	Convenes a senate meeting to review the draft student standards and submits the results of the review meeting to the Rector as material for consideration in the decision-making process	Chair of the University Senate
Rector	Establishing the student standards that will be implemented	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice Rector III	Compilation Team	Senate	Foundation
	Instructing the Vice-Chancellor III					
1	to form a drafting team for standards Student Affairs					
2	Forming a standards drafting team					
3	Student Affairs with key members Deputy Dean for Student Affairs and BAAK plus other elements Conducting a Focus Group Discussion (FGD) with inviting relevant parties to develop a draft standard for Student Affairs					
4	Conducting a meeting to discuss the draft Student Affairs standards, as well as drafting a draft of student standards for submission to the Vice-Chancellor II for					
5	follow up Proposing draft standards Student Affairs to the rector for					
6	follow-up The rector submits the draft student affairs standards to the chair of the					
7	the university for consideration at the university senate meeting Convening a Senate meeting to review the draft student standards and					
8	submitting the results of the deliberation meeting to the Rector as material for consideration in determining Establishing student standards that will come into effect					



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



**APPROVAL SHEET
SOP SPMI DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**STANDARD OPERATING PROCEDURE
IMPLEMENTATION OF STUDENT AFFAIRS STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-4.3.2
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
IMPLEMENTATION OF STUDENT AFFAIRS STANDARDS

1. Objective : To ensure the implementation of student standards to support the achievement of the three pillars and duties at PGRI University Semarang.
2. Scope : Implementation of Student Affairs Standards at PGRI University Semarang
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Having a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of *stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Has a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities.

4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedures

Work Unit	Work Instructions	Responsible Party
Rector	Instructing the Vice Rector III to implement student affairs standards	Rector
Deputy Rector III	Instructing the BAAK department to implement the established student affairs standards	Rector
BAAK	Proposing the results of the analysis of the implementation of the to the Vice Rector II for follow-up action	Vice Rector III
Rector	The Rector follows up on the results of the analysis of the implementation of student affairs standards	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice-Chancellor	BAAK
1	Instructing the Vice-Chancellor III to implement the Student Affairs standards	1		
2	Instructing the BAAK department to implement the established student affairs standards		2	
3	Proposing the results of the analysis of the implementation of student standards to the Vice Rector II for follow-up			3
4	The Rector follows up on the results of the analysis of the implementation of student standards	4		

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graph TD
    R1[1] --> VC[2]
    VC --> BAAK[3]
    BAAK --> R2[4]
  
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**STANDARD OPERATING PROCEDURE
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



APPROVAL SHEET STANDARD OPERATING PROCEDURE INTERNAL QUALITY ASSURANCE SYSTEM UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STUDENT AFFAIRS STANDARDS EVALUATION

Document Code	:	SOP-SPMI-UPGRIS-4.3.3
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
EVALUATION OF STUDENT AFFAIRS STANDARDS

1. Objective : To establish a standard evaluation of student affairs to support the achievement of the three pillars and duties at PGRI University Semarang
2. Scope : Evaluation of student standards at PGRI University Semarang
3. Standards
 - a. Having policies regarding the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Has a policy on the admission of new students that is continuously revised on a regular basis to align with the interests *of stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Has a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities
4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting initiatives.
5. Procedure

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

6. Reference

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

7. Work Instructions

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

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



**APPROVAL SHEET
STANDARD OPERATING PROCEDURE
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STUDENT AFFAIRS STANDARD CONTROL**

Document Code	:	SOP-SPMI-UPGRIS-4.3.4
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP Student Affairs Standard Control

1. Objective : The realisation of control of Student Affairs to support Achievement of the three pillars and principles at PGRI University Semarang
2. Scope : Control of student standards at PGRI University Semarang
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Has a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of *stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Has a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities

4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedures

Work Unit	Work Instructions	Responsible Party/Response
Rector	Instructing the Vice Rector III to control student standards	Rector
Deputy Rector III	Instructing the BAAK to oversee the established student standards	Vice Rector III
BAAK	Reporting the results of the analysis of the control of student standards to the Vice Rector III for follow-up action	Vice-Chancellor III
Rector	The Rector follows up on the analysis of the results of the standard control of Student Affairs	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice-Chancellor or III	BAAK
1	Instructing the Vice-Chancellor III to control student affairs standards	(1)		
2	Instructing the BAAK department to control the established student affairs standards		(2)	
3	Reporting the results of the analysis of student affairs standard controls to the Vice Rector III for follow-up			(3)
4	The Rector follows up on the analysis of the results of student affairs standard control	(4)		

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



**SOP SPMI DOCUMENT APPROVAL SHEET
PGRI UNIVERSITY OF SEMARANG**

Improvement of Student Standards

Document Code	:	SOP-SPMI-UPGRIS-4.3.5
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP Improvement of Student Standards

1. Objective : To achieve an improvement in student standards to support the fulfilment of the three pillars and duties at PGRI University Semarang
2. Scope : Enhancement of student standards at PGRI University Semarang
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Establishing specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Having a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of *stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Having a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities
4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.
5. Procedures

Work Unit	Work Instructions	Responsible Party Response
Rector	Instructs the Vice Rector III to improve student affairs standards	Rector
Vice-Chancellor III	Instructing the BAAK department to improve the standards of student affairs that have established	Vice-Chancellor III
BAAK	Reporting the results of the analysis on the improvement of student standards to the Vice-Chancellor III for follow-up	Vice-Chancellor III
Rector	The Vice-Chancellor follows up on the analysis of the results of the improvement of student standards	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice Rector III	BAAK
1	Instructing the Vice-Chancellor III to improve student standards	1		
2	Instructing the BAAK department to improve the established student standards		2	
3	Reporting the results of the analysis of improvements to student standards to the Vice Rector III for follow-up action			3
4	The Rector follows up on the analysis of the results of the improvement in student standards	4		

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graph TD
    R1[1] --> VR3[2]
    VR3 --> BAAK[3]
    BAAK --> R4[4]
  
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**STANDARD OPERATING PROCEDURE DOCUMENT
FOR THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT
PGRI University of Semarang**

**SOP
NEW STUDENT ADMISSION (PMB)**

Document Code	:	SOP-SPMI-UPGRIS-4.3.6
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suclati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP NEW STUDENT ADMISSION (PMB)

1. Purpose :

- a) The orderly mechanism for new student admissions, from preparation to the announcement of selection results.
- b) The coordination of the work units and personnel involved in the new student admission service.
- c) The controlled process of new student admissions in accordance with the implementation of the university's internal quality assurance system.

2. Scope :

- a. The registration process for prospective students through regular, merit-based, and interest-based pathways.
- b. Conducting selection examinations for prospective students
- c. Registration of accepted students
- d. Work units/personnel involved in PMB

3. Standards

- a) Prospective new students of PGRI University Semarang come from high school/vocational school/MA graduates and/or from other universities
- b) New students at PGRI University Semarang must meet the administrative requirements set by the university
- c) Prospective new students must participate in the selection process established by PGRI University Semarang
- d) Prospective students who pass the selection process must register within the specified time limit

4. Definition

New Student Admission (PMB) is the selection process for prospective students to become new students at PGRI University Semarang

5. Procedure

Work Unit	Work Instructions	Responsible Party
BAAK	BAAK prepares registration forms, registration, and administrative processes for the entire PMB process.	Vice Rector III
Deputy Rector III	The Vice-Chancellor III and BAAK conduct the recruitment of prospective new students	Rector
Admissions Team	Prospective new students take the selection exam	Vice Rector III
Work Unit	Work Instructions	Person in Charge
PMB Team	Successful applicants complete registration (course selection form) and obtain the signature of the Programme Director Program	Programme Head
Deputy Rector III	Prospective students who have registered make payments at Bank Jateng	Vice Rector II

Vice Rector III	Prospective students complete the form and have their photo taken at Bank Jateng Universitas PGRI Semarang for the issuance of the student ID card.	Faculty Administration Office
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6. Reference

- a) University PGRI Semarang Education Guidelines
- b) Academic Calendar of PGRI University Semarang

7. Work Instructions

No	Activity Details	Vice Rector I	Rector	BAAKSI	PMB Committee	Prospective Students
1	The Vice Rector I forms the PMB committee	1	↓			
2	The Rector issues a decree on student admissions		2	↓		
3	The Student Affairs Office prepares registration forms, handles registration, and administers all admission processes			3	↓	
4	The Vice-Chancellor I and the Academic Affairs Office conduct the recruitment of new prospective students				4	↓
5	New prospective students take the selection examination					5
6	Successful applicants proceed with registration					6

↓

No	Activity details	Vice-Chancellor I	Rector	BAAKS I	Admissions Committee	Prospective Students
	(course registration form) and requesting the signature of the Programme Coordinator					
7	Prospective students who have registered make payments at Bank Mandiri/Bank BRI					<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">7</div> <div style="text-align: center; margin-top: 5px;">↓</div>
8	Prospective students submit proof of registration and payment to the PMB committee to obtain their Student Identification Number (NPM)					<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">8</div> <div style="text-align: center; margin-top: 5px;">↓</div>
9	Prospective students fill out a form at Bank Mandiri/Bank BRI					<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">9</div>

**STANDARD OPERATING PROCEDURE DOCUMENTS
FOR THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR SOPSPMI DOCUMENTS
PGRI UNIVERSITY OF SEMARANG**

**SOP
HIGHER EDUCATION INTRODUCTION PROGRAM**

Document Code	:	SOP-SPMI-UPGRIS-4.3.7
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP HIGHER EDUCATION INTRODUCTION PROGRAMME

1. Objective : To ensure the smooth implementation of the university orientation programme at PGRI University Semarang
2. Scope : All new students across all programmes at PGRI University Semarang
3. Standards :
 - a) Every new student must participate in the new student orientation programme (PEKKA).
 - b) The new student orientation programme (PEKKA) must be a requirement for students who will become administrators of student organisations.
 - c) The new student orientation programme (PEKKA) shall be conducted for a maximum of 3 (three) days.
 - d) The new student orientation programme (PEKKA) must be conducted before academic activities commence.
4. Definition
 - a) The University Orientation Programme is an activity to introduce new students to the campus environment, including academic activities, organisations, academic staff, and student activities at the university level.
 - b) The Faculty University Introduction Programme is an activity to introduce new students to the campus environment, including academic activities, organisations, academic community and student activities at the faculty and study programme level.

5. Procedure

Work Unit	Work Instructions	Responsible Party Response
Vice Rector III	<ol style="list-style-type: none"> a. At the beginning of the new academic year, instruct the University Student Council to prepare and implement the university orientation programme for new students at PGRI University Semarang. b. Review the activity proposal for the Orientation Programme University Orientation Programme prepared by the committee for review and provide feedback according with 	the
Work Unit	Work Instructions	Responsible Party Response
	<ol style="list-style-type: none"> Applicable regulations and approved c. Submit the implementation plan prepared by the committee to the rector d. Forwarding proposals for Higher Education Introduction 	

BEM of the university	<ul style="list-style-type: none"> a. Coordinate with the Faculty BEM administrators to form a committee and design activities for the university introduction programme b. Submitting the activity proposal, which includes personnel and activities for the university introduction programme along with the budget, to the Vice- Chancellor III c. Implement activities Program Introduction at the university level 	Vice-Rector III and Vice-Dean II
Deputy Dean II	<ul style="list-style-type: none"> a. At the beginning of the new academic year, instruct the Faculty Student Council (BEM) to prepare and implement the university introduction programme activities for new students at Semarang PGRI University. b. Reviewing the proposal for the Higher Education Introduction Programme activities prepared by the committee for correction and feedback in accordance with applicable regulations and approval. c. Communicate the implementation plan prepared by the committee to the Vice-Chancellor III 	Dean
the Faculty Student Council	Conducting coordination with the Program for the University Introduction Programme and Faculty	Deputy Dean III
Vice-Chancellor II	Reviewing and approving the activity budget plan University Introduction Programme	Rector
Vice-Chancellor III and Deputy Dean II	Directing the implementation of the Higher Education Introduction Programme at the university and faculty levels	Rector

6. Reference

- a. Law No. 20 of 2003 concerning the National Education System
- b. Government Regulation No. 19 of 2005 concerning National Education Standards
- c. Statutes of PGRI University of Semarang
- d. Academic Standards of PGRI University of Semarang for the year 20...
- e. Academic Quality Manual of PGRI University of Semarang 20...
- f. Procedure Manual of PGRI University of Semarang 20...

7. Work Instructions

No	Activity details	Vice Rector III	BEM University	Vice-Chancellor	BEM Faculty
1	The Vice-Chancellor III instructed the University Student Executive Board to form a committee and prepare the activities and budget for the university PEKKA event.	1			
2	The University Student Executive Board coordinated with the Faculty Student Executive Board to form a university PEKKA committee.		2		
3	The University Student Executive Board submitted a proposal for activities to the Vice Rector III, which contained personnel, activities and the budget.		3		
4	Vice Rector III submits the PEKKA budget prepared by the	4			
5	The Vice Rector II reviews and approves the budget plan for the university PEKKA activities.			5	
6	The Faculty Student Executive Board coordinates with the university PEKKA committee for the implementation of faculty PEKKA.				6
7	The University Student Council (BEM) together with the Faculty Student Council (BEM) conduct the PEKKA		7		

Internal Quality Assurance
Internal Quality



STUDENT SERVICES STANDARDS



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**FOUNDATION FOR THE DEVELOPMENT OF HIGHER
EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE
REPUBLIC OF INDONESIA SEMARANG**

Decree of the Minister of Law and Human Rights of the Republic of Indonesia No. 4HU-AH. 01,06-0012143 Tangg 111 MBrtt 2020

Notarial Deed Hari Bagyo, S.H., M.Hom. Number 1 Date 3 March 2020

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

Email: yplpptgrisemarang@gmail.com

DECISION

**BOARD OF DIRECTORS FOUNDATION FOR THE DEVELOPMENT OF
HIGHER EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE
REPUBLIC OF INDONESIA SEMARANG**

Number: 064/Kptp/3.2/YPLP PT PGR/III/2023

**REGARDING
THE INTERNAL QUALITY ASSURANCE SYSTEM OF
PGRI SEMARANG UNIVERSITY**

**FOUNDATION SUPERVISORY BOARD OF THE PGRI Semarang HIGHER
EDUCATION INSTITUTION**

CONSIDERING :

- a. that the PGRI Semarang Higher Education Institution Supervisory Foundation is the administrator of PGRI Semarang University;
- b. that in order to achieve the vision of PGRI Semarang University of PGRI Semarang, which is excellent and distinctive, it is necessary to have standards for the implementation of the four pillars of higher education 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 PGRI Semarang Higher Education Institution Supervisory Foundation.

CONSIDERING :

1. Law Number 20 of 2003 concerning the National Education System;
2. Law Number 12 of 2012 concerning Higher Education; Government Number 17 Year 2010 Concerning Management and Implementation Education;
3. PGRI Articles of Association and Bylaws 2019;
4. Articles of Association of YPLP PT PGRI Semarang 2007;
5. Statutes of PGRI University Semarang 2019;
6. Decree of the Advisor of YPLP PT PGRI Semarang No.

022/Kpts/).1/YPPT PGRI /II / 2020 regarding the Appointment of the Board of Trustees of the Educational Institution Education Higher Institutions PGRI Semarang Term of Office XXII.

NOTING :

1. The Minutes of the University Senate's Deliberation of PGRI 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 ESTABLISH : DECISION OF THE BOARD OF TRUSTEES OF THE FOUNDATION FOR THE DEVELOPMENT OF THE PGRI SEMARANG HIGHER EDUCATION INSTITUTION REGARDING THE INTERNAL QUALITY ASSURANCE SYSTEM OF PGRI SEMARANG UNIVERSITY

FIRST : Approves the Internal Quality Assurance System of PGRI University of 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

Ketua Pengurus

Dr. Banyamin, M.Ed.
NPA PGRI 12011700084



Sekretaris Pengurus,

Drs. Sardju Maheni, M.Pd.
NPA PGRI 33740605481

Copies sent to:

1. Dear Chairman of the YPLP PT PGRI Semarang.
2. Dear Supervisor of YPLP PT PGRI Semarang
3. Dear Rector of PGRI University Semarang.

**DOKUMEN STANDAR
SISTEM PENJAMINAN MUTU INTERNAL
UNIVERSITAS PGRI SEMARANG**



**LEMBAR PENGESAHAN DOKUMEN STANDAR SPMI
UNIVERSITAS PGRI SEMARANG
STANDAR LAYANAN KEMAHASISWAAN**

Kode Dokumen	: S-SPMI-UPGRIS-4.4
Tanggal Mulai Berlaku	: 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	23/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		23/03/2023	
	Setiyawan, S.Pd., M.Or.		23/03/2023	
Pemeriksaan	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	23/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	23/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	23/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua Yayasan YPLP PT PGRI	23/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	23/03/2023	

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

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

B. SCOPE

This section contains the minimum criteria for the provision, implementation, monitoring and evaluation of student services at PGRI University Semarang.

C. RATIONALE FOR ESTABLISHING STANDARDS

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

D. PURPOSE OF ESTABLISHING STANDARDS

In order to realise the vision and mission of PGRI University Semarang, and to ensure that the objectives of PGRI University Semarang can be achieved effectively, PGRI University Semarang designs, formulates, compiles, establishes and implements the PGRI University Semarang Student Services Standards. These quality standards are necessary so that student service activities can be carried out in a standardised manner based on certain quality measures. The Student Services Standards are developed based on the needs of study programmes, departments, faculties, and PGRI University Semarang in general to direct all admission activities to be carried out to achieve the objectives of PGRI University Semarang. The indicators used to measure the achievement of the PGRI University Semarang Student Service Standards are formulated based on institutional and study programme accreditation indicators, as well as higher education ranking indicators.

Students are one of the most important components in higher education because without students, higher education cannot be implemented. This is also the case at PGRI University

Semarang, where without students, PGRI University Semarang would not be what it is today. The urgency of students at PGRI University Semarang requires PGRI University Semarang to establish Student Service Standards. Student Service Standards are a benchmark of excellence for PGRI University Semarang in the planning, implementation, monitoring and evaluation of student services. These quality standards are established with the aim of ensuring that service processes for students are carried out in accordance with applicable procedures and are directed towards achieving predetermined targets. These quality standards are established at PGRI University Semarang as part of the university's commitment to implementing SPMI. This is a manifestation of the steps taken by PGRI University Semarang to improve quality in a sustainable manner.

E. RESPONSIBLE PARTIES

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

F. GLOSSARY

Student affairs are matters relating to students, consisting of learning activities, the development of students' reasoning skills, the development of interests and hobbies, the improvement of student welfare, and supporting efforts.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR TOR	MEASUR EMENT METHOD URAN
4.4.1.1	Universities, faculties, and study programmes are required to provide guidance and counselling services, talent and interest development, scholarship services, health services, career guidance, soft skill development, and entrepreneurship that are accessible and available for students.	The availability of guidance and counselling services, talent and interest development, scholarship services, health services, career guidance, soft skills development, and entrepreneurship services that accessible and available to students.	IKU	Monitorin g and Evaluati on
4.4.2.1	Universities, faculties, and study programmes must ensure easy access and maintain good service quality in the areas of reasoning, student talents and interests, scholarships, counselling guidance, all types of health services, and career guidance.	The availability of easy access and maintaining good service quality in the areas of reasoning, student interests and talents, scholarships, counselling guidance, all types of health services, and career guidance.	IKU	Monitorin g and Evaluati on
4.4.3.1	Universities, faculties, and study programmes must ensure the availability and implementation of policies aimed at providing early warnings regarding issues related to the maintenance and development of student studies and expelling students from study programmes.	The availability and implementation of policies aimed at providing early warnings regarding issues related to student maintenance and academic progress, and the expulsion of students from study programmes.	ICT	AMI
4.4.4.1	Universities, faculties and programmes	Available and implemented	ICT	AMI
NO	STANDARD STATEMENT	INDICATOR	TYP E	METHO D

PS			INDI CAT O R	MEASU REM ENT
	The study must have and implement policies that encourage Student Activity Units (UKM) in line with the vision, mission, objectives, and strategies.	Facilitation policies for Student Activity Unit (UKM) activities in the form of funding, facilities, and infrastructure.		
4.4.5.1	Universities, faculties, and study programmes must facilitate students in participating in various non- curricular activities to fulfil student activity points.	The implementation of various non- curricular activities to fulfil student activity points, with a minimum of 300 points per student until graduation from the undergraduate programme.	IKT	Monitorin g and Evaluatio n
4.4.6.1	The university, together with the Quality Assurance Agency (LPM), has the obligation to conduct monitoring and evaluation of counselling services, talent and interest development, scholarship services, health services, career guidance, soft skills development, and entrepreneurship.	The implementation of monitoring and evaluation of counselling services, talent and interest development, scholarship services, health services, career guidance, soft skill development, and entrepreneurship.	IKT	Monev
4.4.7.1	Universities, faculties, and study programmes must ensure that the Study Programme Management Unit demonstrates lecturer involvement in activities. academic development of students including through counselling or mentoring.	The implementation of the study programme management demonstrates the involvement of lecturers in student academic development activities, including through counselling or mentoring.	IKT	Monitorin g and Evaluatio n

H. STRATEGY FOR ACHIEVING STANDARDS

1. The Rector, in collaboration with the faculties, designs and provides counselling services, talent and interest development, scholarship services, health services, career guidance, soft skills development, and entrepreneurship that are coordinated at the university level.
2. The Student Affairs Management Unit (LPM) provides technical guidance to student services units in developing and implementing standards and procedures for student services.
3. WR III oversees maintenance and monitoring of the PMB system.
4. LPM regularly every year conducts monitoring and evaluation of student services.

I. RELATED DOCUMENTS

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

J. REFERENCES FOR PREPARATION

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

5. Ministry of Education and Culture Regulation of the Republic of Indonesia No. 5 of 2020 on Higher Education Institution and Study Programme Accreditation
6. Statutes of PGRI University of Semarang

**DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORM
OF PGRI SEMARANG UNIVERSITY**



**APPROVAL SHEET FOR THE DOCUMENT FORMS FOR THE EVALUATION OF THE INTERNAL QUALITY ASSURANCE SYSTEM
University PGRI Semarang**

STANDARD FORM FOR STUDENT SERVICES

Document Code : F-SPMI-UPGRIS-4.4

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

Programme Name :				
Faculty Name :				
Date of Completion :				
Officer Filling in :				
No.	Indicators	Programme/Faculty Achievement		
		Programme/Faculty Achievements	Self-Evaluation of Study Program/Faculty	Link Supporting Documents
1	Availability of counselling services, talent and interest development, scholarship services, health services, career guidance, development of soft skills and entrepreneurship that are accessible and usable by students.			
2	The ease of access and maintenance of high-quality services in the areas of reasoning, student talents and interests, scholarships, counselling services, all types of health services, and career guidance.			
3	The availability and implementation of policies aimed at providing early warnings regarding issues related to the maintenance and development of studies students and expelling students from study programmes.			
4	The availability and implementation of policies facilitating Student Activity Unit (UKM) activities in the form of funding, facilities, and infrastructure.			
5	The implementation of various non-curricular activities to fulfil the minimum student activity points requirement of 300 points per student until graduation from the undergraduate programme.			
6	The implementation of monitoring and evaluation of counselling services, talent and interest development, scholarship services, health services, career guidance, soft skills development, and entrepreneurship.			

7	The implementation of programme management demonstrates faculty involvement in student academic development activities, including through counselling or mentoring.			
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Semarang, date of completion

Form Verifier,
Head of the Quality
Assurance Unit

Form Reviewer,
Faculty Quality
Assurance Unit

Form Filler,
Programme
Head/Dean

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT
FOR THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**DOCUMENT APPROVAL SHEET FOR SPMI STANDARD OPERATING PROCEDURES
PGRI UNIVERSITY OF SEMARANG**

**SOP
ESTABLISHMENT OF STUDENT SERVICES STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-4.4.1
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
ESTABLISHMENT OF STUDENT SERVICES STANDARDS

1. Objective : To establish student service standards to support the achievement of the three pillars and duties at PGRI University Semarang
2. Scope : The establishment of student affairs standards in education at PGRI University Semarang
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. The number of new students that can be accepted is determined based on existing capacity.
 - d. The policy on new student admissions is continuously revised on a regular basis to align with the interests *of stakeholders* and the needs of the community.
 - e. Having a policy on the provision of education for students.
 - f. Having an academic guidance and counselling programme for students.
 - g. Having a policy for students to participate in curriculum development.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities.

4. Definition

Student affairs encompass all matters related to students, including learning activities, the development of students' reasoning skills, the cultivation of interests and hobbies, the improvement of student welfare, and supporting efforts.

5. Procedures

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice Rector III to form a team to develop student affairs standards.	Rector
Deputy Rector III	Forming a team to develop student affairs standards, with the main components being the Deputy Dean for Student Affairs and the Academic Affairs Office, plus other members	Rector
Drafting Team	Conducting a Focus Group Discussion (FGD) by inviting relevant parties to draft the standards Student Affairs	Vice Rector III

Drafting Team	Conducting a meeting to discuss the draft standards for Student Affairs, as well as drafting the standards to be submitted to the Vice-Chancellor III for follow-up	Vice-Chancellor
Vice Rector III	Proposing draft student affairs standards to the rector for follow-up	Vice-Chancellor
Rector	The Rector submits the draft student standards to the university senate chair for consideration at the university senate meeting	Rector
University Senate	Convenes a senate meeting to review the draft student standards and submits the results of the review meeting to the Rector as material for consideration in the decision-making process	Chair of the University Senate
Rector	Establishing student standards that will apply	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice Rector III	Compilation Team	Senate	Foundation
1	Instructing the Vice-Chancellor III to form a drafting team for standards Student Affairs	1				
2	Forming a standards drafting team		2			
3	Student Affairs with key elements Deputy Dean for Student Affairs and BAAK plus other elements Organising a Focus Group Discussion with inviting relevant parties to develop a draft of student affairs standards			3		
4	Conducting a meeting to discuss the draft Student Affairs standards, as well as drafting a draft of student standards for submission to the Vice-Chancellor II for follow up			4		
5	Proposing draft student affairs standards for Student Affairs to the Rector for follow-up		5			
6	The rector submits the draft standards for student affairs to the chair of the senate	6				
7	the university for consideration at the university senate meeting Convening a Senate meeting to review the draft student standards and submitting the results of the deliberation meeting to the Rector as material for consideration in determining				7	
8	Establishing student standards that will come into effect	8				

**DOCUMENT ON STANDARD OPERATING PROCEDURES
FOR THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**DOCUMENT APPROVAL SHEET FOR SOPSPMI
PGRI UNIVERSITY OF SEMARANG**

**SOP
IMPLEMENTATION OF STUDENT SERVICES STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-4.4.2
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
IMPLEMENTATION OF STUDENT SERVICES STANDARDS

1. Objective : To ensure the implementation of student affairs standards to support the achievement of the three pillars and duties at PGRI University Semarang
2. Scope : Implementation of student affairs standards at PGRI University Semarang
3. Standards :
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Establish specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Having a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of *stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Having a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities.

4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedures

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice Rector III to implement student affairs standards	Rector
Deputy Rector III	Instructing the BAAK department to implement the established student affairs standards	Rector
BAAK	Proposing the results of the analysis of the implementation of the to the Vice Rector II for follow-up action	Vice Rector III
Rector	The Rector follows up on the results of the analysis of the implementation of student affairs standards	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice-Chancellor	BAAK
1	Instructing the Vice-Chancellor III to implement the Student Affairs standards	1		
2	Instructing the BAAK department to implement the established student affairs standards		2	
3	Proposing the results of the analysis of the implementation of student standards to the Vice Rector II for follow-up			3
4	The Rector follows up on the results of the analysis of the implementation of student standards	4		

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graph TD
    R1[1] --> VC[2]
    VC --> BAAK[3]
    BAAK --> R2[4]
  
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**STANDARD OPERATING PROCEDURE DOCUMENT
FOR THE INTERNAL QUALITY ASSURANCE
SYSTEM PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR THE SOP SPMI DOCUMENT OF
PGRI UNIVERSITY SEMARANG**

**SOP
EVALUATION OF STUDENT SERVICES STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-4.4.3
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
EVALUATION OF STUDENT SERVICES STANDARDS

1. Objective : To establish an evaluation of student services standards to support the achievement of the three pillars and duties at PGRI University Semarang
2. Scope : Evaluation of student affairs standards at PGRI University Semarang
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Has specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Has a policy on the admission of new students that is continuously revised on a regular basis to align with the interests *of stakeholders* and the needs of the community.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Has a policy to wards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities

4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedures

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

6. Reference

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

7. Work Instructions

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

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCESYSTEM
PGRI UNIVERSITY OF SEMARANG**



APPROVAL SHEET FOR SOP SPMI DOCUMENT

PGRI University of Semarang

SOP

STANDARD CONTROL OF STUDENT AFFAIRS

Document Code	:	SOP-SPMI-UPGRIS-4.4.4
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suclati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
CONTROL OF STUDENT SERVICES STANDARDS

1. Objective : The realisation of control of Student Affairs to support achieving the three pillars and duties at PGRI University Semarang
2. Scope : Control of student affairs standards at PGRI University Semarang
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Has a policy on the admission of new students that is continuously revised on a regular basis to align with the interests *of stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Has a policy towards students to participate in developing the curriculum.
 - h. Encourage students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities

4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' reasoning skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedure

Work Unit	Work Instructions	Responsible Party Response
Rector	Instructs the Vice Rector III to oversee student affairs standards	Rector
Vice Rector III	Instructing the BAAK to oversee the established student standards	Vice Rector III
BAAK	Reporting the results of the analysis of the control of student standards to the Vice Rector III for follow-up action	Vice-Chancellor III
Rector	The Rector follows up on the analysis of the results of the standard control of Student Affairs	Rector

6. Reference

- a. Law No. 20 of 2003 concerning the National Education System;
- b. Ministerial Regulation No. 62 of 2016 concerning the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 concerning National Standards for Higher Education;
- d. Statutes of PGRI University Semarang;
- e. Student Quality Standards of PGRI University Semarang; and
- f. Quality Manual for Education at PGRI University of Semarang.

7. Work Instructions

No	Activity Details	Rector	Vice-Chancellor or III	BAAK
1	Instructing the Vice-Chancellor III to control student affairs standards	1		
2	Instructing the BAAK department to control the established student affairs standards		2	
3	Reporting the results of the analysis of student affairs standard controls to the Vice Rector III for follow-up			3
4	The Rector follows up on the analysis of the results of student affairs standard control	4		

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graph TD
    R1[1] --> VC[2]
    VC --> BAAK[3]
    BAAK --> R4[4]
  
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**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT
PGRI University of Semarang**

**SOP
Improvement of Student Standards**

Document Code	:	SOP-SPMI-UPGRIS-4.4.5
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP

Improvement of Student Services Standards

1. Objective : To achieve an improvement in student affairs standards to support the fulfilment of the three pillars and duties at PGRI University Semarang
2. Scope : Enhancement of student service standards at PGRI University Semarang
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. The number of new students that can be accepted is determined based on existing capacity.
 - d. The policy on new student admissions is continuously revised on a regular basis to align with the interests of *stakeholders* and the needs of the community.
 - e. Having a policy on the provision of education for students.
 - f. Having an academic guidance and counselling programme for students.
 - g. Having a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities
4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.
5. Procedures

Work Unit	Work Instructions	Responsible Party Response
Rector	Instructs the Vice Rector III to improve student affairs standards	Rector
Vice-Chancellor III	Instructing the BAAK department to improve the standards of student affairs that have established	Vice-Chancellor III
BAAK	Reporting the results of the analysis of improvements in student standards to the Vice Rector III for follow-up action	Vice-Chancellor III
Rector	The Vice-Chancellor follows up on the analysis of the results of the improvement of student standards	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice-Chancellor III	BAAK
1	Instructing the Vice-Chancellor III to improve student standards	1		
2	Instructing the BAAK department to improve the established student standards		2	
3	Reporting the results of the analysis of improvements in student standards to the Vice Rector III for follow-up action			3
4	The Rector follows up on the analysis of the results of the improvement in student standards	4		

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graph TD
    R1[1] --> VC[2]
    VC --> BAAK[3]
    BAAK --> R4[4]
  
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**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**SPMI SOP DOCUMENT APPROVAL SHEET
PGRI UNIVERSITY OF SEMARANG**

**SOP
FOR STUDENT TALENT DEVELOPMENT**

Document Code	:	SOP-SPMI-UPGRIS-4.4.6
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suclati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
FOR STUDENT TALENT DEVELOPMENT

1. Objective :
 - a. To establish a systematic mechanism for managing student talent development.
 - b. To coordinate the work units and personnel involved in student talent development.
 - c. Control of the student talent development process.
2. Scope :
 - a. Identification of student talents.
 - b. Grouping according to talent within the Student Activity Unit (UKM).
3. Standards :
 - a. Students' interests and talents must be given adequate space for development.
 - b. Each area of interest and talent receives guidance from a designated faculty advisor.
 - c. The development of students' interests and talents must not conflict with regulations that Applicable at PGRI University Semarang. 3
 - d. The development of student interests and talents must be documented administratively and reported to the rector.
4. Definition
Student interests and talents are innate characteristics, skills, behaviours, and preferences for certain activities of a student.
5. Procedure
 - a) During the PEKKA (Introduction to Campus Life) orientation, university clubs distribute forms to new students to determine which clubs they are interested in joining.
 - b) Student organisations coordinate with the Vice-Chancellor III regarding students interested in developing their talents in line with the student organisations available at PGRI University Semarang.
 - c) The Vice-Chancellor III instructs the student clubs to carry out the activities.
6. References
 - a) University of PGRI Semarang Education Guidelines
 - b) Academic Calendar of PGRI University Semarang
7. Work Instructions

No	Activity details	Prospective Students	Student Clubs	Vice-Chancellor III
1	During the PEKKA (Campus Life Orientation) programme, the University's student organisations distribute forms to new students to determine which student organisations they are interested in joining	<div style="border: 1px solid black; display: inline-block; padding: 2px;">1</div>	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> ▼ 1 </div>	
2	Student Clubs – Student Clubs coordinate with the Vice-Chancellor III regarding students interested in developing their talents in line with the existing Student Clubs at PGRI University Semarang		<div style="border: 1px solid black; display: inline-block; padding: 2px;"> ▼ 2 </div>	<div style="border: 1px solid black; display: inline-block; padding: 2px;"> ▼ 2 </div>
3	The Vice-Chancellor III instructed the UKM to implement			<div style="border: 1px solid black; display: inline-block; padding: 2px;"> ▼ 3 </div>

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENTS
PGRI UNIVERSITY OF SEMARANG
SOP
ACADEMIC GUIDANCE FOR STUDENTS**

Document Code	:	SOP-SPMI-UPGRIS-4.4.7
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
ACADEMIC GUIDANCE FOR STUDENTS

1. Objective

- a) To establish a well-organised mechanism for student academic guidance
- b) To coordinate the work units and personnel involved in student academic guidance
- c) To control the student academic guidance process in accordance with the implementation of the university's internal quality assurance system of the university's internal quality assurance system.

2. Scope

- a) The student guardianship process
- b) Student registration
- c) Work units/personnel involved in student academic development

3. Standards

- a) Academic advisors must maintain records of students with academic issues and report them to the Head of the Programme
- b) The Head of the Study Programme/Dean/Vice-Chancellor I provides special guidance to students with academic problems on a hierarchical basis

4. Definition

Academic guidance for students is a specific guidance activity conducted for students who have academic issues

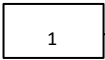

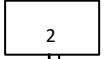



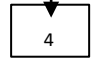
5. Procedure

- a) Students with significant and complex academic difficulties should report to their academic advisor or academic counsellor.
- b) The academic advisor reviews the student's academic record/notebook as recorded by the academic advisor (academic record).
- c) The academic advisor calls the student with the problem to meet at the specified time/hour/place.
- d) The academic advisor and the Head of the Programme provide guidance or solutions regarding the issues faced by the student.

6. References

- a) University of PGRI Semarang Education Guidelines
- b) Academic Calendar of PGRI University of Semarang

7. Work Instructions

No	Activity Details	Students	Lecturers Guardians
1	Students who have significant academic difficulties and complex issues should report to their academic advisor or academic supervisor. The academic advisor reviews the student's academic records/academic notebook/conduct as recorded by the academic advisor (academic records).		
2	The academic advisor will summon the student with such issues to meet at the designated time, date, and location. The academic advisor and programme coordinator provide guidance or solutions regarding the issues faced by the student.		
3			 
4			 

Internal Quality Assurance
Internal Quality



INSTITUTIONAL COOPERATION STANDARDS



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**FOUNDATION FOR THE DEVELOPMENT OF HIGHER
EDUCATION INSTITUTIONS UNION OF TEACHERS OF
THE REPUBLIC OF INDONESIA SEMARANG**

Decree of the Minister of Law and Human Rights of the Republic of Indonesia No. 4HU-AH. 01,06-0012143 Tan88
111 MBrtt 2020

Notarial Deed Hari Bagyo, S.H., M.Hom. Number 1 Date 3 March 2020

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

Email: ylpptpgrisemarang@gmail.com

DECISION

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS UNION OF TEACHERS OF THE REPUBLIC OF INDONESIA
SEMARANG**

Number: 064/Kptp/3.2/YPLP PT /PGRI/IIi/2023

**REGARDING
THE INTERNAL QUALITY ASSURANCE SYSTEM
OF PGRI UNIVERSITY SEMARANG**

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS PGRI SEMARANG**

CONSIDERING :

- a. that the PGRI Semarang Higher Education Institution Development Foundation is the organiser of PGRI Semarang University;
- b. that in order to achieve the vision of PGRI Semarang University of PGRI Semarang, which is excellent and distinctive, there is a need for standards for the implementation of the four pillars of higher education that exceed the National Standards for Higher Education; that the implementation of the four pillars of higher education can be carried out properly in accordance with applicable regulations;
- c. that for the purposes of points a, b and c above, it is necessary to issue a Decision Letter from the PGRI Semarang Higher Education Institution Supervisory Foundation.

CONSIDERING :

1. Law Number 20 of 2003 concerning the National Education System;
2. Law No. 12 of 2012 on Higher Education;
3. Government Regulation No. 17 Year 2010 Concerning Management and Implementation Education;
4. PGRI Articles of Association and Bylaws 2019;
5. Articles of Association and Bylaws of YPLP PT PGRI Semarang 2007;
6. Statutes of PGRI University Semarang 2019;
7. Decision Letter of the Supervisor of YPLP PT PGRI Semarang No. 022/Kpts/1/YP PT PGRI /II / 2020 regarding the Appointment of the Board of Trustees of the Educational Institution Education Higher PGRI Semarang Term of Office XXII.

NOTING :

1. Minutes of the Senate Deliberation of PGRI University Semarang number: 016/BA/SENAT/UPGRIS/III/2023 dated 1 March 2023;
2. Approval Sheet for SPMI Policy Document code: K-SPMI-UPGRIS-01 dated 31 March 2023.

RESOLVES

ESTABLISHING : DECISION OF THE BOARD OF THE FOUNDATION OF THE PGRI SEMARANG HIGHER EDUCATION INSTITUTION REGARDING THE INTERNAL QUALITY ASSURANCE SYSTEM OF PGRI SEMARANG UNIVERSITY

FIRST : Approving the Internal Quality Assurance System of PGRI University of Semarang as set forth in the annex to this decision.

SECOND : This decision shall take effect from the date of its issuance, and any errors in this decision shall be corrected as appropriate.

YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI
PGRI SEMARANG

Ketua Pengurus

Dr. Bunyamin, M.Ed.
NPA PGRI 12011700084



Sekretaris Pengurus,

Drs. Sardja Maheri, M.Pd. ✱
NPA PGRI 33740609481

Copy sent to:

1. Dear Advisor of YPLP PT PGRI Semarang.
2. The Supervisor of YPLP PT PGRI Semarang
3. Dear Rector of PGRI University Semarang.
4. Archive

**DOKUMEN STANDAR
SISTEM PENJAMINAN MUTU INTERNAL
UPGRIS**



LEMBAR PENGESAHAN DOKUMEN STANDAR SPMI UPGRIS STANDAR LABORATORIUM

Kode Dokumen	: S-SPMI-UPGRIS-4.6
Tanggal Mulai Berlaku	: 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lili Ariyanto, S.Pd., M.Pd.	Tim Perumus	2/3/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		2/3/2023	
	Setiyawan, S.Pd., M.Or.		2/3/2023	
Pemeriksaan	Dr. Munirah Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	2/3/2023	
	Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	2/3/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	2/3/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	2/3/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	2/3/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	2/3/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	2/3/2023	
Pengendalian	Dr. Ary Sasatyo Nugroho, S.Si., M.Si.	Ketua LPM	2/3/2023	

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

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

B. SCOPE

1. The National Standards for Higher Education (SN-DIKTI) as stipulated in the Regulation of the Minister of Research, Technology, and Higher Education No. 44 of 2015, which consists of 8 national education standards, 8 national research standards, and 8 national community service standards;
2. The KKNi standards as stipulated in Presidential Regulation No. 8 of 2012 and Ministerial Regulation No. 73 of 2013; and
3. The National Higher Education Accreditation Agency (BAN-PT) accreditation criteria, which consist of 9 criteria, namely: 1) Vision, Mission, Objectives, and Strategy, 2) Governance, Management, and Cooperation, 3) Students, 4) Human Resources, 5) Finance, Facilities, and Infrastructure, 6) Education, 7) Research, 8) Community Service, and 9) Outcomes and Achievements of the Tridharma.

C. RATIONALE FOR ESTABLISHING STANDARDS

The implementation of cooperation in order to achieve the vision, mission and objectives of PGRI University Semarang is a joint effort carried out consciously with mutual support and reinforcement so that good synergy is achieved. For this reason, it is necessary to develop cooperation standards to improve institutional management and fulfilment of the four pillars of UPGRIS.

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

D. PURPOSE OF ESTABLISHING STANDARDS

1. To serve as a reference for the leadership of PGRI University Semarang in establishing policies related to institutional cooperation.
2. To serve as a reference for the Rector, Deans, and Heads of Study Programmes in planning and enhancing institutional cooperation.
3. To serve as a reference for the Rector, Cooperation and Cooperation Section in managing institutional cooperation between PGRI Semarang University and partner institutions.
4. To serve as a reference for the Dean, Head of Study Program, and Lecturers in carrying out the process of planning, implementing, evaluating, and improving the quality of institutional cooperation.
5. To serve as a reference for lecturers and students in research and community service cooperation to meet the standards of results, content, and assessment of research and community service.
6. To serve as a reference for the LPM, UPMF, and SUPMPS in planning and implementing institutional cooperation evaluation programmes.

E. RESPONSIBLE PARTIES

1. The SPMI Compilation Team of PGRI University Semarang is responsible for compiling institutional cooperation standards.
2. The Vice Rector I is responsible for reviewing the institutional cooperation standards of PGRI University Semarang.
3. The Senate is responsible for providing input on the institutional cooperation standards of PGRI University Semarang.
4. The Rector is responsible for approving the institutional cooperation standards of PGRI University Semarang and proposing their enactment to YPLP PT PGRI.
5. YPLP PT PGRI is responsible for establishing the institutional cooperation standards of Universitas PGRI Semarang.
6. The LPM is responsible for controlling the institutional cooperation standards of PGRI University Semarang.
7. LPM is responsible for monitoring and evaluation standards institutional cooperation at Semarang PGRI University.
8. Lecturers, students, programme heads, deans and the rector are responsible for implementing the institutional cooperation standards of PGRI University Semarang.

F. GLOSSARY

Institutional cooperation is an effort undertaken by Universitas PGRI Semarang to achieve specific objectives through collaborative relationships with other institutions that are oriented towards mutual benefit.

G. STANDARD STATEMENTS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR ATOR	MEASUR EMENT METHOD URAN
4.5.1.1	Universities, faculties and study programmes must ensure the availability of formal policy documents, standards and procedures for establishing networks and partnerships (domestic and abroad).	Availability of formal policy documents, standards, and procedures for developing networks and partnerships (domestic and international)	IKU	Monitorin g and Evaluati on
4.5.2.1	Universities, faculties and study programmes must ensure the availability of targeted planning documents for the development of networks and partnerships to achieving the vision, mission, and strategic objectives of UPGRIS.	The availability of planning documents for network and partnership development established to achieve UPGRIS's VMTS.	IKU	Monitorin g and Evaluati on
4.5.3.1	The university must have networks and cooperation partners that are relevant to the VMTS and beneficial for the development of the institution's tridharma, including local/regional, national and international cooperation.	The availability of networks and collaborative partners relevant to VMTS and beneficial for the development of the institution's tridharma, including local/regional, national, and international cooperation.	IKU	Monitorin g and Evaluati on
4.5.4.1	Universities, faculties and study programmes must ensure the availability of evidence of monitoring and evaluation of the implementation of partnership programmes,	The availability of evidence of monitoring and evaluation of the implementation of partnership programmes, the level of satisfaction of	IKU	Monev

	the level of satisfaction of cooperation partners	cooperation partners measured using the		
NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR ATOR	MEASUR EMENT METHOD MENT
	measured using valid instruments, as well as efforts to improve the quality of networks and partnerships to ensure the achievement of the vision, mission and strategic objectives.	which valid, as well as efforts to improve the quality of networks and partnerships to ensure the achievement of the vision, mission and strategic objectives.		
4.5.5.1	Universities, faculties and study programmes must ensure the implementation of higher education cooperation in the field of the university's Tridharma at the regional/local, national and international levels in the last 3 years.	Higher education cooperation in the field of university Tridharma has been implemented at the regional/local, national and international levels in the last 3 years.	IKU	AMI
4.5.6.1	Universities, faculties and study programmes must ensure that all collaborations undertaken are beneficial to the study programme in terms of fulfilling the learning process, research, community service; providing improvements in the performance of the three pillars of higher education and facilities supporting the study programme; and providing satisfaction to industry partners and other cooperation partners, as well as ensuring the sustainability of the collaboration and its results.	Collaborations that bring benefits to study programmes in fulfilling the learning process, research, and community service (PkM); enhance the performance of the three pillars of higher education and provide supporting facilities for study programmes; and satisfy industry partners and other collaboration partners, as well as ensure the sustainability of the collaboration and its outcomes.	IKU	Monitorin g and Evaluation
4.5.7.1	Universities, faculties, and academic programmes must ensure the implementation of partner evaluation	The implementation of evaluations of cooperation partners measured based on the principle of	IKT	Monev

	based on the principle of benefit.	benefit.		
4.5.8.1	Universities, faculties and study programmes must ensure the success of securing new cooperation partners each year.	There must be at least one new cooperation partner each year.	ICT	Monitoring and Evaluation

H. STRATEGIES FOR ACHIEVING STANDARDS

Strategies for achieving standards: the vice-chancellor, faculty heads, programme coordinators and/or other unit heads disseminate information about the standards and supervise and evaluate each stage.

I. RELATED DOCUMENTS

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

J. REFERENCES FOR PREPARATION

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

on Higher Education Institution and Study Programme Accreditation
6. Statutes of PGRI University of Semarang

**DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORM
OF PGRI SEMARANG UNIVERSITY**



**APPROVAL SHEET FOR THE DOCUMENT FORMS FOR THE EVALUATION OF THE INTERNAL QUALITY ASSURANCE SYSTEM
University PGRI Semarang**

STANDARD INSTITUTIONAL COOPERATION FORM

Document Code : F-SPMI-UPGRIS-4.5

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

Programme Name :				
Faculty Name :				
Date of Completion :				
Officer Filling in :				
No.	Indicator	Programme/Faculty Achievement		
		Programme/Faculty Achievement	Programme/Faculty Self-Evaluation	Link Supporting Documents
1	Availability of documents formal policies, standards and procedures for network development and partnerships (domestic and international)			
2	Availability of of documents planning documents for network and partnership development that established to achieve the VMTS UPGRIS.			
3	The availability of networks and cooperation partners that are relevant to VMTS and beneficial for the development of tridharma institutions that encompasses local/regional, national, and international cooperation.			
4	The availability of evidence of monitoring and evaluation of the implementation of partnership programmes, the level of satisfaction of cooperation partners measured using valid instruments, and efforts to improve the quality of networks and partnerships to ensure the achievement of vision, mission and strategic objectives.			
5	Higher education cooperation in the field of university Tridharma has been implemented at the regional/local, national and international levels over the past three years.			
6	Collaborations have been implemented that benefit study programmes in fulfilling the learning process, research, and community service; enhance the performance of the three pillars of higher education and support facilities for study programmes; and provide satisfaction to industry partners and other collaboration partners, while ensuring the sustainability of the cooperation and its outcomes.			

7	The implementation of evaluation of cooperation partners that measured based on the principle of of benefit.			
8	The existence of at least one new cooperation partner each year.			

Semarang, date of completion

Form Verifier,
Head of the Quality
Assurance Unit

Form Reviewer, Faculty
Quality Assurance
Unit

Form Filler,
Head of
Programme/Dean

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



APPROVAL SHEET FOR SOP SPMI DOCUMENT

University PGRI Semarang

**SOP
INSTITUTIONAL COOPERATION STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-4.5.1
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP

INSTITUTIONAL COOPERATION STANDARDS

1. Purpose : The realisation of the establishment of standards Cooperation to supporting the achievement of the three pillars and duties at PGRI University Semarang
2. Scope: Establishment of Cooperation Standards at PGRI University Semarang
3. Standards
 - 1) UPGRIS establishes institutional cooperation based on the principles of equality, mutual respect, mutual benefit, consideration of both national and international law, and without interfering with national development policies, defence, and national security. Cooperation is generally aimed at improving the performance, quality, and competitiveness of UPGRIS, and specifically aims to:
 - a) enhancing the institutional quality of higher education institutions.
 - b) optimising the performance of units/departments/offices/institutions
 - c) providing access for the academic community to develop themselves.
 - d) enhancing/building the image of Semarang PGRI University.
 - e) providing access for students to gain practical experience or training.
 - f) Preparing opportunities and access for students/graduates to obtain employment.
 - g) creating feedback as one of the foundations for institutional improvement efforts.
 - 2) Scope of Cooperation Implementation
 - a) Institutional management, and the four pillars of UPGRIS between universities, government agencies, professional associations, the business world, and the community.
 - b) Areas include training, research, community service, and publishing.
 - c) Commercial cooperation related to the research results of the academic community.
 - 3) The areas of cooperation carried out by UPGRIS with other universities and non-universities can take the form of:
 - a) Providing experts, teaching materials, educational and cultural facilities
 - b) Management cooperation

- c) Twin programme cooperation
 - d) *Dual degree* programme cooperation
 - e) *Credit transfer system (CTS)* cooperation
 - f) Research and community service cooperation
 - g) Staff exchange cooperation (teaching staff/management staff)
 - h) Lecturer/internship exchange cooperation
 - i) Collaboration in publishing scientific works
 - j) Collaboration in other scientific activities, such as scientific meetings and joint scientific seminars.
 - k) Collaboration in the provision of scholarships
 - l) Collaboration in *corporate social responsibility (CSR)* activities.
 - m) Other forms of commercial cooperation not covered in these guidelines
- 4) Cooperation planning proceeds through the following stages:
- a) The head of the institution/unit/bureau coordinates the preparation of a five-year cooperation planning *blueprint* as the basis for preparing a strategic plan in the field of cooperation.
 - b) Each UPGRIS work unit designs and implements cooperation based on proposals involving members of each unit.
 - c) The proposed collaboration plan is submitted to the authorised official for approval.
 - d) The cooperation agreement must be signed by both parties with the knowledge of the head of the unit above and stamped with the institution's seal.
- 5) Cooperation Implementation Procedures
- a) The stage of exploring and analysing the potential for cooperation internally. This stage involves analysing the potential that exists at UPGRIS that can be developed in cooperation with external parties/potential partners
 - b) Determining the choice of cooperation with potential cooperation partners

This stage involves mapping potential partners to collaborate with PGRI University Semarang. This mapping can be done through location surveys and data collection on potential partners.
 - c) Exploratory Phase

Exploration can be conducted by a unit or the university. The exploratory procedures carried out must be known/approved by at least the head of the unit, which is then reported in writing to the university leadership (Vice Rector I) for review before being reported to the rector. Cooperation plans that are deemed feasible for implementation are then discussed between the relevant/authorised officials and followed up by the technical implementing parties. The following are the technicalities of the exploratory stage.

- (1) The proposing unit prepares a proposal containing data on prospective cooperation partners, objectives, goals, schemes, activity schedules and other related matters in the form of Terms of Reference (TOR) under the responsibility of the head of bureau, UPT/chair of institution/dean.
- (2) The proposing unit submits the KAK/TOR for the cooperation plan to the dean's office
/institution/rectorate, which is responsible to the head of the bureau, UPT/head of institution/dean.
- (3) The dean's office/institution/rectorate holds a meeting with the relevant parties to discuss the cooperation plan proposed by the proposing unit.
- (4) The dean's office/institution/rectorate negotiates with the partner parties regarding the cooperation plan.
- (5) The dean's office/institution/rectorate follows up on the results of the negotiations,

d) Approval Stage

The ratification stage is a series of activities that begins with the drafting of the MoU and/or cooperation agreement and ends with the signing of the MoU and/or cooperation agreement. The following are the technicalities involved in the drafting of the MoU and/or cooperation agreement:

- (1) The proposing unit prepares a draft MoU for review at the dean's office/institution/rectorate level.
- (2) The language used in the cooperation agreement is Indonesian and/or English.
- (3) If the cooperation involves overseas universities, the implementation guidelines follow the Regulation of the Minister of National Education of the Republic of Indonesia Number
- (4) The substance of the MoU and/or cooperation agreement must first be discussed by the University or Unit (faculty/institution/centre/unit) and the partner. The points of agreement are then included in *the draft* MoU and/or cooperation agreement.
- (5) The draft MoU and/or cooperation agreement is then sent to the international office/IO if it is an overseas cooperation and is then forwarded to the HKTL (Law and Administration) section to study the legal aspects
- (6) The input/corrections from HKTL are sent back by the cooperation administration unit to the faculty/institution/centre/unit implementing the cooperation to re-communicate *the draft* MoU with the partner. The faculty/institution/centre/unit implementing the cooperation then sends the draft MoU to the partner for review.
- (7) If *the draft* has been mutually agreed upon by the unit and the partner, it is then consulted with the university leadership (as appropriate to their area of authority) for further review of the points/content of *the MoU draft* and/or cooperation agreement.
 - (a) If there are corrections, they are immediately made by HKTL;
 - (b) If approved, the MoU document is printed and subsequently submitted

- for the signature of the university leadership;
- (c) If more accurate scrutiny is required, a special team will be formed.

- (8) The Dean/Head of Institution/Rector signs the MoU, with the Dean/Head of Institution/Rector as the person in charge, then the MoU is submitted to the Rector as a report (if there are corrections, they are revised and consulted again until the rector's approval is obtained);
- (9) The MoU and/or cooperation agreement that has been approved shall be made in duplicate, each accompanied by a stamp duty, to be signed by the Rector and the partner on the day of the signing ceremony.

e) Implementation Stage of Cooperation

Implementing the cooperation, which consists of a series of activities carried out after the signing of the MoU and/or cooperation agreement. The cooperation implementation unit/IO responsible for the cooperation activities is accountable to the Dean/Head of Institution/Rector. During the cooperation period, the cooperation implementer must:

- (1) discuss, formulate, and prepare implementation guidelines (juklak) and/or technical guidelines (juknis) together with the partner;
- (2) carry out activities in accordance with the cooperation agreement and;
- (3) Submit regular reports on cooperation activities to the university leadership.
- (4) The proposing unit reports on cooperation activities to the person in charge of the activity.
- (5) The proposing unit submits the results of cooperation activities to the person responsible for the activity.

f) Monitoring and Evaluation Stage

The Dean/Head of Institution/Rector and the partner carry out monitoring and evaluation of the implementation of cooperation activities by referring to the feasibility factors for a particular task, so that each type of cooperation activity will have different feasibility factors. For this reason, it is necessary to form a monitoring team consisting of people who are experts/proficient in the principles of monitoring and the ins and outs of the type of activity being monitored. The results of monitoring can be used as material to evaluate whether a collaborative activity can be continued, improved, or other matters. The evaluation of the results of collaborative activities is carried out by an evaluation team consisting of the University, partners, and/or external parties/other parties who have the authority to carry out evaluations that are mutually agreed upon.

g) Development, Improvement and Verification of Cooperation

If, based on the evaluation results, the cooperation activity is deemed necessary/feasible to continue, discussions can be held on the possibility of developing, improving and/or creating new cooperation activities

aimed at supporting the sustainability of the cooperation activities in order to achieve common goals. Considerations for programme development are based on:

- (1) identification of new issues that arise during the course of the cooperation activities;
- (2) analysis of the possibility of developing cooperation for the coming period.

6) The implementation of cooperation must take into account the following.

- a) Cooperation is carried out based on a shared understanding and awareness of several basic principles.
- b) Both parties must work together synergistically to achieve common goals.
- c) The duration of the cooperation agreement is confirmed and, if necessary, the term may be extended based on mutual agreement between both parties.
- d) The cooperation agreement must specify the rights and obligations of each party and the consequences of non- fulfilment of obligations.
- e) The cooperation is formalised through a cooperation agreement in the form of a Memorandum of Understanding (MoU) approved by both parties.

1. MOU Standards

The MoU must clearly state the parties involved using the following standard format.

- 1) logo
- 2) name of the institution
- 3) title
- 4) number
- 5) identity of the parties (comparison)
- 6) legal basis
- 7) General provisions
- 8) Cooperation transaction
- 9) purpose and objective
- 10) Scope
- 11) Evaluation
- 12) Rights and obligations
- 13) Financial and other resource consequences

- 14) Penalties for cancellation of the MoU
- 15) dispute resolution
- 16) term of the MoU
- 17) Force Majeure
- 18) closing statement (closing clause)
- 19) Legalisation of the MoU (signature, stamp duty, institutional seal).

2. Cooperation Evaluation Standards

Cooperation must be monitored and evaluated, particularly in terms of timeliness, budget, resources, and the achievement of established indicators related to progress reports at each stage of the activity and at the end of the cooperation.

3. Termination of Cooperation

Cooperation activities may be terminated by either party if there are irreparable deviations. Termination of cooperation shall be carried out after both parties have negotiated and failed to reach an agreement.


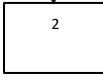
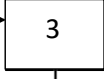
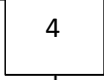
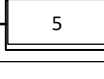
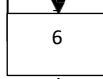
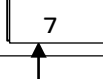
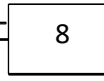
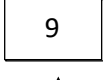
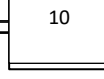
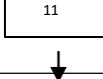
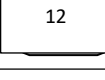
4. Definition

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

5. References

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

6. Work Instructions

No	Work instructions	Proposing Unit	Dean's Office/Institution/Rector's Office	Dean/Rector
1	The proposing unit shall formulate objectives, goals, schemes, activity <i>schedules</i> and other related matters in the form of a Terms of Reference (TOR) or Work Reference Framework (KAK) under the responsibility of the head of bureau, UPT/Chairperson. Institution/Dean			
2	The proposing unit submits the KAK/TOR for the cooperation plan to the Dean's Office/Institution/Rectorate, which is accountable to the head of the bureau, UPT/chairperson institution/dean The Dean's Office/Institution/Rectorate holds a meeting with relevant parties to discuss the cooperation plan proposed by the proposing unit.			
3	The Dean's Office/Institution/Rectorate conducts negotiations with the partner parties regarding the cooperation plan cooperation plan			
4	The Dean's Office/Institution/Rectorate follows up on the results of the negotiations			
5	The proposing unit prepares a draft MoU for review at the Dean's Office/Institution/Rectorate level			
6	The draft MoU is sent to the partner for review			
7	The Dean/Head of Institution/Rector signs the MoU, with the Dean/Head of Institution/Rector acting as the responsible party.			
8	The proposing unit shall carry out collaborative activities and be accountable to the Dean/Head of Institution/Rector.			
9	The Dean/Head of Institution/Rector and the partner conduct monitoring and evaluation of the implementation of collaborative activities The proposing unit reports the cooperation activities to the person in charge of the activities.			
10	The proposing unit submits the results of the collaborative activities to the person responsible for the activities.			
11				
12				

Internal Quality Assurance
Internal Quality



LABORATORY STANDARDS



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**FOUNDATION FOR THE DEVELOPMENT OF HIGHER
EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE
REPUBLIC OF INDONESIA SEMARANG**

Decree of the Minister of Law and Human Rights of the Republic of Indonesia No. 4HU-AH. 01,06-0012143 Tan88 111 MBrtt 2020

Notarial Deed by Hari Bagyo, S.H., M.Hom. Number 1, dated 3 March 2020

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

Email: yplpptgrisemarang@gmail.com

DECISION

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS UNION OF TEACHERS OF THE REPUBLIC OF INDONESIA
SEMARANG**

Number: 064/Kptp/3.2/YPLP PT PGRI/III/2023

**REGARDING
THE INTERNAL QUALITY ASSURANCE SYSTEM
OF PGRI UNIVERSITY SEMARANG**

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS PGRI SEMARANG**

CONSIDERING :

- a. that the PGRI Semarang Higher Education Institution Supervisory Foundation is the administrator of PGRI Semarang University;
- b. that in order to achieve the vision of PGRI Semarang University of PGRI Semarang, which is excellent and distinctive, it is necessary to have standards for the implementation of the four pillars of higher education that exceed the National Standards for Higher Education;
- c. that the implementation of the four pillars of higher education can be carried out properly in accordance with applicable regulations;
- a. that for the purposes of points a and b and c above, it is necessary to issue a Decision Letter from the PGRI Semarang Higher Education Institution Supervisory Foundation.

CONSIDERING

1. Law Number 20 of 2003 concerning the National Education System;
2. Law Number 12 of 2012 concerning 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 PGRI University Semarang 2019;
7. Decree of the Advisor of YPLP PT PGRI Semarang No. 022/Kpts/).1/YP PT PGRI /II / 2020 regarding the Appointment of the Board of Trustees of the PGRI Semarang Foundation for education Higher Institutions PGRI Semarang Term of Office XXII.

NOTING :

1. The Minutes of the University Senate's Deliberation of PGRI 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 ESTABLISH : DECISION OF THE BOARD OF TRUSTEES OF THE FOUNDATION FOR THE DEVELOPMENT OF THE PGRI SEMARANG HIGHER EDUCATION INSTITUTION REGARDING THE INTERNAL QUALITY ASSURANCE SYSTEM OF PGRI SEMARANG UNIVERSITY

FIRST : Approves the Internal Quality Assurance System of PGRI University of 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

Ketua Pengurus

Dr. Huiyamin, M.Ed.
NPA PGRI 12011700084

Secretary

Drs. Sardja Muberra, M.Pd.
NPA PGRI 33740609481



Copies sent to:

1. Dear Chairman of the YPLP PT PGRI Semarang.
2. Dear Supervisor of YPLP PT PGRI Semarang
3. Dear Rector of PGRI University Semarang.
4. Arch

**STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UPGRIS**



**SPMI UPGRIS STANDARD DOCUMENT APPROVAL SHEET
UPGRIS**

LABORATORY STANDARDS

Document Code : S-SPMI-UPGRIS-4.6

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

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

B. SCOPE

The scope of Laboratory Standards includes minimum criteria for facilities and infrastructure, management, human resources, and workplace safety in laboratories at PGRI University Semarang, in accordance with SN Dikti and accreditation indicators for study programmes and institutions.

C. RATIONALE FOR ESTABLISHING STANDARDS

In order to realise the vision and mission of PGRI University Semarang, and to ensure that objectives can be achieved effectively, Laboratory Standards have been designed, formulated, compiled, established and implemented. These quality standards are compiled based on the National Higher Education Standards as stipulated in the Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards. The indicators used to measure the achievement of Laboratory quality standards are derived from SN Dikti and from the accreditation assessment indicators of BAN-PT, both for institutions and study programmes.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To facilitate the leadership of PGRI University Semarang in establishing policies related to the management and development of laboratories.
2. To facilitate faculties, departments, and study programmes in developing clear and measurable procedures or guidelines related to laboratory management and development.
3. To facilitate faculties, departments, and study programmes in managing laboratories by prioritising quality in the fields of education, research, and community service.
4. Facilitating lecturers and students in planning, implementing, and evaluating for the improvement of quality in education, research, and community service.

5. Facilitating the LPM of PGRI University Semarang together with quality assurance units at the faculty, department and study programme levels in planning and implementing evaluation and updating programmes for facilities, infrastructure, governance, human resources and occupational safety in the Laboratory.

E. RESPONSIBLE SUBJECT

1. The SPMI Compilation Team of PGRI University Semarang is responsible for compiling Laboratory Standards.
2. The Vice Rector for Teaching, Academic Affairs and Student Affairs is responsible for reviewing the Laboratory Standards.
3. The Senate of PGRI University Semarang is responsible for providing input on the Laboratory Standards.
4. The Rector of UKSW is responsible for approving the Laboratory Standards and proposing their adoption to the YPLP PT PGRI.
5. The PGRI University Board of Trustees is responsible for establishing the Laboratory Standards by issuing the Rector's Decision.
6. The LPM is responsible for controlling the Laboratory Standards.
7. The LPM is responsible for monitoring and evaluating Laboratory Standards.
8. Deans, Deputy Deans, Heads of Study Programmes, and Lecturers are responsible for implementing, evaluating, following up on, and improving Laboratory Standards.

F. GLOSSARY

1. A laboratory is a place for conducting scientific research, experiments, measurements or scientific training.
2. The Science and Technology Laboratory is a place for conducting scientific research, experiments, measurements or scientific training which is located within the scope and its management falls under the Faculty or Department of Science, Engineering, and Technology.
3. Social Sciences and Humanities Laboratories are facilities for conducting scientific research, experiments, measurements, or scientific training, whose scope and management fall under the Faculty or Department of Social Sciences and Humanities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
4.6.1.1	Universities, faculties and study programmes must ensure that laboratories have the physical conditions necessary to support their implementation and guarantee the quality of education, research and community service.	The availability of laboratories with physical conditions based on relevant requirements to support their operation and ensure the quality of education, research, and community service.	IKU	AMI
4.6.2.1	Universities and faculties must ensure that laboratories have equipment, facilities, and infrastructure that are appropriate and sufficient to support educational activities, research and community service.	There are laboratories equipped with adequate equipment, supplies, facilities and infrastructure, as well as the latest laboratory equipment to support educational, research and community service.	IKU	AMI
4.6.3.1	The laboratory head must ensure that all equipment, supplies, facilities, infrastructure, and laboratory accessories are documented in accordance with applicable procedures.	All laboratory equipment, supplies, facilities, and accessories are documented in accordance with applicable procedures.	ICT	Monitoring and Evaluation
4.6.4.1	Universities, faculties, and study programmes must ensure that laboratories have an online information system based on the type of laboratory and equipment that can be shared to support educational, research, and community service activities for all faculties and study programmes.	The availability of laboratories with an online accessible information system based on the type of laboratory and shared equipment to support educational, research, and community service activities for all faculties and study programmes.	ICT	Monitoring and Evaluation
4.6.5.1	The head of the study programme is required to establish an organisational structure	The establishment of the organisational structure of the laboratory based on	ICT	Monev

NO PS	STANDARD STATEMENT	INDICATOR	TYP E OF INDI CAT OR TOR	MEASUR EMEN T METH OD
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	laboratories based on organisational needs for smooth management, equipped with job descriptions for each part of the laboratory structure of the laboratory organisation.	the organisation's needs to ensure smooth management, complete with a description of the duties of each section within the of the laboratory organisation.		
4.6.6.1	The Head of the Laboratory is required to formulate work regulations, job descriptions and responsibilities for laboratory assistants/technicians in accordance with the tasks and needs of each laboratory.	The formulation of work regulations, job descriptions, and responsibilities for laboratory assistants/technicians is based on the assignments and requirements of each laboratory.	IKT	Monitorin g and Evaluati on
4.6.7.1	The Laboratory Head is required to establish a laboratory usage schedule based on the level of need of each laboratory user to ensure the quality of education, research and communityservice.	A schedule for laboratory use is prepared based on the level of need of each laboratory user.	ICT	Monitorin g and Evaluati on
4.6.8.1	The Laboratory Head is required to prepare quality procedures and work instructions based on the level of use and safety to ensure the quality of laboratory use and the safety of laboratory users.	Quality Procedures and Work Instructions are compiled based on the level of use and safety to ensure the quality of laboratory use and the safety of laboratory users.	IKT	Monitorin g and Evaluati on
4.6.9.1	The study programme must ensure that lecturers in charge of practical work compile practical work guidelines and modules in the laboratory in accordance with the course to ensure quality of use, especially learning.	The availability of laboratory practical guides and modules in accordance with the course to ensure the quality of use, particularly for learning.	ICT	Monitorin g and Evaluati on
4.6.10.1	The Head of the Laboratory is required to plan and assign laboratory assistants/technicians to participate in competency development training based on their field of expertise.	A plan and assignment have been prepared for laboratory assistants/technicians to participate in competency development training based on their field expertise.	ICT	Monitorin g and Evaluati on

H. STRATEGY FOR ACHIEVING STANDARDS

1. The Vice Rector IV, in collaboration with laboratory managers, conducts an inventory of available facilities and infrastructure and the needs of laboratory facilities and infrastructure.
2. All laboratory heads develop and update laboratory service and usage procedures on a regular basis each year.
3. All laboratory heads draw up schedules for laboratory use.
4. The Vice-Chancellor IV, through the directorate, works with laboratory managers to carry out maintenance of facilities and infrastructure.
5. The Vice-Chancellor IV allocates funds for laboratory development.
6. The Vice-Chancellor IV coordinates with faculties and study programmes in the utilisation of laboratories for educational, research and community service activities.

I. RELATED DOCUMENTS

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

J. REFERENCES FOR PREPARATION

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Ministry of Research, Technology, and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System

4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. 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
6. Statutes of PGRI University of Semarang

**DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORM
OF PGRI SEMARANG UNIVERSITY**



APPROVAL SHEET FOR THE DOCUMENT FORMS FOR THE EVALUATION OF THE INTERNAL QUALITY ASSURANCE SYSTEM
University PGRI Semarang

LABORATORY STANDARD FORM

Document Code : F-SPMI-UPGRIS-4.6

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

:				
Faculty Name :				
Date of Completion :				
Officer Filling in :				
No.	Indicator	Programme/Faculty Achievement		
		Programme/Faculty Achievement	Programme/Faculty Self-Evaluation	Link Supporting Documents
1	The availability of laboratories with physical conditions based on relevant needs to support the implementation of the , , and ensures the quality of education, research, and community service.			
2	Laboratories are available with sufficient equipment, supplies, facilities, and infrastructure, as well as up-to-date laboratory amenities to support activities in education, research and community service.			
3	Documented all equipment, supplies, facilities, and infrastructure, as well as laboratory accessories in accordance with procedures in force.			
4	The availability of laboratories equipped with an online information system based on the type of laboratory and shared equipment to support educational, research, and community service activities for all faculties and study programmes.			
5	The establishment of a laboratory organisational structure based on organisational needs to ensure smooth management. complete with a description of the duties of each section within the laboratory's organisational structure.			
6	The formulation of work regulations, job descriptions and responsibilities of laboratory assistants/technicians based on the assignments and needs of each laboratory.			
7	A schedule for laboratory use based on level Needs of each laboratory user.			
8	Quality Procedures and Work Instructions are established based on usage level and safety to ensure the quality of laboratory use laboratory and safetyof laboratory users.			

9	Guidelines and practical modules are available in Laboratory in accordance with subject courses to ensure the quality the use especially learning.			
10	Planning and assigning laboratory assistants/technicians to attend competency development training based on their field of expertise.			

Semarang, date of completion

Form Verifier,
Head of the Quality
Assurance Unit

Form Reviewer,
Faculty Quality Assurance
Unit

Form Filler,
Programme Head/Dean

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**DOCUMENT APPROVAL SHEET SOP SPMI
PGRI UNIVERSITY OF SEMARANG**

SOP FOR LABORATORY USE

Document Code	:	SOP-SPMI-UPGRIS-4.6.1
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP FOR LABORATORY USE

1. Purpose

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

2. Scope

This procedure applies to all academic programmes that require design practice in specialised laboratories as part of the learning process.

Standards

1. The programme study laboratory head prepares the laboratory equipment before the activity commences.
2. The programme study laboratory head ensures the adequate availability of laboratory equipment before the activity commences.
3. The programme study laboratory head holds 1 laboratory key for control purposes, as the laboratory is operational 24 hours a day at certain times.
4. Studio operating hours:
 - a. General conditions: 07:30 to 21:00 WIB Monday to Friday
 - b. Special conditions: 24 hours Monday to Sunday.
5. The programme study laboratory head ensures the cleanliness of the room, assisted by cleaning staff.
6. During each TA period, a coordinator is appointed. Their role is to facilitate coordination between TA participants, academic advisors, and the laboratory head.

3. Definition

1. A laboratory is a specific place or room equipped with equipment for conducting experiments (research, etc.).
2. The use of laboratories must be based on specific scientific methods. This ensures that all experiments, research, testing activities, calibrations, learning practices, and even the production of certain materials can run smoothly and according to their intended purposes.

3. Improving the skills and expertise of researchers in using the equipment available in the laboratory.
4. It serves as a learning tool for students to understand and comprehend all abstract knowledge, turning it into something concrete and tangible. Of course, this is all thanks to the research conducted in the laboratory.
5. To balance practice with theory, as the laboratory is a place to test theories, thereby supporting existing theoretical lessons.
6. Enhancing various activities centred on the development of process skills. These include processes in the cognitive, affective, psychomotor, and scientific attitude formation domains.

4. Procedures

Work Unit	Work Instructions	Responsible Party
<p>Programme Coordinat orxml- ph- 0002@de epl.intern alxml-ph- 0002@de epl.intern al, coordinati ng with xml-ph- 0003@de epl.intern al and xml-ph- 0004@de epl.intern al Head of</p>	<p>Chair Study Hea perso Coordinating with d n Progr amme The laboratory on the use of LAB covers the implementation schedule, equipment and provision of necessary materials.</p>	<p>Vice Rector IV</p>
<p>the Study Programm e</p>	<p>The Head of the Architecture Study Programme coordinates with the for the use of LA by head head B of the labora tory other than TA students for other activities related to the use of PCs, so that all activities can run smoothly.</p>	<p>Vice-Chancellor IV</p>
	<p>Head Laboratory with Chair Program Study</p>	

Programme	to schedule the implementation of the TA studio and the procurement of studio materials and equipment.	Vice-Chancellor IV
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5. Reference:

- a. Regulation No. 17 of 2010
- b. Statutes of PGRI University of Semarang
- c. University Strategic Plan of PGRI Semarang
- d. Procedures for the Use of the Faculty of Engineering and Informatics Laboratory

6. Work Instructions

No	Activity Details	Head of Study Programme	Head of Laboratory
1	Inform the laboratory usage schedule for the academic year.	1	
2	The Head of the Laboratory and the Head of the Study Programme establish the laboratory usage schedule.		2
3	The Head of the Laboratory coordinates with students participating in TA.		3
4	Laboratory Implementation for the Academic Year.	4	

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graph TD
    1[1] --> 2[2]
    2 --> 3[3]
    3 --> 4[4]
  
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Internal Quality Assurance
Internal Quality



STANDARDS FOR STUDENTS AND ALUMNI



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**FOUNDATION FOR THE DEVELOPMENT OF HIGHER
EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE
REPUBLIC OF INDONESIA SEMARANG**

Decree of the Minister of Law and Human Rights of the Republic of Indonesia No. 4HU-AH. 01.06-0012143 dated 11 November 2020

Notarial Deed of Hari Bagyo, S.H., M.Hom. Number 1 dated 3 March 2020

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

Email: yplpptpgrisemarang@gmail.com

DECISION

**BOARD OF DIRECTORS FOUNDATION FOR THE DEVELOPMENT OF HIGHER
EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE REPUBLIC OF
INDONESIA SEMARANG**

Number: 064/Kptp/3.2/YPLP PT PGRI/III/2023

**REGARDING
THE INTERNAL QUALITY ASSURANCE SYSTEM
OF PGRI UNIVERSITY SEMARANG**

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS PGRI SEMARANG**

CONSIDERING :

- a. that the Foundation for the Development of Higher Education Institutions PGRI Semarang is the organiser of the University of PGRI Semarang;
- b. that in order to achieve the University's Vision The outstanding and distinctive PGRI Semarang requires standards for the implementation of the four pillars of higher education that exceed the National Higher Education Standards.
- c. that the implementation of the four pillars of higher education can be carried out properly in accordance with applicable regulations;
- d. that for the purposes of points a and b and c above, it is necessary to issue a Decision Letter from the PGRI Semarang Higher Education Institution Supervisory Foundation.

CONSIDERING :

1. Law Number 20 of 2003 concerning the National Education System;
2. Law Number 12 of 2012 concerning Higher Education;
3. Regulations Government Number 17 Year 2010 Concerning Management and Implementation Education;
4. PGRI Articles of Association and Bylaws 2019;
5. Articles of Association and Bylaws of YPLP PT PGRI Semarang 2007;
6. Statutes of PGRI University Semarang 2019;
7. Decision Letter of the Supervisor of YPLP PT PGRI Semarang No.

022/Kpts/1/YP PT PGRI /II / 2020 regarding the Appointment of the Board of Trustees of the Educational Institution Education Higher PGRI Semarang Term of office XXII.

NOTING :

1. The Minutes of the University Senate's Deliberation of PGRI 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 ESTABLISH : DECISION OF THE BOARD OF THE FOUNDATION
PGRI SEMARANG HIGHER EDUCATION INSTITUTION
REGARDING THE INTERNAL QUALITY ASSURANCE
SYSTEM OF PGRI SEMARANG UNIVERSITY**

FIRST : Approves the Internal Quality Assurance System of PGRI University of Semarang as stated in the appendix to this decision.

SECOND : This decision shall take effect from the date of its issuance, and any errors in this decision shall be corrected as appropriate.

Issued in Semarang
On the Date 31 March 2023

YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI
PGRI SEMARANG

Ketua Pengurus

Dr. Bunyamin, M.Pd.
NPA PGRI 12011700084



Sekretaris Pengurus,

Drs. Sardju Mahesa, M.Pd. *
NPA PGRI 33740609481

Copies sent to:

1. Dear Chairman of the YPLP PT PGRI Semarang.
2. Dear Supervisor of YPLP PT PGRI Semarang
3. Dear Rector of PGRI University Semarang.
4. Archive

**STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR STANDARD DOCUMENTS OF THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI University of Semarang
STANDARDS FOR STUDENTS AND ALUMNI**

Kode Dokumen : S-SPMI-UPGRIS-4.7
Tanggal Mulai Berlaku : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua Yayasan YPLP PT PGRI	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

Implementing the Four Pillars of Higher Education (education, research, community service, and exemplary behaviour) to develop intellectual individuals and outstanding leaders with national character for the benefit of life and living.

B. SCOPE

This section contains the minimum criteria for the provision, implementation, monitoring, and evaluation of student affairs and alumni at PGRI University Semarang.

C. RATIONALE FOR ESTABLISHING STANDARDS

1. As the primary reference for the management of student admission and development at UPGRIS to achieve the vision and mission of UPGRIS.
2. A form of accountability for UPGRIS in accepting and managing students who are qualified, responsible, transparent, and accountable.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To produce graduates who are virtuous, skilled, and responsible in their respective fields.
Revision Date Implementation Date 8 December 2021.
2. Producing graduates who possess the to apply science and technology as well as skills in accordance with their field.
3. Producing graduates with nationally recognised competencies.
4. To produce innovative and useful research and community service.
5. Fostering effective collaboration between the business sector and the service industry.

E. RESPONSIBLE ENTITIES

1. Rector
2. Vice Rector III
3. Head of Study Programme
4. Lecturer

F. GLOSSARY

1. Higher education standards set by higher education institutions are standards that exceed national higher education standards.
2. Student organisation standards are the minimum criteria for the qualifications and management of student organisations.
3. Students are learners at the higher education level who are registered and meet the academic and administrative requirements to participate in the educational process at the Polytechnic.
4. The Student Affairs and Alumni Bureau is a polytechnic organ and student affairs unit responsible for student and alumni activities.
5. The Student Organisation is an institution registered and authorised by the Rector.
6. The Student Executive Board is a legislative body that represents students in conveying their aspirations and voices, as well as overseeing the policies and programmes implemented by the Student Executive Board.
7. Hima (Student Association) is an organisation for developing mindsets and personalities related to disciplines at the study programme level.
8. UKM (Student Activity Unit) is an extracurricular activity to develop specific interests, talents and skills.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
4.7.1.1	Study programmes must provide student services and guidance programmes in the areas of (1) boarding school life guidance, (2) entrepreneurship, (3) scouting, (4) health, (5) national defence and civic awareness. (6) Quality and access to services are excellent.	The availability of student services and development programmes in the areas of (1) dormitory life development, (2) entrepreneurship, (3) scouting, (4) health, (5) national defence and civic awareness. (6) The quality and accessibility of services are very good, accompanied by complete and valid documentation.	IKT	Monitoring and Evaluation
4.7.2.1	Faculties are required to conduct periodic and continuous monitoring and guidance of PPG alumni. periodically and continuously.	The implementation of periodic and continuous monitoring and guidance of PPG alumni, accompanied by complete and valid evidence.	IKT	Monev

H. STRATEGY FOR ACHIEVING STANDARDS

1. Conduct meetings coordination on regular between deputy directors and student organisations and the director.
2. Coordinating programmes and activities organised by each student organisation.
3. Actively participating in off-campus activities such as competitions, seminars, and student meetings at both regional and national levels.
4. Conducting student activities participated in by other campuses, both at the regional and national levels.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Evaluation Matrix for the Independent Education Accreditation Agency 2021
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports BAN – PT 2019
4. BAN – PT Regulation Number 3 of 2019 concerning Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA, the Independent Accreditation Agency for Economics, Management, Business and Accounting, 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes in 2021
7. University Strategic Plan of PGRI University of Semarang
8. Statutes of PGRI University of Semarang

J. REFERENCES FOR PREPARATION

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

**DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORM OF PGRI
UNIVERSITY OF SEMARANG**



APPROVAL SHEET FOR THE DOCUMENT FORMS FOR THE EVALUATION OF THE INTERNAL QUALITY ASSURANCE SYSTEM
University PGRI Semarang

STANDARD FORM FOR STUDENT AFFAIRS AND ALUMNI

Document Code : F-SPMI-UPGRIS-4.7

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

Programme Name :				
Faculty Name :				
Date of Completion :				
Officer Filling in :				
No.	Indicator	Programme/Faculty Achievement		
		Programme/Faculty Achievement	Programme/Faculty Self-Evaluation	Document Link Supporting
1	Availability of student services and development programmes in the areas of (1) dormitory life development, (2) entrepreneurship, (3) scouting, (4) health, (5) physical fitness (national defence and national insight). (6) The quality and access to services are excellent, accompanied by complete and valid evidence.			
2	The implementation of periodic and continuous monitoring and mentoring of PPG alumni accompanied by with evidence that is complete and valid.			

Semarang, date of completion

Form Verifier,
Head of the Quality
Assurance Unit

Form Reviewer,
Faculty Quality
Assurance Unit

Form Filler,
Head of
Programme/Dean

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT
University PGRI Semarang**

**SOP
ESTABLISHMENT OF STUDENT AFFAIRS STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-4.7.1
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP

ESTABLISHMENT OF STUDENT AND ALUMNI STANDARDS

1. Objective : To establish student standards for Supporting the achievement of the three pillars and principles at PGRI University Semarang
2. Scope: Establishment of student education standards at PGRI University Semarang
3. Standards
 - a. Having a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Having a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of *stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Have a policy for students to participate in curriculum development.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities.

4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' reasoning skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedures

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice Rector III to form a team to develop student affairs standards	Rector
Vice Rector III	Form a team to develop student affairs standards, with the main members being the Deputy Dean for Student Affairs Student Affairs and the Academic Affairs Office, plus other members	Rector
Drafting Team	Conducting a Focus Group Discussion (FGD) by inviting relevant parties to draft the standards Student Affairs	Vice Rector III

Drafting Team	Conducting a meeting to discuss the draft standards for Student Affairs, as well as drafting the standards Student Affairs to be submitted to the Vice-Chancellor III for follow-up	Vice-Chancellor
Deputy Rector III	Proposing a draft standard for student affairs to the rector for follow-up	Vice Rector
Rector	The Rector submits the draft student standards to the university senate chair for consideration at the university senate meeting	Rector
University Senate	Convenes a senate meeting to review the draft student standards and submits the results of the review meeting to the Rector as material for consideration in the decision-making process	Chair of the University Senate
Rector	Establishing the student standards that will be implemented	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice Rector III	Compilation Team	Senate	Foundation
	Instructing the Vice-Chancellor III					
1	to form a drafting team for standards Student Affairs	1				
2	Forming a standards drafting team		2			
3	Student Affairs with key members Deputy Dean for Student Affairs and BAAK plus other elements Conducting a Focus Group Discussion (FGD) with inviting relevant parties to develop a draft standard for Student Affairs					
4	Conducting a meeting to discuss the draft Student Affairs standards, as well as drafting a draft of student standards for submission to the Vice-Chancellor II for follow up			3		
5	Proposing draft standards Student Affairs to the rector for follow-up					
6	The rector submits the draft student affairs standards to the chair of the senate			4		
7	the university for consideration at the university senate meeting Convening a Senate meeting to review the draft student standards and submitting the results of the deliberation meeting to the Rector as material for consideration in determining		5			
8	Establishing student standards that will come into effect	6				
					7	
		8				

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



APPROVAL SHEET FOR SOP SPMI DOCUMENTS PGRI UNIVERSITY OF SEMARANG
SOP Implementation of Student Affairs Standards

Document Code	:	SOP-SPMI-UPGRIS-4.7.2
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP

IMPLEMENTATION OF STUDENT AND ALUMNI STANDARDS

1. Objective : To ensure the implementation of student standards to support the achievement of the three pillars and duties at PGRI University Semarang.
2. Scope : Implementation of Student Affairs Standards at PGRI University Semarang
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Having a policy on the admission of new students that is continuously revised on a regular basis to align with the interests *of stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Has a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities.

4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedures

Work Unit	Work Instructions	Responsible Party
Rector	Instructing the Vice Rector III to implement student affairs standards	Rector
Deputy Rector III	Instructing the BAAK department to implement the established student affairs standards	Rector
BAAK	Proposing the results of the analysis of the implementation of the to the Vice Rector II for follow-up action	Vice Rector III
Rector	The Rector follows up on the results of the analysis of the implementation of student affairs standards	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice-Chancellor	BAAK
1	Instructing the Vice-Chancellor III to implement the Student Affairs standards	1		
2	Instructing the BAAK department to implement the established student affairs standards		2	
3	Proposing the results of the analysis of the implementation of student standards to the Vice Rector II for follow-up			3
4	The Rector follows up on the results of the analysis of the implementation of student standards	4		

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR THE SOP SPMI DOCUMENT OF
PGRI UNIVERSITY SEMARANG**

**SOP
EVALUATION OF STUDENT AFFAIRS STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-4.7.3
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
EVALUATION OF STUDENT AND ALUMNI STANDARDS

1. Objective : To establish student affairs standards evaluation to support the achievement of the three pillars and duties at PGRI University Semarang
2. Scope : Evaluation of student standards at PGRI University Semarang
3. Standards
 - a. Having policies regarding the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Has a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of *stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Has a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities
4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting initiatives.
5. Procedure

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

6. Reference

- a. Law No. 20 of 2003 concerning the National Education System;
- b. Ministerial Regulation No. 62 of 2016 concerning the Higher Education Quality Assurance System;
- c. Ministry of Education and Culture Regulation No. 3 of 2020 concerning National Standards for Higher Education
- d. Statutes of PGRI University Semarang;
- e. Student Quality Standards of PGRI University Semarang; and
- f. Quality Manual for Education at PGRI University of Semarang.

7. Work Instructions

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

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT
PGRI University of Semarang**

**SOP
Student Affairs Standard Control**

Document Code	:	SOP-SPMI-UPGRIS-4.7.4
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
CONTROL OF STUDENT AND ALUMNI STANDARDS

1. Purpose : The realisation of control of Student Affairs to support Achievement of the three pillars and principles at PGRI University Semarang
2. Scope : Control of student standards at PGRI University Semarang
3. Standards
 - a. Has a policy on the admission of new students based on equal opportunity.
 - b. Having specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Has a policy on the admission of new students that is continuously revised on a regular basis to align with the interests *of stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Has a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities
4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedures

Work Unit	Work Instructions	Responsible Party
Rector	Instructing the Vice Rector III to control student standards	Rector
Deputy Rector III	Instructing the BAAK to oversee the established student standards	Vice Rector III
BAAK	Reporting the results of the analysis of the control of student standards to the Vice Rector III for follow-up action	Vice-Chancellor III
Rector	The Rector follows up on the analysis of the results of the standard control of Student Affairs	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice-Chancellor III	BAAK
1	Instructing the Vice-Chancellor III to control student affairs standards	1		
2	Instructing the BAAK department to control the established student affairs standards		2	
3	Reporting the results of the analysis of student affairs standard controls to the Vice Rector III for follow-up			3
4	The Rector follows up on the analysis of the results of student affairs standard control	4		

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT
PGRI University of Semarang**

**SOP
Improvement of Student and Alumni Standards**

Document Code	:	SOP-SPMI-UPGRIS-4.7.5
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP

Improvement of Student and Alumni Standards

1. Objective : To achieve an improvement in student standards to support the fulfilment of the three pillars and duties at PGRI University Semarang
2. Scope : Enhancement of student standards at PGRI University Semarang
3. Standards
 - a. Having policies regarding the admission of new students based on equal opportunity.
 - b. Establishing specific requirements to ensure that prospective students meet the specified criteria.
 - c. Determining the number of new students that can be admitted in accordance with existing capacity.
 - d. Having a policy on the admission of new students that is continuously revised on a regular basis to align with the interests of *stakeholders* and the needs of society.
 - e. Has a policy on the provision of education for students.
 - f. Has an academic guidance and counselling programme for students.
 - g. Having a policy towards students to participate in developing the curriculum.
 - h. Encouraging students to actively participate in extracurricular activities and student organisations.
 - i. Encouraging students to actively participate in research and community service activities

4. Definition

Student affairs encompass all matters related to students, including academic activities, the development of students' critical thinking skills, the cultivation of interests and hobbies, the enhancement of students' well-being, and supporting efforts.

5. Procedures

Work Unit	Work Instructions	Responsible Party Response
Rector	Instructs the Vice Rector III to improve student affairs standards	Rector
Vice-Chancellor or III	Instructing the BAAK department to improve the standards of student affairs that have established	Vice-Chancellor III
BAAK	Reporting the results of the analysis on the improvement of student standards to the Vice-Chancellor III for follow-up	Vice-Chancellor III
Rector	The Rector follows up on the analysis of the results of the improvement of student standards	Rector

6. Reference

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

7. Work Instructions

No	Activity Details	Rector	Vice-Chancellor III	BAAK
1	Instructing the Vice-Chancellor III to improve student standards	1		
2	Instructing the BAAK department to improve the established student standards		2	
3	Reporting the results of the analysis of improvements to student standards to the Vice Rector III for follow-up action			3
4	The Rector follows up on the analysis of the results of the improvement in student standards	4		

```

graph TD
    R1[1] --> VC[2]
    VC --> BAAK[3]
    BAAK --> R2[4]
  
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**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR THE SOP SPMI DOCUMENT OF
PGRI UNIVERSITY SEMARANG**

**SOP
FOR GRADUATION PREPARATION**

Document Code	:	SOP-SPMI-UPGRIS-4.7.6
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP FOR THE PREPARATION OF GRADUATING STUDENTS

1. Purpose

- a) To ensure orderly mechanisms for the orientation of prospective graduates
- b) Coordination of work units and personnel involved in preparing prospective graduates
- c) Control of the process of preparing prospective graduates in accordance with the implementation of the university's internal quality assurance system.

2. Scope

- a) The final stage process in the study programme at the University of PGRI Semarang
- b) The data collection and documentation process for final-stage students at BAAKSI
- c) Work units/personnel involved in the preparation of prospective graduates

3. Standards

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

4. Definition

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

5. Procedure

- a) The Head of the Study Programme provides BAAKSI with a list of final year students
- b) BAAKSI verifies the completeness of final-year students' documents, such as academic transcripts, registration, etc.
- c) After BAAKSI has verified the completeness of stage final then returned to the programme coordinator for the dean's decree to be issued.
- d) The PIESQ team provides orientation for graduating students prior to the commencement ceremony.

6. Reference

- a) University of PGRI Semarang Education Guidelines
- b) Academic Calendar of PGRI University Semarang

7. Work Instructions

No	Activity Details	Head of	BAAK	PIESQ
1	Head of Study Programme provides a list of final to the BAAK	1	↓	
2	The BAAK checks the completeness of final-year students' documents, such as transcripts, registration, etc.		2	
3	After the BAAK verifies the completeness of final-year students, it is returned to the programme coordinator for the Dean's Decision to be issued		↓	3
4	The PIESQ Team provides orientation for graduating students in preparation for the commencement ceremony			↓ 4

Internal Quality Assurance
Internal Quality



PROGRAM STUDY ACHIEVEMENT STANDARDS



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**FOUNDATION FOR THE DEVELOPMENT OF HIGHER
EDUCATION INSTITUTIONS UNION OF TEACHERS OF
THE REPUBLIC OF INDONESIA SEMARANG**

Decree of the Minister of Law and Human Rights of the Republic of
Indonesia No. 4HU-AH. 01,06-0012143 dated 11 November 2020
Notarial Deed of Hari Bagyo, S.H., M.Hom. Number 1 dated 3 March 2020
Il. Lontar No. 1 (024) 8454775, Semarang 50125
Email: yplpptpgrisemarang@gmail.com

DECISION

**BOARD OF DIRECTORS FOUNDATION FOR THE DEVELOPMENT OF
HIGHER EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE
REPUBLIC OF INDONESIA SEMARANG**

Number: 064/K.ftp/3.2/YPLP PT PGili/IIi/2023

**REGARDING
THE INTERNAL QUALITY ASSURANCE
SYSTEM OF PGRI UNIVERSITY SEMARANG**

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS PGRI SEMARANG**

CONSIDERING

:

- a. that the Foundation for the Development of Higher Education Institutions PGRI Semarang is the organiser of the University of PGRI Semarang;
- b. that in order to achieve the University's Vision The outstanding and distinctive PGRI Semarang requires standards for the implementation of the four pillars of higher education that exceed the National Higher Education Standards;
- c. that the implementation of the four pillars of higher education can be carried out properly in accordance with applicable regulations;
- d. that for the purposes of points a and b and c above, it is necessary to issue a Decision Letter from the PGRI Semarang Higher Education Institution Supervisory Foundation.

CONSIDERING

:

1. Law Number 20 of 2003 concerning the National Education System;
2. Law Number 12 of 2012 concerning Higher Education;
3. Regulations Government Number 17 Year 2010 Concerning Management and Implementation Education;
4. PGRI Articles of Association and Bylaws 2019;
5. Articles of Association and Bylaws of YPLP PT PGRI Semarang 2007;

6. Statutes of PGRI University Semarang 2019;
7. Decision Letter of the Supervisor of YPLP PT PGRI Semarang No. 022/Kpts/1/YP PT PGRI /II / 2020 regarding the Appointment of the Board of Trustees of the Educational Institution Education Higher Higher PGRI Semarang Term of Office XXII.

NOTING :

1. The Minutes of the University Senate's Deliberation of PGRI 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 ESTABLISH : DECISION OF THE BOARD OF THE FOUNDATION PGRI SEMARANG HIGHER EDUCATION INSTITUTION REGARDING THE INTERNAL QUALITY ASSURANCE SYSTEM OF PGRI SEMARANG UNIVERSITY

FIRST : Approves the Internal Quality Assurance System of PGRI University of Semarang as stated in the appendix to this decision.

SECOND : This decision shall take effect from the date of its issuance, and any errors in this decision shall be corrected as appropriate.

Issued in Semarang On the
Date 31 March 2023



Copies sent to:

1. Dear Chairman of the YPLP PT PGRI Semarang.
2. Dear Supervisor of YPLP PT PGRI Semarang
3. Dear Rector of PGRI University Semarang.
4. Archive

**STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



LEMBAR PENGESAHAN DOKUMEN STANDAR SPMI UNIVERSITAS PGRI SEMARANG STANDAR CAPAIAN PROGRAM STUDI

Kode Dokumen	: S-SPMI-UPGRIS-4.8
Tanggal Mulai Berlaku	: 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua Yayasan YPLP PT PGRI	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

A. VISION AND MISSION

VISION OF PGRI SEMARANG UNIVERSITY

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

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

B. SCOPE

This section outlines the minimum criteria for the provision, implementation, monitoring, and evaluation of programme outcomes at PGRI University Semarang.

C. RATIONALE FOR ESTABLISHING STANDARDS

One of UPGRIS's objectives is to produce graduates who can be quickly absorbed by employers or who can create their own jobs. This can only be achieved if the graduates produced have competencies that match the needs of the field and/or the interests of *stakeholders*. Therefore, in developing the curriculum, UPGRIS first establishes graduate profiles based on the field of work in order to develop the required graduate competency standards. This is followed by the formulation of learning outcomes and learning methods, which are represented in the form of a curriculum structure. The rapid changes or developments occurring in society require that the formulation of learning outcomes not only meet the demands of the field or stakeholders but also be flexible. Thus, graduates can quickly adapt to ongoing changes/developments. In developing graduate competencies based on the KKNI, it is necessary to consider aspects that are not only related to knowledge but also *skills* and *attitudes/behaviour*.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To serve as a guideline for UPGRIS leaders in establishing policies related to the field of education
2. To serve as a guideline for the LPM in evaluating and controlling educational outcomes
3. To serve as a guideline for faculties and study programmes in setting educational achievement targets in terms of quality and quantity
4. To serve as a guideline for lecturers in producing educational achievements

E. RESPONSIBLE PARTIES

1. The Drafting Team is responsible for preparing draft education standards
2. The Vice-Chancellor I is responsible for reviewing the draft education standards
3. The Academic Senate is responsible for providing input on the draft education standards
4. The Rector is responsible for approving the draft educational outcome standards and proposing their adoption to the YPLP PT PGRI Central Java
5. YPLP PT PGRI Central Java is responsible for establishing educational outcome standards
6. The LPM is responsible for controlling educational outcome standards
7. Lecturers and students are responsible for implementing and achieving educational outcome standards

F. GLOSSARY

1. The UPGRIS Internal Quality Assurance System, hereinafter abbreviated as SPMI UPGRIS, is a systematic activity to improve the quality of higher education in a planned and sustainable manner at UPGRIS.
2. Implementing standards means operationalising the provisions based on measurements, specifications and benchmarks as stated in the graduate competency standards statement that must be complied with, carried out and fulfilled.
3. Competency is a set of intelligent, responsible actions that a person possesses as a requirement to be considered capable by society in carrying out tasks in a particular field.
4. Programme achievement standards are the minimum criteria for graduate qualifications, covering attitudes, knowledge, and skills as stated in the programme graduate achievement formulation in accordance with agreed national standards.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD CURRENT
4.8.1.1	Universities and faculties must have (a) policies on the output and achievements of the three pillars of higher education, (b) disseminate these policies, (c) implement these policies, (d) evaluate the implementation of these policies, and (e) follow up on the results of the evaluation.	The availability and implementation of (a) policies on the output and achievement of the three pillars of higher education, (b) disseminating these policies, (c) implementing these policies, (d) evaluating the implementation of these policies, and (e) following up on the results of the evaluation.	IKT	Monev
4.8.2.1	Study programmes are required to evaluate performance achievements, document the results, and follow up.	The implementation of performance achievement evaluations must be conducted once per semester on a consistent basis, accompanied by complete and valid evidence.	IKT	Monev
4.8.2.2	Programmes must conduct performance evaluations, document the results, and follow up on them.	There are well-documented evaluation results, and follow-up actions are taken with complete and valid evidence.	ICT	Monitoring and Evaluation

H. STRATEGY FOR ACHIEVING STANDARDS

1. The Head of the Study Programme and lecturers must foster good relations and actively communicate with professional organisations, alumni, the government, the business world, industry and schools;

2. The Study Programme routinely conducts an evaluation process by distributing questionnaires on the current curriculum to *stakeholders*;
3. The stages of developing learning outcomes include: (i) self-evaluation/performance evaluation of the Study Program, (ii) *tracer study* of alumni and gathering input from stakeholders, (iii) developing graduate profiles in line with the job field, and (iv) developing graduate competencies; and
4. To ensure the achievement of competency standards, the following are carried out: (i) dissemination of competency standards to lecturers/teachers and (ii) monitoring and evaluation of the teaching and learning process, examinations and assessments, and the preparation of final assignments.

I. RELATED DOCUMENTS

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

J. REFERENCES FOR PREPARATION

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

5. 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
6. Statutes of PGRI University of Semarang

**DOCUMENT FOR THE EVALUATION FORM OF
THE INTERNAL QUALITY ASSURANCE SYSTEM OF
PGRI UNIVERSITY SEMARANG**



APPROVAL SHEET FOR THE DOCUMENT FORMS FOR THE EVALUATION OF THE INTERNAL QUALITY ASSURANCE SYSTEM University PGRI Semarang
STANDARD ACHIEVEMENT FORM FOR STUDY PROGRAMMES

Document Code	: F-SPMI-UPGRIS-4.8
Effective Date	: 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

Programme Name :				
Faculty Name :				
Date of Completion :				
Officer Filling in :				
No.	Indicator	Programme/Faculty Achievement		
		Programme/Faculty Achievement	Programme/Faculty Self-Evaluation	Document Link Supporting
1	The availability and implementation of (a) policies regarding the outcomes and achievements of the three pillars of higher education, (b) disseminating these policies, (c) implementing these policies, (d) evaluating the implementation of these policies, and (e) following up on the evaluation results.			
2.1	The consistent implementation of performance achievement evaluations once per semester, accompanied by complete and valid evidence.			
2.2	There are documents evaluation evaluation with excellent results, and follow up accompanied by complete and valid evidence.			

Semarang, date of completion

Form Filler Verifier,
Head of the Quality
Assurance Unit

Form Reviewer,
Faculty Quality
Assurance Unit

Form Filler,
Head of
Programme/Dean

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



**APPROVAL SHEET FOR THE SOP SPMI DOCUMENT OF
PGRI UNIVERSITY SEMARANG
SOP
PROGRAMME ACHIEVEMENT EVALUATION**

Document Code	:	SOP-SPMI-UPGRIS-4.8.1
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP PROGRAMME ACHIEVEMENT EVALUATION

1. Objective : To establish a curriculum that reflects the graduate competency standards at PGRI University Semarang in accordance with the established graduate competencies.
2. Scope : The curriculum of all study programmes at PGRI University Semarang
3. Standards
 - a. The curriculum of each study programme must include core competencies, supporting competencies, and other competencies, each of which must be related to the additional professional competencies of teachers, namely pedagogical, personal, professional, and social competencies for the field of education.
 - b. The core curriculum is a characteristic of the core competencies.
 - c. The core curriculum of a study programme is:
 - 1) The foundation for achieving graduate competencies
 - 2) A minimum standard for the quality of study programme implementation
 - 3) Applicable nationally and internationally
 - 4) Adaptable to rapid changes in the future
 - 5) A mutual agreement between higher education institutions, professional communities, and graduate employers
 - d. Supporting competencies must be designed with reference to the characteristics of the study programme, taking into account the needs *of stakeholders*
4. Definition
 - a. Competencies are the ability to behave, think, and act consistently as a manifestation of the knowledge, attitudes, and skills possessed by students
 - b. Graduate competency standards are minimum criteria for graduate qualifications that include attitudes, knowledge, and skills as stated in the graduate learning outcome formulation

5. Standard Operating Procedures




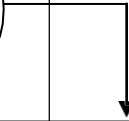
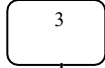

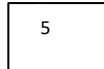

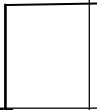


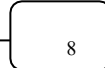


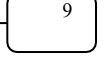

Work Unit	Work Instructions	Responsible Party Response
Vice-Chancellor I	Instructing the Deans/Directors of Postgraduate Programmes to develop graduate competency standards for academic programmes	Rector
Deans/Directors of Postgraduate Programmes	<ol style="list-style-type: none"> 1. Instructing the Deputy Dean I together with the programme coordinators to develop graduate competency standards for academic programmes 2. Proposing graduate competency standards for academic programmes after obtaining approval from the faculty senate to the Vice-Chancellor I for approval by the Chancellor 3. Conducting monitoring and evaluation of the implementation of the curriculum in accordance with the graduate competency standards of the study programme that have been approved by the Rector 	Vice Rector I
Deputy Dean I/Assistant Director and Head of the Study Programme	<ol style="list-style-type: none"> 1. Forming a team to prepare <i>a draft</i> of graduate competency standards 2. Preparing <i>a draft of</i> graduate competency standards 3. Discussing <i>the draft</i> graduate competency standards at the Faculty Senate meeting 4. Documenting the graduate competency standards that have been approved in the Senate meeting 5. Reporting graduate competency standards to the dean for follow-up 	Dean/Director of Postgraduate Studies
Faculty Senate	<ol style="list-style-type: none"> 1. Discussing graduate competency standards proposed by the faculty 2. Agreeing on graduate competency standards that have been agreed upon with the dean/head of department 	Dean/Director of Postgraduate Studies
Deputy Dean I/Assistant Director and Head of the programme	Socialising the graduate competency standards that have been approved by the rector	Dean/Director of Postgraduate Studies

Lecturers	Conducting academic activities to achieve graduate competency standards	Dean/Director of Postgraduate Studies
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6. References

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

7. Work Instructions

No	Activity Details	Rector	Dean/Director of Postgraduate Studies	Deputy Dean I/Assistant Director/Head of Study Programme	Faculty Senate
1	The Rector/Vice Rector I instructs the deans to develop graduate competency standards for study programmes.				
2	The Dean instructed the Vice Dean I/Assistant Director to work with the Head of Study Programme to develop graduate competency standards.				
3	The Vice Dean I/Assistant Director/Head of Study Programme formed a team to prepare a draft of graduate competency standards				
4	The Vice Dean I/Assistant Director/Head of the Study Programme discussed the draft graduate competency standards at the faculty senate meeting				
5	The Deputy Dean I/Assistant Director/Head of the Study Programme documented the graduate competency standards that had been approved at the senate meeting				
6	The Deputy Dean I/Assistant Director/Head of the Study Programme reports the graduate competency standards to the Dean/Director of Postgraduate Studies				
7	The Dean/Director of Postgraduate Studies submits the graduate competency standards to the faculty senate for discussion and formulation				
8	The Faculty Senate approves the graduate competency standards at the UPGRIS caturdarma event				
9	The Dean/Director of Postgraduate Studies proposes the graduate competency standards to the rector for approval				
10	The Rector approves the graduate competency standards				

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



APPROVAL SHEET FOR SOP SPMI DOCUMENT PGRI UNIVERSITY OF SEMARANG
SOP IMPLEMENTATION OF GRADUATE COMPETENCY STANDARDS

Document Code	:	SOP-SPMI-UPGRIS-4.8.2
Effective Date	:	

PROCESS	RESPONSIBLE PARTY			
	NAME	POSITION	DATE	SIGN SIGNA TURE
Formulation	Dr. Lilik Ariyanto, B.Ed., M.Ed.	Drafting Team		
	Fajar Cahyadi, M.Ed.			
	Setiyawan, B.Ed., M.Or.			
Review	Dr. Muniroh Munawar, B.Sc., M.Ed.	Vice Rector I for Academic Affairs and Cooperation		
	Dr. Endah Rita Sulistya Dewi, BSc, MSc	Vice Rector II for Administration and Finance		
	Dr. Sapto Budoyo, LL.B., LL.M.	Vice-Chancellor III for Student Affairs and Alumni Affairs		
	Dr. Nur Khoiri, B.Ed., M.Eng., M.Ed.	Vice Rector IV for Research, PKM and Development		
Considerations	Prof. Dr. Suwandi, M.Pd.	Chairman of the Senate		
Approval	Dr. Bunyamin, M.Ed.	Chairman of YPLP PT PGRI Semarang		
Decision	Dr. Sri Suciati, M.Hum.	Rector		
Control	Dr. Ary Susatyo Nugroho, BSc, MSc	Chairperson of the LPM		

SOP IMPLEMENTATION OF GRADUATE COMPETENCY STANDARDS

1. Objective : To establish a curriculum that reflects the graduate competency standards at PGRI University Semarang in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at PGRI University Semarang
3. Standards
 - a. The curriculum of each study programme must include core competencies, supporting competencies, and other competencies, each of which must be related to the additional professional competencies of teachers, namely pedagogical, personal, professional, and social competencies for the field of education.
 - b. The core curriculum is the hallmark of core competencies.
 - c. The core curriculum of a study programme is:
 - 1) The foundation for achieving graduate competencies
 - 2) A minimum standard of quality for the implementation of study programmes
 - 3) Applicable nationally and internationally
 - 4) Adaptable to rapid changes in the future
 - 5) A joint agreement between higher education institutions, professional communities and graduate users
 - 6) Supporting competencies must be designed with reference to the characteristics of the study programme, taking into account the needs *of stakeholders*
4. Definition
 - a. Competencies are the ability to behave, think, and act consistently as a manifestation of the knowledge, attitudes, and skills possessed by students
 - b. Graduate competency standards are minimum criteria for graduate qualifications that include attitudes, knowledge, and skills as stated in the graduate learning outcome formulation

5. Standard Operating Procedures

Work Unit	Work Instructions	Responsible Party Response
Vice-Chancellor I	Instructs the Deans/Directors of Postgraduate Programmes to implement the graduate competency standards for study programmes as established by the Rector	Rector
Deans/Directors Graduate	Instructs to Deputy of the Dean I/Assistant Director together with the Head of the Study Programme to implement the standard competency graduation requirements review () of the study programme as determined by the Rector	Vice Rector I
Deputy Dean I/Assistant Director and Head of Study Programme	The Deputy Dean I/Assistant Director, together with the Head of the Programme, conducts teaching and learning activities in accordance with the graduate competency standards of the programme, as outlined in the programme curriculum	Dean/Director of Postgraduate Studies
Deputy Dean I/Assistant Director and Head of Study Programme	Socialise the competency for that have been approved by the rector to the lecturers of the study programme	Dean/Director of Postgraduate Studies
Lecturers	Implementing academic activities to achieve the standards set for graduate competencies the established graduate competency standards	Programme Head

6. References

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

**STANDARD OPERATING PROCEDURE DOCUMENTS FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



APPROVAL SHEET FOR SOP SPMI DOCUMENTS

PGRI University of Semarang

**SOP
TRACER STUDY**

Document Code	:	SOP-SPMI-UPGRIS-4.8.6
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
TRACER STUDY

1. Purpose : To obtain feedback from stakeholders and users to develop a curriculum that reflects the graduate competency standards at Semarang PGRI University in line with the established graduate competencies
2. Scope : The curriculum of all study programmes at PGRI University Semarang
3. Standards
 - a. The curriculum of each study programme must include core competencies, supporting competencies, and other competencies, each of which must be linked to additional professional competencies for teachers, namely pedagogical competencies, personal competencies, professional competencies, and social competencies for the field of education.
 - b. The core curriculum is a characteristic of the core competencies.
 - c. The core curriculum of a study programme is:
 - 1) The foundation for achieving graduate competencies
 - 2) A minimum standard for the quality of study programme implementation
 - 3) Applicable nationally and internationally
 - 4) Accommodating to rapid changes in the future
 - 5) Mutual agreement between higher education institutions, professional communities and graduate users
 - d. Supporting competencies must be designed with reference to the characteristics of the study programme, taking into account the needs *of stakeholders*
4. Definition

A tracer study is the tracking of alumni to determine the fields of work in which they are employed, including the time taken to secure employment, the type of work, their position within the organisation, and their income from the work performed.

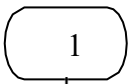
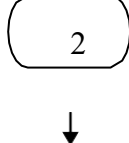
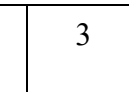
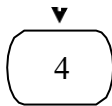
5. Standard Operating Procedures

Work Unit	Work Instructions	Responsible Party Response
Vice Rector I	Instructing the Deans/Directors of Postgraduate Programmes at UPGRIS to form a <i>tracer study</i> implementation team at the programme level	Rector
Dean/Director or Graduate	Instructing the Deputy Dean I/Assistant Director, together with the programme coordinator and the programme study <i>tracer study</i> team, to conduct <i>the tracer study</i>	Vice Rector I
Deputy Dean I/Assistant Director and Head of Study Programme	Developing a <i>tracer study</i> questionnaire and collaborating with the alumni association to distribute the questionnaire to alumni, as well as collecting and submitting the questionnaire results to the programme	Dean/Director of Postgraduate Studies
Deputy Dean I/Assistant Director and Head of the Study Programme	Compiling the results of the questionnaires distributed to alumni, analysing the received questionnaire results, and compiling the <i>tracer study</i> report	Dean/Director of Postgraduate Studies

6. References

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

7. Work Instructions

No	Details of activities	Dean/Direct or of Postgraduate Studies	Deputy Dean I/Assistant Director/Head of Study Programme/Team <i>Tracer Study</i>
1	The Rector instructs all Deans/Directors of Postgraduate Programmes at UPGRIS to form a team to implement <i>the tracer study</i> at the programme level		
2	The Dean/Director of Postgraduate Studies instructs the Vice Dean I/Assistant Director, together with the programme coordinator and the <i>tracer study</i> team to conduct <i>a tracer study</i>		
3	The Deputy Dean I/Assistant Director/programme coordinator and the programme's <i>tracer study</i> team create a <i>tracer study</i> questionnaire and distribute it to alumni.		
4	The Deputy Dean I/Assistant Director/Program Coordinator and the <i>tracer study</i> team compile the results from the questionnaires distributed to alumni and analyse the results questionnaires which received, and compile the <i>tracer study</i> report		

Internal Quality Assurance
Quality Assurance
System



STANDARDS FOR INDEPENDENT LEARNING IN INDEPENDENT CAMPUSES (MBKM)



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**FOUNDATION FOR THE DEVELOPMENT OF HIGHER
EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE
REPUBLIC OF INDONESIA SEMARANG**

Decree of the Minister of Law and Human Rights of the Republic of Indonesia No. 4HU-AH. 01,06-0012143 Tangg 111 MBrtt 2020

Notarial Deed Hari Bagyo, S.H., M.Hom. Number 1 Date 3 March 2020

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

Email: yplpptgrisemarang@gmail.com

DECISION

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS UNION OF TEACHERS OF THE REPUBLIC OF INDONESIA
SEMARANG**

Number: 064/Kptp/3.2/YPLP PT PGRI/III/2023

REGARDING

**THE INTERNAL QUALITY ASSURANCE SYSTEM OF
PGRI UNIVERSITY SEMARANG**

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS PGRI SEMARANG**

CONSIDERING :

- a. that the PGRI Semarang Higher Education Institution Development Foundation is the organiser of PGRI Semarang University;
- b. that in order to achieve the vision of PGRI Semarang University of PGRI Semarang, which is to be excellent and distinctive, it is necessary to have standards for the implementation of the four pillars of higher education that exceed the National Standards for Higher Education;
- c. that the implementation of the four pillars of higher education can be carried out properly in accordance with applicable regulations;
- d. that for the purposes of points a, b and c above, it is necessary to issue a Decision Letter from the PGRI Semarang Higher Education Institution Supervisory Foundation.

CONSIDERING :

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 and Bylaws of YPLP PT PGRI Semarang 2007;

6. Statutes of PGRI University Semarang 2019;
7. Decision Letter of the Supervisor of YPLP PT PGRI Semarang No. 022/Kpts/1/YP PT PGRI /II / 2020 regarding the Appointment of the Board of Trustees of the Educational Institution Education Higher Higher PGRI Semarang Term of Office XXII.

CONSIDERING :

1. Minutes of the Senate Deliberation of PGRI University Semarang number: 016/BA/SENAT/UPGRIS/III/2023 dated 1 March 2023;
2. Approval Sheet for SPMI Policy Document code: K-SPMI-UPGRIS-01 dated 31 March 2023.

RESOLVES

ESTABLISHING : DECISION OF THE BOARD OF TRUSTEES OF THE FOUNDATION OF THE PGRI SEMARANG HIGHER EDUCATION INSTITUTION REGARDING THE INTERNAL QUALITY ASSURANCE SYSTEM OF PGRI SEMARANG UNIVERSITY

FIRST : Approving the Internal Quality Assurance System of PGRI University of Semarang as set forth in the annex to this decision.

SECOND : This decision shall take effect from the date of its issuance, and any errors in this decision shall be corrected as appropriate.

Issued in Semarang On the
Date 31 March 2023



Copy sent to:

1. Dear Advisor of YPLP PT PGRI Semarang.
2. The Supervisor of YPLP PT PGRI Semarang
3. Dear Rector of PGRI University Semarang.
4. Archive

**STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UPGRIS**



**APPROVAL SHEET FOR STANDARD DOCUMENTS OF THE INTERNAL QUALITY
ASSURANCE SYSTEM (SPMI) UPGRIS**

MBKM STANDARD

Document Code : S-SPMI-UPGRIS-4.9

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

Implementing the Four Pillars of Higher Education (education, research, community service, and exemplary behaviour) to develop intellectual individuals and outstanding leaders with national character for the benefit of life and living.

B. SCOPE

This section contains the minimum criteria for the provision, implementation, monitoring, and evaluation of Merdeka Belajar Kampus Mengajar (MBKM) at PGRI University Semarang.

C. RATIONALE FOR ESTABLISHING STANDARDS

1. The Merdeka Belajar Kampus Merdeka standards are formulated based on Ministry of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards, particularly the right to study for three semesters outside the study programme.
2. Higher education institutions are required to provide students with the right to voluntarily take credits outside the higher education institution for 2 semesters (equivalent to 40 credits) plus 1 semester (equivalent to 20 credits) in a different study programme at the same higher education institution.
3. In order to meet the demands, changes and needs for link and match with the business and industrial world (DU/DI), and to prepare students for the world of work, higher education institutions are required to design and implement innovative learning processes so that students can achieve optimal learning outcomes in terms of attitude, knowledge and skills.
4. The Merdeka Belajar – Kampus Merdeka policy is expected to be the answer to these demands. Kampus Merdeka is a form of learning in higher education that is autonomous and flexible, creating an innovative learning culture that is unrestrictive and tailored to the needs of students.
5. The Merdeka Belajar – Kampus Merdeka programme comprises four main policies, namely: ease of opening new study programmes, changes to the higher education accreditation system

, facilitating the establishment of higher education institutions as legal entities, and the right to study for three semesters outside of one's study programme. Students are given the freedom to take credits outside of their study programme, and the three semesters in question can be used for learning outside of their study programme within the higher education institution and/or learning outside of the higher education institution.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To produce graduates with outstanding competencies and an entrepreneurial spirit based on Pancasila and the 1945 Constitution.
2. Produce productive and innovative research for the advancement of science and technology that benefits society.
3. Producing community service work that can be commercialised in order to solve real problems and promote community welfare.
4. Producing scientific publications of national and international repute for the development of the quality and reputation of educational institutions.
5. Producing higher education with quality governance in the implementation of an entrepreneurial university.
6. Establishing linkages and collaborations between the Tri Dharma of Higher Education and industry, government agencies, and other private institutions.

E. RESPONSIBLE ENTITIES

1. University
2. Faculty
3. Study Programme
4. Students
5. LPM

F. GLOSSARY

1. Merdeka Belajar-Kampus Merdeka (MBKM) is an enrichment programme outside the USS Study Programme to enhance graduates' competencies, both soft skills and hard skills, so that they are better prepared and relevant to the needs of the times, preparing graduates as future leaders of the nation who are outstanding and have strong character through the

experiential learning programmes with flexible pathways, it is hoped that students will be able to develop their potential in line with their passions and talents.

2. The Merdeka Belajar Kampus Merdeka programme at PGRI University Semarang at the national and international levels.
3. MBKM programme partners must have a Memorandum of Understanding (MoU) with USS.
4. Internship-Work Placement.
5. Student Exchange.
6. Teaching Assistance at Educational Institutions.
7. Research.
8. Humanitarian Projects.
9. Entrepreneurship Activities 10.
10. Independent Study/Projects 11.
11. Village Development/Community Service Learning 12.
12. The MBKM programme at the international level is implemented in collaboration with Uni-KL.
13. The International MB-KM Programme includes
 - a. Internship
 - b. Student Exchange
 - c. Joint Degree-Double Degree
 - d. Short Programmes
 - e. Student Excursion
 - f. Workshop
 - g. Research Collaboration and Joint Supervision.
14. Documents related to the MBKM programme include:
 - a. Proposal
 - b. Letter of Acceptance (LoA)
 - c. Portfolio-Log Book
 - d. Partner Assessment Form
 - e. Partner Satisfaction Tracer Study Form
 - f. Activity data in Excel Office 365
 - g. Final Report-Documentation
 - h. Certificate/Letter of Recommendation from the partner
 - i. Products – Learning Media j. Publications.
15. The person responsible for MBKM activities is the Vice Rector I.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD QUANTIFICATION
4.9.1.1	The study programme must ensure that a percentage of graduates obtain employment within 6 months with a salary >1.2 times the regional minimum wage.	Achievement of the percentage of graduates who find employment within six months with a salary >1.2 times the minimum wage is at least 60% of the total number of graduates.	ICT	Monitoring and Evaluation
4.9.2.1	The study programme must ensure that the percentage of students earning >1.2 times the minimum wage before graduation.	Achievement of of students earning greater than 1.2 times the minimum wage before graduation is at least 1.25% of the total number of active students	IKT	Monitoring and Evaluation
4.9.3.1	Study programmes must ensure Percentage of graduates Bachelor who continue their studies.	Achievement of the percentage of Bachelor's who pursue their studies is at least 2% of the total number of graduates.	IKT	Money
4.9.4.1	Study programmes must ensure that a certain percentage of students become entrepreneurs by starting a business within 6 months of graduation with an income >1.2 times the minimum wage.	Achievement the percentage of students who become entrepreneurs by starting a business within 6 months after graduation with an income exceeding 1.2 times the minimum wage, must be at least 2.5% of the number graduates.	IKT	Monitoring and Evaluation
4.9.5.1	Study programmes must guarantee a percentage of students who become entrepreneurs with an income > 1.2 times the minimum wage before graduation.	Achievement of the percentage of students who become entrepreneurs earning more than 1.2 times the minimum wage before graduation must be at least 0.5% of the total number of active students.	IKT	Monitoring and Evaluation

4.9.6.1	The study programme must ensure the number of graduates who complete the tracer study.	The achievement of the number of graduates who complete the graduate tracer survey must be at least 30% of the total number of graduates.	IKT	Monitoring and Evaluation
4.9.7.1	Study programmes must ensure student exchange for the MBKM programme.	Achievement of student exchange in the MBKM programme at a minimum of 1% of the total number of active students.	IKT	Monitoring and Evaluation
4.9.8.1	The study programme must ensure teaching assistance for MBKM programme students.	Achievement of teaching assistance for MBKM programme students must be at least 1% of the total number active students.	ICT	Monitoring and Evaluation
4.9.9.1	Study programmes must guarantee internships for program MBKM.	The achievement of internships for MBKM programme students must be at least 1% of the total number of active students.	IKT	Monitoring and Evaluation

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD QUANTIFICATION
4.9.10.1	The study programme must ensure that MBKM programme students undertake humanitarian projects.	Achievement of humanitarian of MBKM programme students must be at least 1% of the total number of active students.	IKT	Monitoring and Evaluation
4.9.11.1	The study programme must ensure research/studies by MBKM programme students.	Achievement of student research/studies in the MBKM programme must meet the following minimum requirements 1% of the total number of active students.	IKT	Monitoring and Evaluation
4.9.12.1	The study programme must ensure that MBKM programme students undertake village projects (KKNT).	The achievement of village projects (KKNT) for MBKM programme students must meet the following minimum requirements % from the total number of active students.	IKT	Monitoring and Evaluation

4.9.13.1	The study programme must guarantee independent study/projects for MBKM programme students.	Achievement of independent studies/projects, of MBKM programme students must be at least 1% of the total number of active students.	IKT	Monitoring and Evaluation
4.9.14.1	Universities must ensure that lecturers carry out the Tri Dharma at other campuses at the national level.	Achievement of the number of lecturers carrying out the Tri Dharma at other campuses at the national level minimum 60% of number of lecturers.	IKT	Monitoring and Evaluation
4.9.15.1	Universities must ensure that lecturers carry out the Tri Dharma at other campuses at the international level.	Achieving a minimum of 20% of the total number of lecturers carrying out the Tri Dharma at other campuses at the international level.	IKT	Monitoring
4.9.16.1	University must ensure indexed QS 100 PT based on field of study.	Achieving QS 100 PT indexing based on field of study.	IKT	Monitoring and Evaluation
4.9.17.1	Universities must ensure that lecturers who mentor students to achieve regional-level achievements.	The achievement of the number of lecturers mentoring students to achieve regional-level achievements at least 10% of the total number of lecturers.	IKT	Monitoring and Evaluation
4.9.18.1	Universities must ensure that lecturers who mentor students to achieve national-level achievements.	The achievement of the number of lecturers mentoring students to achieve national-level achievements at least 5% of the total number of lecturers.	IKT	Monitoring and Evaluation
4.9.19.1	Universities must ensure that lecturers who mentor students to achieve international-level accomplishments.	Achieving a minimum of 1% of the total number of lecturers who mentor students to achieve international-level achievements.	IKT	Monitoring and Evaluation
4.9.20.1	University must ensure lecturers who originate from	Achieving lecturers originating From practitioners practitioners	ICT	Money

NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD TEST
	practitioners practitioners professionals, the workplace, or the industry.	professionals, the workplace, or the labour industry, at least 5% of the total number of lecturers.		
4.9.21.1	Study programmes must ensure partnership curriculum development.	Achievement of the number of curriculum development partnerships 2 partnerships each programme.	IKT	Monitoring and Evaluation
4.9.22.1	University must ensure work equal international outbound credit transfer.	Achieving a minimum number of international outbound credit transfers of at least 10 students.	IKT	Monitoring and Evaluation
4.9.23.1	Universities are required to ensure international outbound cooperation for double degree/joint degree programmes.	Achieving a minimum of 5 international outbound double degree/joint degree collaborations students.	IKT	Monitoring and Evaluation
4.9.24.1	Universities must ensure international outbound cooperation internships international.	Achievement of the minimum number of international outbound internship collaborations 30 students.	IKT	Monitoring and Evaluation
4.9.25.1	Universities must ensure international outbound cooperation for international PPL.	Achievement of a minimum of 60 international outbound PPL partnerships students.	IKT	Monitoring and Evaluation
4.9.26.1	The university must ensure international outbound cooperation for international community service programmes.	Achievement of the number of international outbound KKN collaborations imum 20 students.	IKT	Monitoring and Evaluation
4.9.27.1	Universities must ensure international outbound cooperation for international field studies.	Achievement of the minimum number of international outbound KKL collaborations 40 students.	IKT	Monitoring and Evaluation
4.9.28.1	University must ensure work equal international outbound visiting lecturer.	Achievement of the target number of international outbound visiting lecturer collaborations lecturers.	IKT	Monitoring and Evaluation
4.9.29.1	University must ensure work equal international	Achieving the target number of international outbound lecturer exchanges	IKT	Monitoring and

	outbound lecturer exchange.	exchange programme involving at least 10 lecturers.		Evaluation
4.9.30.1	University must ensure The equivalent for international inbound credit transfers.	Achieving a minimum number of international inbound credit transfer cooperation involving at least 10 students.	IKT	Monitoring and Evaluation
4.9.31.1	Universities must ensure international inbound cooperation for double - degree/joint degree.	Achievement of at least 5 international inbound double degree/joint degree partnerships students.	IKT	Monitoring and Evaluation

4.9.32.1	University must ensure the equal international	Achieving the number of international inbound international internships	ICT	Monitoring and Evaluation
NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD
	International internship.	International minimum 30 students.		
4.9.33.1	Universities must ensure international inbound PPL cooperation.	Achieving a minimum of 40 students in international inbound PPL cooperation.	IKT	Monitoring
4.9.34.1	Universities must ensure international inbound Darmasiswa cooperation.	Achievement of the number of international cooperation inbound Darmasiswa must be at least 5 students.	IKT	Monitoring and Evaluation
4.9.35.1	Universities must ensure international inbound cooperation for international KKL.	Achievement of the minimum number of international inbound KKL collaborations 40 students.	IKT	Monitoring and Evaluation
4.9.36.1	University must ensure work equal international inbound visiting lecturers.	Achievement of the number of international collaborations inbound Visiting lecturers.	IKT	Monitoring and Evaluation
4.9.37.1	University must ensure work equal inbound lecturer exchange.	Achievement of international cooperation inbound lecturer	IKT	Monitoring and

		exchange programme of at least 10 lecturers.		Evaluation
4.9.38.1	The study programme must ensure that learning uses the case method or project-based group learning as part of the evaluation weighting.	Achievement of learning using the case method or project-based group learning as part of the evaluation weighting.	IKT	Monitoring and Evaluation
4.9.39.1	Universities must ensure graduates possess a PIESQ Management 3.0 certificate.	Achievement of a minimum of 95% of graduates holding a PIESQ Management 3.0 certificate of the total number of new students.	IKT	Monitoring and Evaluation
4.9.40.1	The university must ensure that graduates have an EAP (English Academic Purpose) score.	Achievement of a minimum EAP (English Academic Purpose) score of 76 for graduates at least 70% of the total number of students.	IKT	Monitoring and Evaluation
4.9.41.1	Universities must ensure that graduates possess at least one additional competency certificate relevant to their field of study.	Achieving a percentage of graduates holding at least one additional competency certificate in their field of study, amounting to at least 65% of the total number of graduating students.	IKT	Monitoring and Evaluation

4.9.42.1	Universities must ensure students who obtain	Achievement of the percentage students who obtain	ICT	Monev
NO PS	STANDARD STATEMENT	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD CURRICULUM
	Certificate of student management and leadership training.	Certificate of student management and leadership training for at least 18% of the total number of active students.		

4.9.43.1	The university must ensure that students possess an entrepreneurship training certificate.	Achieving a minimum of 12.5% of students holding entrepreneurship training certificates out of the total number of .	IKT	Monitoring and Evaluation
4.9.44.1	Universities must guarantee scholarship recipients.	Achieving a minimum of 5% of active students receiving scholarships.	IKT	Monitoring and Evaluation
4.9.45.1	Universities are required to ensure that students obtain certificates for scientific activities.	The percentage of students who obtain certificates for scientific activities must be at least 4 certificates, representing at least 30% of the total number of graduating students.	IKT	Monitoring and Evaluation
4.9.46.1	Universities must ensure that lecturers are involved in improving teacher professionalism through the PGRI organisation.	The percentage of lecturers involved in enhancing teachers' professionalism through the PGRI organisation must be at least 40% of the total number of lecturers.	IKT	Monitoring and Evaluation
4.9.47.1	Universities must ensure that lecturers are involved/appear as speakers in dialogues in the mass media.	The number of lecturers involved/appearing as dialogue sources in the mass media must be at least 40% of the total number of lecturer.	ICT	Monitoring and Evaluation

H. STRATEGY FOR ACHIEVING STANDARDS

1. The Vice-Chancellor I formed a working group to draft the Merdeka Belajar Kampus Merdeka regulations in accordance with:
 - a. Ministry of Education and Culture Regulation No. 3 of 2020 concerning National Standards for Higher Education.
 - b. Ministry of Education and Culture Regulation No. 4 of 2020 concerning the Transformation of State Universities into Legal Entity Universities.
 - c. Ministry of Education and Culture Regulation No. 5 of 2020 concerning the Accreditation of Study Programmes and Higher Education Institutions.
 - d. Ministry of Education and Culture Regulation No. 6 of 2020 concerning the Admission of New Undergraduate Students at State Universities.

- e. Ministry of Education and Culture Regulation No. 7 concerning the Establishment, Change, and Dissolution of State Universities and the Establishment, Change, and Revocation of Private University Licences.
2. BAUK, in coordination with the Vice Rector I, conducted a socialisation of all documents related to the Merdeka Belajar Kampus Merdeka standards within the scope of PGRI University Semarang to the entire academic community (Deans of Faculties, Heads of Study Programmes, Lecturers and Students) as well as the monitoring and evaluation of the implementation of the standards.
3. BAUK prepared all necessary materials for coordination with partners, such as cover letters, Letters of Agreement (LoA), attendance records, and others.
4. Deans of Faculties and BAUK within the scope of Universitas PGRI Semarang conducted socialisation within their respective units to ensure a good understanding among all lecturers.
5. The Internal Quality Assurance Unit conducts an evaluation of the implementation of these standards prior to monitoring and evaluation under the coordination of the LPM.

I. RELATED DOCUMENTS

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

J. REFERENCES FOR THE PREPARATION

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Ministry of Research, Technology, and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System

4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. 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
6. Statutes of PGRI University of Semarang

**DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORM OF
PGRI SEMARANG UNIVERSITY**



APPROVAL SHEET FOR THE DOCUMENT FORMS FOR THE EVALUATION OF THE INTERNAL QUALITY ASSURANCE SYSTEM
University PGRI Semarang

STANDARD FORM FOR INDEPENDENT LEARNING ON CAMPUS (MBKM)

Document Code : F-SPMI-UPGRIS-4.9

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

Programme Name :				
Faculty Name :				
Date of Completion :				
Officer in Charge :				
No.	Indicator	Programme/Faculty Achievement		
		Programme/Faculty Achievement	Programme/Faculty Self-Evaluation	Link Supporting Documents
1	Achievement of the percentage of graduates who secure employment within less than 6 months with a salary exceeding 1.2 times the minimum wage, amounting to at least 60% of the total number of graduates.			
2	Achievement of the percentage of students earning >1.2 times the minimum wage before graduation at least 1.25% of the total number of active students			
3	Achievement of percentage of graduates Bachelor's who continue their studies is at least 2% of the total number of graduates.			
4	Achieving a percentage of students who become entrepreneurs by starting a business within 6 months of graduation with an income >1.2 times the minimum wage of at least 2.5% of the total number of graduates.			
5	Achieving a percentage of students who become entrepreneurs with an income exceeding 1.2 times the minimum wage before graduation, amounting to at least 0.5% of the total of active students.			
6	Achieving a high number of graduates who fill the tracer study, which is at least 30% of the total number of graduates.			
7	Achieving student exchange programmes MBKM programme exchange of at least 1% of the total number of active students.			

8	Achievement of assistance teaching students MBKM programme is achieved for at least 1% of the total number of active students.			
9	Achievement of Internships for students, MBKM programme for at least 1% of the total number of active students active students.			
10	Achievement of student humanitarian projects MBKM programme, with a minimum of 1% of the total number of active students.			

11	Achievement of Research/studies by students MBKM programme must be at least 1% of the total number of active students.			
12	Achievement of village projects (KKNT) by students in the MBKM programme Minimum 1% from Number of active students.			
13	Achievement of independent independent MBKM programme students of at least 1% of the total number of active students.			
14	Achievement of the number of lecturers who carry out the Tri Dharma of Higher Education (Tri-) at other campuses at national level of at least 60% of the total number of lecturers.			
15	Achievement of the number of lecturers carrying out the Tri dharma at other campuses at national level at least 20% of the total number of lecturers.			
16	Achievement of QS 100 PT indexing based on field of study.			
17	Achievement of the number of lecturers who mentor students to achieve achievements at the regional level, with a minimum of 10% of the total number of lecturers.			
18	Achieving the target of the number of lecturers who mentor students to Achieve achievements at the national level, with a minimum of 5% of the total number of lecturers.			

19	Achievement of the number of lecturers mentoring students to achieve, achievement at of at least 1% of the total number of lecturers.			
20	Achieving lecturers who come from professional practitioners, the world of work, or industry at least 5% of the total number of lecturers.			
21	Achieving a minimum of 2 development partnerships of at least 2 partnerships per study programme.			
22	Achievement of the number of outbound international collaborations credit minimum 10 students.			
23	Achievement of a minimum number of international outbound double degree/joint degree collaborations 5 students.			
24	Achievement of a minimum number of international outbound internship collaborations involving 30 students.			

25	Achievement of the number of international outbound cooperation outbound PPL international minimum 60 students.			
26	Achievement of the number of outbound international collaborations KKN international at least 20 students.			
27	Achievement of the number of international collaborations outbound KKL international minimum 40 students.			
28	Achievement of the number of international collaborations Outbound visiting lecturers: minimum of 5 lecturers.			
29	Achievement of the number of international outbound collaborations lecturer exchange minimum 10 lecturers.			
30	Achievement of the number of inbound international collaborations credit minimum 10 students.			
31	Achievement of the number of international collaborations inbound double degree/joint degree programmes with a minimum of 5 students.			

32	Achievement of the number of international collaborations for inbound international internships involving at least 30 students.			
33	Achievement of the number of inbound international collaborations PPL international minimum 40 students.			
34	Achievement of the number of international collaborations inbound Darmasiswa students of at least 5 students.			
35	Achievement of the number of international cooperation inbound KKL international minimum 40 students.			
36	Achievement of the number of international collaborations inbound visiting lecturers: minimum of 5 lecturers.			
37	Achievement of international cooperation inbound lecturer exchange of at least 10 lecturers.			
38	Achievement of learning using the case method or project-based group learning as part of evaluation criteria.			
39	Achievement of a minimum of 95% of new students obtaining the PIESQ Management 3.0 certificate.			

40	Achieving a minimum score of 76 in EAP (English Academic Purpose) among graduates, at least 70% of the total number of students.			
41	Achievement of a percentage of graduates who have at least one additional competency certificate in accordance with their field of study, amounting to at least 65% of the total number of graduates.			
42	Achieving a percentage of students who obtain management and leadership training certificates of at least 18% of the total number of active students.			
43	Achievement of the percentage students who have a minimum of 12.5% of active students holding entrepreneurship training certificates.			

44	Achievement of number students of scholarship recipients amounting to at least 5% of the total number of active students.			
45	Percentage of who obtained certificates for scientific activities, with a minimum of 4 certificates at least 30% of the total number of graduating students.			
46	Percentage of lecturers involved in enhancing teachers' professionalism through organisations such as the Indonesian Teachers' Association () and the Indonesian Teachers' Union (PGRI) minimum 40% of the total number of lecturers.			
47	The number of lecturers involved/appearing as speakers in dialogues in the mass media is at least 40% of the total number of lecturers.			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Reviewer,
Faculty Quality
Assurance Unit

Form Filler,
Head of Study
Programme/Dean

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM
PGRI UNIVERSITY OF SEMARANG**



APPROVAL SHEET FOR SOP SPMI DOCUMENT

University PGRI Semarang

**SOP
INDEPENDENT LEARNING INDEPENDENT CAMPUS (MBKM)**

Document Code	:	SOP-SPMI-UPGRIS-4.9.1
Effective Date	:	31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suclati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

SOP
MERDEKA BELAJAR KAMPUS MERDEKA (MBKM)

1. Purpose : The purpose of this Standard Operating Procedure (SOP) is to ensure the implementation of the Merdeka Belajar Kampus Merdeka (MBKM) programme initiated by the Ministry of Education, Culture, Research and Technology for students of Universitas PGRI Semarang, in accordance with the procedures established by the University and the Ministry.
2. Scope of the : The implementation of MBKM activities across all study programmes at the University of PGRI Semarang
3. Standards
The implementation of MBKM activities is carried out on a regular and continuous basis
4. Definition
 - a. The Curriculum Team is responsible for developing, monitoring and
 - b. evaluating a set of plans and arrangements regarding graduate learning outcomes, study materials, processes, and assessments used as guidelines for the implementation of the Study Programme
 - c. The Academic Advisor is a lecturer who provides academic guidance to students, in accordance with their study programme, to enhance
 - d. their academic abilities, so that they can complete their study programme successfully
 - e. Activity Supervisors are teaching staff or permanent lecturers at the Faculty of Social and Political Sciences, Brawijaya University, who are assigned to carry out guidance and
 - f. guidance in the Merdeka Belajar Kampus Merdeka (MBKM) programme, so that the MBKM programme can be completed and implemented successfully
 - g. The Merdeka Belajar Kampus Merdeka (MBKM) programme is a policy
 - h. issued by the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia with the aim of encouraging students to master useful knowledge for entering the world of work. The MBKM programme covers 8 (eight) activities, namely Student Exchange, Internship/Work Experience, Assistance/Teaching in Education Units, Research, Humanitarian Projects,

Entrepreneurship Activities, Independent Studies/Projects, and Village Development/Thematic Fieldwork.

- i. Conversion is the procedure and process of recognising SKS and grades from activities undertaken in the MBKM programme.
 - j. Learning Tools (logbooks and worksheets) are learning tools in the form of documentation, records, and descriptions of activities used to assess student achievements during the MBKM programme.
 - k. The Study Plan Card is a list of course selections that will be taken or
 - l. taken by students in the upcoming semester.
 - m. Learning Outcomes (CPL) are abilities acquired through
 - n. the internalisation of knowledge, attitudes, skills, competencies, and accumulated work experience
 - o. The Graduate Learning Outcomes Form is a document and assessment instrument for learning outcomes based on abilities acquired through the internalisation
 - p. knowledge, attitudes, skills, competencies, and accumulated work experience
5. Procedures

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

as follows:

1) Establishment

- a. Formation of the MBKM Team by the Head of the International Relations Study Programme
- b. The Head of the Study Programme proposes the appointment of the MBKM team to the Faculty
- c. The MBKM Team for the International Relations Study Programme is approved based on a Decision Letter (SK) from the Dean

2) Implementation

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

- 1) The MBKM team socialises the MBKM programme to students
 - 2) Students undergo a guidance process with their Academic Advisors
 - 3) Students fill out the graduate learning achievement plan form and request approval from the Academic Advisor
 - 4) Students submit the form to the study programme
 - 5) The Head of the Study Programme approves the CPL form and the documents signed by the Academic Advisor
 - 6) Students register for the MBKM programme at MBKM and await the graduation announcement. If successful, students can incorporate MBKM into their study plan
 - 7) Before commencing MBKM activities, students complete and submit the Integrity Pledge and Parental Consent Form to the programme
 - 8) The programme submits the documents collected by the student to the academic office
 - 9) The academic office enters the MBKM programme into the Student Study Plan (KRS) in SIAM
- c. The implementation phase consists of the following steps:
- 1) Students participate in the MBKM programme according to the type of activity they are enrolled in
 - 2) Students fill out a worksheet or logbook according to the type of activity they are participating in
 - 3) Students consult with their academic advisor or activity supervisor on a regular basis during the implementation of the activity
 - 4) At the end of the activity, students request proof of activity completion according to the type of activity they participated in
 - 5) If required, the MBKM activity location institution where students carry out the MBKM activity sends the required grades or final reports to the study programme

d. The evaluation stage consists of the following steps:

- 1) For MBKM activities that require a report, students prepare an activity report in consultation with the activity supervisor/advisor
- 2) For MBKM activities that require an examination, students take the examination after the activity report has been approved by the activity supervisor
- 3) The activity supervisor and examiner conduct the examination, complete the learning achievement realisation form, and assign the final activity grade to the student
- 4) The study programme fills out, approves, and submits the MBKM grade conversion form to the Faculty's academic division
- 5) The Faculty enters the final activity grade for MBKM into the student's academic record

3) Activity Evaluation

The MBKM team compiles and submits summaries, activity reports and recommendations related to MBKM activities initiated by the Ministry to the KPS on a regular basis

4) Control

The MBKM Team provides recommendations for corrective actions regarding the implementation of the Ministry's MBKM initiative to the Study Program. The Study Program implements corrective actions based on the MBKM Team's recommendations

5) Improvement

The MBKM Team proposes the expansion of the scope, partner institutions, and types of MBKM activities initiated by the Ministry that can be participated in by students to the Study Program

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministerial Regulation No. 62 of 2016 concerning the Higher Education Quality Assurance System;
- c. Ministerial Regulation of Education and Culture No. 3 of 2020 on National Standards for Higher Education;

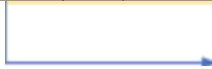
- d. Statutes of PGRI University of Semarang;
- e. Education Standards of PGRI University of Semarang; and
- f. Quality Manual for Education at PGRI University of Semarang.
- g. MBKM Guidebook of the Ministry of Education, Culture, Research and Technology

7. Work Instructions

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

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

15	Mahasiswa melakukan program MBKM sesuai dengan jenis kegiatan yang diikuti											
16	Students mengisi worksheet atau logbook sesuai dengan jenis kegiatan yang diikuti									logbook/worksheet		
	Mahasiswa melakukan konsultasi dengan dosen PA atau dosen pendamping kegiatan secara berkala selama pelaksanaan kegiatan											
18	Di akhir kegiatan, mahasiswa meminta bukti pelaksanaan kegiatan sesuai dengan jenis kegiatan yang diikuti											



	Jika dibutuhkan instansi tempat mahasiswa melakukan kegiatan MBKM mengirimkan nilai field of study aLir-ut dibutuhkan kepada program studi											
	Untuk kegiatan MBKM yang membutuhkan laporan mahasiswa dengan berkonsultasi kepada dosen pendamping/pembimbing kegiatan									Laporan Kegiatan MBKM		
21	Untuk kegiatan MBKM yang membutuhkan ujian, mahasiswa melakukan ujian setelah laporan kegiatan disetujui oleh dosen pendamping kegiatan											



Internal Quality Assurance
Internal Quality



STANDARDS MODELLING



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**FOUNDATION FOR THE DEVELOPMENT OF HIGHER
EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE
REPUBLIC OF INDONESIA SEMARANG**

Decree of the Minister of Law and Human Rights of the Republic of Indonesia No. 4HU-AH. 01,06-0012143 dated 11 November 2020

Notarial Deed of Hari Bagyo, S.H., M.Hom. Number 1 dated 3 March 2020

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

Email: yplpptgrisemarang@gmail.com

DECISION

**BOARD OF DIRECTORS FOUNDATION FOR THE DEVELOPMENT OF
HIGHER EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE
REPUBLIC OF INDONESIA SEMARANG**

Number: 064/K.ptp/3.2/YPLP PT PGRI/III/2023

REGARDING

**THE INTERNAL QUALITY ASSURANCE
SYSTEM OF PGRI UNIVERSITY SEMARANG**

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS PGRI SEMARANG**

CONSIDERING :

- a. that the PGRI Semarang Higher Education Institution Supervisory Foundation is the administrator of PGRI Semarang University;
- b. that in order to achieve the University's Vision The outstanding and distinctive PGRI Semarang requires standards for the implementation of the four pillars of higher education that exceed the National Higher Education Standards;
- c. that the implementation of the four pillars of higher education can be carried out properly in accordance with applicable regulations;
- d. that for the purposes of points a and b and c above, it is necessary to issue a Decision Letter from the PGRI Semarang Higher Education Institution Supervisory Foundation.

CONSIDERING :

1. Law Number 20 of 2003 concerning the National Education System;
2. Law Number 12 of 2012 concerning Higher Education;
3. Regulations Government Number 17 Year 2010 Concerning Management and Implementation Education;
4. PGRI Articles of Association and Bylaws 2019;
5. Articles of Association and Bylaws of YPLP PT PGRI Semarang 2007;
6. Statutes of PGRI University Semarang 2019; Decision Letter of the Supervisor of YPLP PT PGRI Semarang

No. 022/Kpts/1/YP PT PGRI /II / 2020 regarding the Appointment of the Board of Trustees of the Educational Institution Education Higher Higher PGRI Semarang Term of Office XXII.

NOTING :

1. The Minutes of the University Senate's Deliberation of PGRI 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 ESTABLISH : DECISION OF THE BOARD OF THE FOUNDATION PGRI SEMARANG HIGHER EDUCATION INSTITUTION REGARDING THE INTERNAL QUALITY ASSURANCE SYSTEM OF PGRI SEMARANG UNIVERSITY

FIRST : Approves the Internal Quality Assurance System of PGRI University of Semarang as stated in the appendix to this decision.

SECOND : This decision shall take effect from the date of its issuance, and any errors in this decision shall be corrected as appropriate.

Issued in Semarang On the
Date 31 March 2023



Copies sent to:

1. Dear Supervisor of YPLP PT PGRI Semarang.
2. Dear Supervisor of YPLP PT PGRI Semarang
3. Dear Rector of PGRI University Semarang.
4. Archive

**STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UPGRIS**



STANDARD DOCUMENT APPROVAL FORM SPMI UPGRIS
MODEL STANDARDS

Document Code	: S-SPMI-UPGRIS-4.10
Effective Date	: 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	23/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		23/03/2023	
	Setiyawan, S.Pd., M.Or.		23/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	23/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	23/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	23/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	23/03/2023	
Pertimbangan	Prof. Dr. Suwandl, M.Pd.	Ketua Senat	23/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	23/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	23/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	23/03/2023	

PROCESS	RESPONSIBLE PARTY			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr. Lilik Ariyanto, B.Ed., M.Ed.	Drafting Team		
	Fajar Cahyadi, B.Ed., M.Ed.			
	Setiyawan, B.Ed., M.Ed.			
Review	Dr. Muniroh Munawar, B.Sc., M.Ed.	Vice Rector I for Academic Affairs and Cooperation		
	Dr. Endah Rita Sulistya Dewi, BSc, MSc	Vice Rector II for Administration and Finance		
	Dr. Sapto Budoyo, LL.B., LL.M.	Vice-Chancellor III for Student Affairs and Alumni Affairs		
	Dr. Nur Khoiri, B.Ed., M.Eng., M.Ed.	Vice Rector IV for Research, PKM and Development		
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate		
Approval	Dr. Bunyamin, M.Ed.	Chairperson of YPLP PT PGRI Semarang		
Decision	Dr. Sri Suciati, M.Hum.	Rector		
Control	Dr. Ary Susatyo Nugroho, BSc, MSc	Chair of the LPM		

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

1. To provide education that produces outstanding and distinctive intellectuals.
2. To conduct research as the basis for the development of science and the improvement of learning quality.
3. Conducting community service for the benefit of life and living.
4. Providing exemplary leadership in the implementation of education, research and community service.

B. SCOPE

This section covers the minimum criteria for the exemplary process that must be carried out by the academic community in the implementation of the three pillars of higher education at the Semarang Indonesian Teachers' Association University.

C. RATIONALE FOR ESTABLISHING STANDARDS

As an organisation that desires future development, the Semarang Indonesian Teachers' Union University strives to be a role model in national and civic life.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To serve as a guideline for UPGRIS leadership in establishing policies related to exemplary behaviour
2. To serve as a guideline for the LPM in evaluating and controlling the implementation of exemplary behaviour
3. To serve as a guideline for faculties and study programmes in implementing role modelling
4. To serve as a guideline for lecturers in the implementation of role modelling

E. RESPONSIBLE SUBJECT

1. The Drafting Team is responsible for drafting the role model standards
2. All Vice-Chancellors are responsible for reviewing the draft standards for role modelling
3. The Academic Senate is responsible for providing input on the draft mentoring standards
4. The Rector is responsible for approving the draft standards and proposing their adoption to the YPLP PT PGRI Central Java
5. YPLP PT PGRI Central Java is responsible for establishing the standards for community service outcomes
6. The LPM is responsible for controlling exemplary standards
7. Lecturers and students are responsible for the implementation and achievement of role models

F. GLOSSARY

1. Role model means something good to be emulated, such as actions, behaviour, character, and so on.
2. Role modelling refers to everything related to a person's words, deeds, attitudes, and behaviour that can be imitated or emulated by others.

G. STANDARD STATEMENTS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR
4.10.1. 1	Universities are required to develop guidelines must be followed by all members of the UPGRIS academic community in implementation of the tri dharma of higher education.	The availability of exemplary guidelines that must be followed by all members UPGRIS academic community in the implementation of the tri the dharma of higher education.
4.10.2. 1	Faculties and study programmes are required to develop a curriculum that includes elements exemplary values in relevant courses.	The availability of a curriculum that includes exemplary elements in relevant courses relevant courses.
4.10.3. 1	All leaders within the UPGRIS environment must be role models for the academic community academic community in the implementation of the tri dharma of higher education.	The implementation of leadership role models for academic community in the implementation of the tri of higher education.
4.10.4. 1	All lecturers at UPGRIS are required to become role models for students in the implementation of the three pillars of higher education.	The implementation of lecturer role models for students in the implementation of the three pillars Higher education.
4.10.5. 1	All educational personnel within the environment UPGRIS must be role models in the tri dharma of higher education	The implementation of exemplary behaviour by staff educational services in the implementation of of higher education.
4.10.6. 1	All UPGRIS students are required to become exemplary in the implementation of activities community activities organised by UPGRIS.	The implementation of student role models in the implementation of community activities organised by UPGRIS.

H. STRATEGY FOR ACHIEVING STANDARDS

1. Conducting environmental analysis (SWOT) and identifying signs of change
2. Involving *stakeholders* in the implementation of role modelling
3. Continuous socialisation to all academics and *stakeholders*

I. RELATED DOCUMENTS

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

6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. University Strategic Plan of PGRI University of Semarang
8. Statutes of PGRI University of Semarang

J. REFERENCES FOR PREPARATION

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

**DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORM
OF PGRI UNIVERSITY SEMARANG**



**DOCUMENT APPROVAL SHEET SPMI EVALUATION FORM
PGRI UNIVERSITY OF SEMARANG**

STANDARD MODELLING FORM

Document Code : F-SPMI-UPGRIS-4.10

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

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

Instrument AdAb

MB = Requires Guidance

MBK = Beginning to Develop

B = Developing

M = Established

Dimension	Aspect	Indicator	No ite m	Statement	MB	MBK	B	M
Adaptive	Creativity and <i>Innovation</i>	Thinking <i>outside the box</i>	1	Not bound by conventional thinking and willing to try new ideas				
		Developing curiosity	2.	Seeking out new things and always asking questions about the unknown				
		Developing <i>problem-solving</i> skills	3.	Seeking creative solutions to problems encountered				
		Creating a supportive environment creativity	4.	Providing opportunities to learn, experiment, and share ideas				
		Valuing failure	5.	Viewing failure as an opportunity to learn and improve skills				
	Reactivity in facing	Courage	6.	The ability to face uncertain situations with resilience				
		Accepting risk	7.	The ability to see opportunities behind uncertainty				

Dimension	Aspect	Indicator	No item	Statement	MB	MBK	B	M
	emergency situations or unexpected circumstances <i>(Reactivity in the face of emergencies or unexpected circumstances)</i>							
	<i>Interpersonal adaptability</i>	Adjusting to change	8.	Ability to adapt to changes in interactions, such as changes in the topic of conversation, mood, or the needs of others				
		Ability to understand others	9.	The ability to understand other people's emotions, needs, and perspectives, so that we can adapt in the most effective way				
		The ability to communicate effectively	10.	The ability to adapt communication style (verbal and nonverbal) to the context of the interaction and the other people involved				
		The ability to be flexible	11.	The ability to be flexible in behaviour and approach so as to adapt to various situations and other people				
		The ability to build positive relationships	12.	The ability to build stronger and more positive relationships with others by adapting to their needs and preferences				
		The ability to resolve conflicts	13.	Understanding others' perspectives and seeking compromise solutions				

Dimension	Aspect	Indicators	No item	Statement	MB	MBK	B	M	
	<i>Professional development</i>	Ability to learn from experience	14	The ability to learn from interactions and adapt to new information for better interactions in the future					
		Continuous learning spirit	15.	Demonstrating a desire to continuously improve knowledge, skills, and abilities					
		Development of understanding	16.	The drive to develop a deeper understanding of various topics. Not just memorising, but also striving to understand basic concepts and connect them to existing knowledge					
	Stress Management (<i>Managing work stress</i>)	Recognising and understanding stressors	17.	Being able to identify the causes of stress, such as work demands, conflicts, or role ambiguity					
		Mental resilience	18.	The ability to cope well with stress and remain motivated under pressure					
		Time time and priorities	19.	The ability to organise schedules and prioritise tasks					
	Enthusiasm	<i>Interest and Engagement</i>	Emotional engagement	20.	Feeling emotionally connected to the campus, for example with a topic, activity, or group				
			Cognitive engagement	21.	Involves active thinking, such as processing information, analysing, and asking questions				
			Behavioural engagement	22.	Actively participating in an activity, such as asking questions, discussing, completing tasks, or contributing				
Agency engagement			23.	Feeling of having influence and contribution to something, for example in the learning process or in a project					
<i>Passion</i>		Strong interest	24.	Demonstrating a very strong and intense interest in a particular field or activity					
		Desire to learn	25.	A desire to learn more and continue learning in order to improve oneself in one's field of interest					

Dimension	Aspect	Indicators	No item	Statement	MB	MBK	B	M
		Intrinsic satisfaction	26	Having satisfaction and happiness in performing activities, without external recognition or reward.				
		Desire to keep trying	27.	The ability to persevere, even in the face of adversity, and the willingness to sacrifice time or energy to achieve desired goals				
	<i>Professional commitment</i>	Affective commitment	28.	Feelings of identification and emotional involvement with the profession in the form of feeling attached and satisfied with the job, wanting to contribute to the success of the profession, and desiring to remain in the profession due to a love for the profession				
		Continuity commitment	29.	A sense of obligation to remain in the profession due to the investment of time, effort, and resources that has been made.				
		Normative commitment	30.	A sense of obligation to remain in the profession due to the values, standards, and ethics upheld within the profession. For example, feeling responsible for maintaining the reputation and standards of the profession.				
Integrity	Honesty	Honesty in speech	31.	Conveying information that is accurate and true to reality, without adding or subtracting anything.				
		Honesty in actions	32.	Acting in accordance with one's moral values, without deceiving or lying				
		Honesty in thought	33.	Recognising mistakes and admitting what one does not know, and continuing to strive for the truth				
	Fairness	Equality	34.	Treating everyone equally, regardless of background, social status, or ability.				
		Reasonableness	35.	Assessing a situation by considering all relevant factors and making decisions appropriate to the circumstances.				
		Objectivity	36.	Maintaining neutrality and avoiding bias or personal preferences when making decisions or giving assessments				

Dimension	Aspect	Indicators	No item	Statement	MB	MBK	B	M
		Transparency	37.	Presenting information openly and in an easily understandable manner, so that all parties can understand the decision-making process.				
	Respect	Respecting the rights and dignity of individuals	38.	Recognising that everyone has equal rights and dignity, regardless of background, status, or other differences				
		Respecting opinions	39.	Respecting differences in opinions, cultures, or beliefs				
		Good behaviour	40.	Polite behaviour, not belittling others, and considering others' feelings				
	Trust	Reliability	41.	Fulfilling promises and commitments made				
		Competence	42.	Possessing the necessary skills and knowledge to perform tasks well				
		Goodwill (<i>benevolence</i>)	43.	Caring about the interests of others and striving to help				
		Openness	44.	Willingness to share information and ideas honestly				
	Responsibility	Awareness of ethics and living honestly	45.	Respecting the norms of proper behaviour in the workplace/campus, including professional codes of conduct				
		Love or success	46.	Enjoyment and enthusiasm in carrying out duties and responsibilities				
		Recognising and accepting consequences	47.	Being prepared to accept both positive and negative impacts of one's actions				
		Discipline and compliance	48.	Maintaining discipline in carrying out duties and obligations in accordance with applicable rules				
		Responsible behaviour	49.	Performing duties and responsibilities to the best of one's ability, in accordance with one's respective roles and responsibilities				

Dimension	Aspect	Indicators	No item	Statement	MB	MBK	B	M
		Positive contribution	50.	Striving to provide benefits and positive impacts for oneself, society, and the environment				

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM OF
PGRI UNIVERSITY SEMARANG**



**APPROVAL SHEET FOR THE SOP SPMI DOCUMENT OF
PGRI UNIVERSITY SEMARANG**

**SOP
STANDARD OF EXEMPLARY PRACTICE**

Kode Dokumen	: SOP-SPMI-UPGRIS-4.10
Tanggal Mulai Berlaku	: 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	23/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		23/03/2023	
	Setiyawan, S.Pd., M.Or.		23/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	23/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	23/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	23/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	23/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	23/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	23/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	23/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	23/03/2023	

SOP

STANDARD OF EXEMPLARY PRACTICE

1. Purpose

To provide guidelines for the academic community of PGRI University Semarang in the formulation, establishment, implementation and evaluation of exemplary standards.

2. Scope

This SOP contains instructions and procedures for the development, establishment, implementation, and evaluation of the standard of conduct at PGRI University Semarang.

3. Standards

- a. The University is required to develop guidelines for exemplary standards that must be followed by all members of the academic community of the University of PGRI Semarang in the implementation of the three pillars of higher education.
- b. Faculties and study programmes are required to develop curricula that incorporate elements of exemplary behaviour in relevant courses.
- c. All leaders within UPGRIS must set an example for the academic community in the implementation of the three pillars of higher education.
- d. All lecturers within UPGRIS must set an example for students in the implementation of the three pillars of higher education.
- e. All educational staff at UPGRIS are required to set an example in the implementation of the three pillars of higher education.
- f. All UPGRIS students must be role models in the implementation of community activities organised by UPGRIS.

4. Definition

- a. Role modelling is setting an example, emulating, or imitating the behaviour, character, or actions of someone or something that is considered good to emulate. The word "role modelling" is often used in the context of setting an example for others, or taking someone as an example.
- b. A role model is something that is worthy of imitation or good to emulate (in terms of actions, behaviour, character, and so on).

5. Procedure

- a. The Rector forms a team to draft the role model guidelines.
- b. The drafting team formulates the role model guidelines.
- c. The formulation of the role model guidelines is consulted with the rector.
- d. The rector requested consideration from the academic senate regarding the role model guidelines

- e. The academic senate provided consideration on the formulation of the role model guidelines.
- f. The rector approved the exemplary guidelines.
- g. The rector recommended that the vice-rector disseminate the exemplary guidelines to the deans.
- h. The deans disseminate the exemplary guidelines to the programme coordinators.
- i. The programme coordinators disseminate the guidelines for role modelling to the lecturers at Semarang PGRI University.

6. References

- a. Law Number 20 of 2003 concerning the National Education System
- b. Government Regulation No. 19 of 2005 concerning National Education Standards
- c. Government Regulation No. 60 of 1999 concerning Higher Education
- d. Government Regulation No. 17 of 2010 concerning the Management and Implementation of Education as amended by Government Regulation No. 66 of 2010
- e. Ministry of Education and Culture Regulation No. 63 of 2009 concerning the Education Quality Assurance System.
- f. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 concerning the Higher Education Quality Assurance System
- g. Ministry of Education and Culture Regulation of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education
- h. Ministry of Education and Culture Regulation of the Republic of Indonesia No. 5 of 2020 on
- i. Higher Education Institution and Study Programme Accreditation Regulation of the Minister of Education,
- j. Culture, Research, and Technology of the Republic of Indonesia No. 53 of 2023 on Quality Assurance in Higher Education
- k. Statutes of PGRI University of Semarang

g. Work Instructions

No	Activity Details	Rector	Compilation Team	Vice Rector	Senate Academic	Dean	Head of Department	Teaching Staff	Students
1	The Rector forms a team to develop guidelines for role models.	1	1						
2	The drafting team formulated guidelines for role modelling.		2						

No	Activity Details	the Rector	The Drafting Team	Vice Rector	Academic Senate	Dean	Student Affairs		Head of
3	The formulation of the role model was consulted with the rector.	3							
4	The rector requested consideration from the academic senate regarding the exemplary conduct guidelines	4							
5	The academic senate provided consideration of the formulation of the exemplary guidelines.								
6	The Rector approves the exemplary guidelines. The Rector recommends to the Vice-				5				
7	Chancellor to disseminate	6							
8	the exemplary guidelines to the deans and academic staff. The deans disseminate the exemplary guidelines to the programme coordinators			7				7	
						8			
9	Guidelines for Role Models for lecturers and students at the University of PGRI Semarang						9		9

Sistem Penjaminan
Mutu Internal



Welfare standards



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**FOUNDATION FOR THE DEVELOPMENT OF HIGHER
EDUCATION INSTITUTIONS UNION OF TEACHERS OF THE
REPUBLIC OF INDONESIA SEMARANG**

Decree of the Minister of Law and Human Rights of the Republic of Indonesia No. 4HU-AH. 01,06-0012143 Tan88 111 MBrtt 2020

Notarial Deed Hari Bagyo, S.H., M.Hom. Number 1 Date 3 March 2020

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

Email: yplpptgrisemarang@gmail.com

DECISION

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS UNION OF TEACHERS OF THE REPUBLIC OF INDONESIA
SEMARANG**

Number: 064/Ktp/3.2/YPLP PT PGRI/III/2023

REGARDING

**THE INTERNAL QUALITY ASSURANCE SYSTEM OF
PGRI UNIVERSITY SEMARANG**

**FOUNDATION FOR THE DEVELOPMENT OF HIGHER EDUCATION
INSTITUTIONS PGRI SEMARANG**

CONSIDERING :

- a. that the PGRI Semarang Higher Education Institution Development Foundation is the organiser of PGRI Semarang University;
- b. that in order to achieve the vision of PGRI Semarang University of PGRI Semarang, which is excellent and distinctive, there is a need for standards for the implementation of the four pillars of higher education that exceed the National Standards for Higher Education;
- c. that the implementation of the four pillars of higher education can be carried out properly in accordance with applicable regulations;
- d. that for the purposes of points a, b and c above, it is necessary to issue a Decision Letter from the PGRI Semarang Higher Education Institution Supervisory Foundation.

CONSIDERING :

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 and Bylaws of YPLP PT PGRI Semarang 2007;
6. Statutes of PGRI University Semarang 2019;

7. Decision Letter of the Supervisor of YPLP PT PGRI Semarang No. 022/Kpts/1/YP PT PGRI /II / 2020 regarding the Appointment of the Board of Trustees of the Educational Institution Education Higher Higher PGRI Semarang Term of Office XXII.

NOTING :

1. Minutes of the Senate Deliberation of PGRI University Semarang number:016/BA/SENAT/UPGRIS/III/2023 dated 1 March 2023;
2. Approval Sheet for SPMI Policy Document code: K-SPMI-UPGRIS-01 dated 31 March 2023.

RESOLVES

ESTABLISHING : DECISION OF THE BOARD OF THE FOUNDATION OF THE PGRI SEMARANG HIGHER EDUCATION INSTITUTION REGARDING THE INTERNAL QUALITY ASSURANCE SYSTEM OF PGRI SEMARANG UNIVERSITY

FIRST : Approving the Internal Quality Assurance System of PGRI University of Semarang as set forth in the annex to this decision.

SECOND : This decision shall take effect from the date of its issuance, and any errors in this decision shall be corrected as appropriate.

Issued in Semarang On the
Date 31 March 2023

YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI
PGRI SEMARANG

Ketua Pengurus		Sekretaris Pengurus,
 Dr. Bunyamin, M.Pd. NPA PGRI 12011700084		 Drs. Sardju Mahern, M.Pd. ✽ NPA PGRI 33740609481

Copy sent to:

1. Dear Advisor of YPLP PT PGRI Semarang.
2. The Supervisor of YPLP PT PGRI Semarang
3. Dear Rector of PGRI University Semarang.
4. Archive

**STANDARD DOCUMENT
INTERNAL QUALITY ASSURANCE SYSTEM
UPGRIS**



**APPROVAL SHEET FOR STANDARD DOCUMENTS OF THE INTERNAL QUALITY ASSURANCE SYSTEM
(SPMI) UPGRIS
WELFARE STANDARDS**

Document Code : S-SPMI-UPGRIS-4.11
Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	31/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	31/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	31/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	31/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	31/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	31/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	31/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	31/03/2023	

A. VISION AND MISSION

VISION OF PGRI UNIVERSITY SEMARANG

To become an excellent and distinctive university.

MISSION OF PGRI SEMARANG UNIVERSITY

1. Providing education to produce outstanding and self-confident intellectuals.
2. Conducting research as a basis for scientific development and improvement of learning quality.
3. Conducting community service for the benefit of life and living.
4. Providing exemplary leadership in the implementation of education, research, and community service.

B. SCOPE

This section covers the minimum criteria for welfare that must be provided to all employees within the University of Indonesian Teachers' Association Semarang in accordance with their duties and roles in achieving the vision and mission of UPGRIS.

C. RATIONALE FOR ESTABLISHING STANDARDS

As an organisation that desires future development, the Semarang Indonesian Teachers' Union University strives to provide welfare to all employees within UPGRIS.

D. PURPOSE OF ESTABLISHING STANDARDS

1. serving as a guideline for UPGRIS leaders to ensure the welfare of all human resources (HR) involved, including employees, lecturers, and staff, within an organisation or institution
2. To serve as a guideline for the LPM in evaluating the university's performance in providing welfare to employees

E. RESPONSIBLE SUBJECTS

1. The Drafting Team is responsible for drafting the welfare standards
2. The Vice Rector is responsible for reviewing the draft welfare standards
3. The Academic Senate is responsible for providing input on the draft welfare standards
4. The Rector is responsible for approving the draft welfare standards and proposing their adoption to the YPLP PT PGRI Central Java
5. YPLP PT PGRI Central Java is responsible for setting welfare standards
6. LPM is responsible for controlling welfare standards
7. Lecturers and students are responsible for implementing and achieving welfare standards

F. GLOSSARY

1. Welfare is a condition in which a person feels that they are living well, safely, peacefully, and comfortably.
2. Employee welfare takes the form of employee benefits for each rank, class, and functional and structural position in accordance with length of service, regulated by a Foundation Management Decree, taking into account financial conditions and applicable government regulations, as well as considering the Rector's proposals

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	INDICATOR	TYPE INDICATOR	METHOD MEASUREMENT
4.11.1.1	Universities are required to provide employee welfare in the form of income for each rank, class, and position according to the length of service as stipulated in the Foundation Management Decree, taking into account financial conditions and applicable government regulations, as well as considering the Rector's proposals, including salaries, allowances, 13th month salary, THR, and PMB bonuses.	The availability of employee welfare in the form of income for each rank, class, and position according to the length of service is regulated by the Foundation Management Decree, taking into account financial conditions and applicable Government Regulations, as well as considering the Rector's proposal, including salaries, allowances, 13th month salary, THR, and PMB bonuses.	IKT	Monitoring and Evaluation
4.11.2.1	Universities are required to provide employee welfare in the form of special incentives to employees with certain qualifications and/or who have achieved certain accomplishments as specified.	The availability of employee welfare in the form of special incentives for employees with specific qualifications and/or who have achieved specific accomplishments as determined.	ICT	Monitoring and Evaluation
4.11.3.1	The university is required to provide employee welfare in the form of leave and permission to every employee with a certain length of service, meaning they are not required to perform their duties for a certain period of time.	The provision of employee welfare in the form of leave and permission to every employee with a certain length of service, meaning they are not required to perform their duties for a specific period of time.	IKT	Monitoring

4.11.4.1	Universities are required to provide employee welfare in the form of safety and security protection, occupational health and safety guarantees, employment guarantees, accident insurance, and legal protection.	The availability of employee welfare in the form of safety protection and guarantees for safety, occupational health, and employment, accident insurance, and legal protection.	ICT	Monitoring and Evaluation
4.11.5.1	The university is obliged provide welfare	The implementation of employee welfare for employees in the form of group trips	ICT	Monitoring and Evaluation

NO PS	STANDARD STATEMENT	INDICATOR	TYPE INDICATOR	METHOD MEASUREMENT
	Employees in the form of a group trip conducted every two years.	held every two years.		
4.11.6.1	Lecturers are entitled to promotions and awards in the performance of their professional duties, in accordance with their duties and work performance as stipulated in the rector's regulations.	The right of lecturers to receive promotions and awards in the performance of their professional duties, in accordance with their duties and work performance, is granted in accordance with the rector's regulations.	IKT	Monev

H. STRATEGIES FOR ACHIEVING STANDARDS

1. Conducting environmental analysis (SWOT) and identifying signs of change
2. Involving the Foundation in the formulation of welfare standards
3. Continuously disseminating information to the entire academic community

I. RELATED DOCUMENTS

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

7. University Strategic Plan of PGRI University of Semarang
8. Statutes of PGRI University of Semarang

J. REFERENCES FOR PREPARATION

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

**DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM EVALUATION FORM OF
PGRI UNIVERSITY SEMARANG**



DOCUMENT APPROVAL SHEET SPMI EVALUATION FORM

PGRI UNIVERSITY OF SEMARANG

Welfare Standard Form

Document Code : F-SPMI-UPGRIS-4.11

Effective Date : 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	23/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		23/03/2023	
	Setiyawan, S.Pd., M.Or.		23/03/2023	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	23/03/2023	
	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	23/03/2023	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	23/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	23/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	23/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	23/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	23/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	23/03/2023	

Faculty Name	:
Date of Completion	:
Officer Filling in	:

No.	Indicator	Reference	Programme/Faculty Achievement		
			Programme/Faculty Achievement	Programme/Faculty Self-Evaluation	Document Link Supporting
1	The provision of employee welfare in the form of income for each rank, grade, and position based on years of service, as regulated by the Foundation Board's Decision Letter, taking into account financial conditions and applicable Government Regulations, and considering the Rector's proposals regarding salary, allowances, 13th-month salary, year-end bonuses, and admission bonuses.	UPGRIS			
2	The provision of employee welfare in the form of special incentives for employees with specific qualifications and/or who have achieved specific accomplishments as determined.	UPGRIS			
3	The provision of employee welfare in the form of leave and permission for every employee with a certain length of service, meaning they are not required to perform duties for a specific period of time.	UPGRIS			

4	The provision of employee welfare in the form of safety and security guarantees, occupational health and safety, employment security, accident insurance, and legal protection.	UPGRIS			
5	The implementation of employee welfare in the form of a joint tour held every two year.	UPGRIS			
			Programme/Faculty Achievement		

No.	Indicator	Reference	Programme /Faculty Achievement	Programme/Faculty Self-Evaluation	Link Supporting Documents

Semarang, date of completion

Form Verifier,
Head of the Quality
Assurance Unit

Form Reviewer,
Faculty Quality
Assurance Unit

Form Filler,
Head of Study
Programme/Dean

Signature
(Full Name)

Signed
(Full Name)

Signed
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT FOR
THE INTERNAL QUALITY ASSURANCE SYSTEM OF
PGRI UNIVERSITY SEMARANG**



APPROVAL SHEET FOR SOP SPMI DOCUMENT
University PGRI Semarang
SOP
WELFARE STANDARDS

Kode Dokumen	: SOP-SPMI-UPGRIS-4.11
Tanggal Mulai Berlaku	: 31 Maret 2023

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	23/03/2023	
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	Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	23/03/2023	
	Dr. Saptō Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	23/03/2023	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	23/03/2023	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	23/03/2023	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	23/03/2023	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	23/03/2023	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	23/03/2023	

SOP WELFARE STANDARDS

1. Objective : to enhance the satisfaction, motivation, and productivity of all lecturers and staff.
2. Scope: All lecturers and employees at PGRI University Semarang
3. Standards
 - a. Enhancing job satisfaction and motivation: Employees who feel well-being tend to be more satisfied and motivated in their work
 - b. Improving productivity: Good wellbeing can increase employee efficiency and work quality.
 - c. Improving employee retention: Employees who feel well-being tend to be more loyal
 - d. Improving work discipline: Good wellbeing can help reduce absenteeism and improve work discipline
 - e. Creating a healthy work environment: Good wellbeing can help create a safe, comfortable, and conducive work environment for employees
 - f. Meeting employee needs: Good wellbeing standards must be able to meet the basic needs and other relevant needs of employees
 - g. Providing protection and security: Good welfare must provide protection and security for employees, such as health insurance, work accident insurance, and pension insurance
 - h. Build good relationships: Good welfare can help build good relationships between employees and the company, as well as between employees and their colleagues

4. Definition

This standard also aims to provide protection and security for employees, as well as create a conducive and healthy work environment. With good welfare standards, it is hoped that employees will feel valued, have a sense of security, and be more enthusiastic in their work, which will ultimately have a positive impact on performance.

5. Standard Operating Procedures

Work Unit	Work Instructions	Responsible Party Responsible
Rector	Instructs the Vice Rector to form a team to develop Welfare Standards	Rector
Vice-Chancellor	The Vice-Chancellor forms a team to draft the Welfare Standards and provides guidance.	Rector
Drafting Team	The Drafting Team prepares a draft of the Welfare Standards.	Vice-Chancellor
Drafting Team	The team presented the draft Welfare Standards that had been prepared to the vice-chancellor.	Vice-Chancellor
Vice-Chancellor	The Vice-Chancellor submitted the draft Welfare Standards to the Chancellor for presentation and approval.	Rector

6. Reference for Preparation

- a) Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
- b) Presidential Regulation of the Republic of Indonesia No. 8 of 2012 concerning the Indonesian National Qualifications Framework
- c) Ministry of Research, Technology, and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System
- d) Ministry of Education and Culture Regulation of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education
- e) Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning
- f) Higher Education Institution and Study Programme Accreditation Regulation of the Minister of Education,
- g) Culture, Research, and Technology of the Republic of Indonesia No. 53 of 2023 on Quality Assurance in Higher Education
- h) Statutes of PGRI University of Semarang

7. Work Instructions

No	Activity Details	Rector	Vice-Chancellor	The Drafting Team
1	Instructing the Vice-Chancellor to forming team drafting Welfare Standards	1		
2	The Vice-Chancellor formed the drafting team for the Welfare Standards and provided guidance.		2	
3	The Drafting Team prepares the draft Welfare Standards.			3
4	The team presented the draft Welfare Standards that had been prepared to the Vice-Chancellor.		4	
5	The Vice-Chancellor submits the draft Welfare Standards to the Chancellor for presentation and approval.	5		