

sistem penjaminan
mutu internal



KEBIJAKAN SPMI

BERDASARKAN PERMENDIKBUDRISTEK NO. 53 TAHUN 2023



**LEMBAGA PENJAMINAN MUTU
UNIVERSITAS PGRI SEMARANG**

Melaju dengan Mutu



**YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI
PERSATUAN GURU REPUBEIK 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 THE FOUNDATION FOR THE SUPERVISORS OF HIGHER EDUCATIONAL INSTITUTIONS
TEACHERS ASSOCIATION OF THE REPUBLIC OF INDONESIA SEMARANG**

Number: 104/Kpts/5.1/YPLP PT PGRI/VIII/2024

ABOUT

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

FOUNDATION FOR THE SUPERVISION OF THE PGRI SEMARANG HIGHER EDUCATIONAL INSTITUTION

WEIGH

- : a. that the Foundation for the Development of Educational Institutions PGRI Semarang College is the organizer of PGRI Semarang University;
- b. that in order to achieve the Vision of Semarang PGRI University as superior and having its own identity, it is necessary to have standards for implementing the Catur Darma of Higher Education that exceed the National Standards for Higher Education;
- c. that the implementation of the Catur Darma of higher education can be carried out properly in accordance with applicable regulations;
- d. that for the purposes mentioned in points a, b and c above, it is necessary to stipulate this by a Decree of the Foundation for the Development of the PGRI Semarang Higher Education Institution.

REMEMBER :

1. Law Number 20 of 2003 concerning the Education System National Education;
2. Law Number 12 of 2023 concerning Higher education
3. Government Regulation Number 17 of 2010 concerning Management and Implementation of Education;
4. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia Number 53 of 2023 concerning Quality Assurance in Higher Education
5. PGRI Articles of Association/Bylaws 2019;
6. Articles of Association of PT PGRI Semarang YPLP 2007;
7. Statutes of PGRI Semarang University 2019;
8. Decree of the YPLP PT PGRI Semarang Advisors Number: 022 /Kpts/ 1.1/ YPLP PT PGRI/III/2020 concerning the Appointment of the Management of the Foundation for the Supervisory Board of the PGRI Semarang Higher Education Institution for the XXII Term of Service.

NOTICE :

1. Minutes of the Senate Deliberations of PGRI University Semarang number: 032/BA/SENAT/UPGRIS/VII/2024 July 16, 2024;
2. SPMI Policy Document Approval Sheet code document: K-SPMI-UPGRIS-01 dated August 5, 2024.

DECIDE

SET : **DECISION OF THE BOARD OF THE FOUNDATION OF ADVISORS
HIGHER EDUCATIONAL INSTITUTIONS
PGRI SEMARANG ON THE GUARANTEE SYSTEM
INTERNAL QUALITY OF PGRI SEMARANG UNIVERSITY**

FIRST : To ratify the Internal Quality Assurance System of Semarang PGRI University as stated in the attachment to this decision.

SECOND : This decision comes into force from the date of stipulation, and if in the future there are errors in this decision, corrections will be made as appropriate.

Established in Semarang on the date
August 5, 2024

FOUNDATION FOR THE SUPERVISION OF THE PGRI SEMARANG HIGHER EDUCATIONAL INSTITUTION

Ketua Pengurus

Dr. Bunyamin, M.Pd.
NPA PGRI 12011700084



Sekretaris Pengurus,

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

Copies are sent to:

1. To the Advisor of YPLP PT PGRI Semarang.
2. To the Supervisor of YPLP PT PGRI Semarang
3. To the Rector of PGRI Semarang University.
4. Archives

**DOKUMEN KEBIJAKAN
SISTEM PENJAMINAN MUTU INTERNAL
UPGRIS**



**LEMBAR PENGESAHAN DOKUMEN KEBIJAKAN SPMI
UPGRIS
KEBIJAKAN SPMI UPGRIS**

Kode Dokumen	: K-SPMI-UPGRIS-01
Tanggal Mulai Berlaku	: 5 Agustus 2024

PROSES	PENANGGUNGJAWAB			
	NAMA	JABATAN	TANGGAL	TANDA TANGAN
Perumusan	Dr. Lilik Ariyanto, S.Pd., M.Pd.	Tim Perumus	5/08/2024	
	Fajar Cahyadi, S.Pd., M.Pd.		5/08/2024	
	Setiyawan, S.Pd., M.Or.		5/08/2024	
Pemeriksaan	Dr. Muniroh Munawar, S.Pi., M.Pd.	Wakil Rektor I Bidang Akademik dan Kerjasama	5/08/2024	
	Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Wakil Rektor II Bidang Administrasi dan Keuangan	5/08/2024	
	Dr. Sapto Budoyo, S.H., M.H.	Wakil Rektor III Bidang Kemahasiswaan dan Alumni	5/08/2024	
	Dr. Nur Khoiri, S.Pd., M.T., M.Pd.	Wakil Rektor IV Bidang Penelitian, PKM dan Pengembangan	5/08/2024	
Pertimbangan	Prof. Dr. Suwandi, M.Pd.	Ketua Senat	5/08/2024	
Persetujuan	Dr. Sri Suciati, M.Hum.	Rektor	5/08/2024	
Penetapan	Dr. Bunyamin, M.Pd.	Ketua YPLP PT PGRI Semarang	5/08/2024	
Pengendalian	Dr. Ary Susatyo Nugroho, S.Si., M.Si.	Ketua LPM	5/08/2024	

A. VISION AND MISSION

VISION

Become a superior and authentic university.

MISSION

1. Organizing education to produce intellectual people who are superior and have identity.
2. Conducting research as a basis for developing science and improving quality learning.
3. Carrying out community service for the benefit of life and living.
4. Providing role models in the implementation of education, research and community service to the community.

B. OBJECTIVES OF SPMI POLICY

The objectives of the UPGRIS SPMI policy include:

1. As a document stating UPGRIS's commitment to guarantee quality in a planned and sustainable in accordance with the National Higher Education Standards (SN Dikti) and fulfills the needs of stakeholders in the implementation of the Tridharma of Higher Education to realize the vision and mission of UPGRIS.
2. As a guideline to guarantee and ensure that every unit in the UPGRIS environment carry out its main duties and functions in accordance with established standards.
3. As a means of communicating to all stakeholders about SPMI which applies in the UPGRIS environment
4. As proof of UPGRIS's accountability and transparency in managing university management high towards all stakeholders

C. SCOPE OF SPMI POLICY

The scope of the UPGRIS SPMI Policy includes guidelines/guidelines for implementing quality assurance. internal, internal quality assurance documents, SPMI implementation and other matters related to the SPMI process at UPGRIS. Internal quality assurance implementing elements at UPGRIS consists of the Quality Assurance Institute (LPM) at the university level, the Quality Assurance Unit

Faculty (UPMF) at the faculty level, and the Study Program Quality Assurance Sub Unit (SUPMPS) at the study program level. Internal quality assurance documents consist of the SPMI Policy, SPMI Manual, SPMI Standards, SOPs, and Standard Implementation, Evaluation and Follow-up Forms SPMI. The internal quality assurance cycle at UPGRIS consists of Determination, Implementation, Evaluation, Control and Improvement (PPEPP) which is carried out routinely and continuously every year covering academic and non-academic fields.

D. PARTIES INVOLVED IN IMPLEMENTATION OF SPMI POLICY

The implementation of the SPMI policy is carried out on all academics and educational staff at UPGRIS environment includes:

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

E. LIST OF TERMS IN SPMI POLICY

1. The Higher Education Quality Assurance System is a systemic activity to improve the quality of higher education.
higher education in a planned and sustainable manner.
2. Internal Quality Assurance System (SPMI) is a systemic quality assurance activity
higher education by each university autonomously or independently to
control and improve the quality of higher education in a planned manner
and sustainable.
3. External Quality Assurance System (SPME) is an assessment activity through accreditation for
determine the feasibility and level of achievement of quality programs and universities.

4. National Higher Education Standards (SN DIKTI) are standard units that include the National Higher Education Standards, National Education Standards, plus Research Standards, and Community Service Standards Public.
5. National Education Standards are the minimum criteria for the education system and learning at universities that applies throughout the legal territory of the Unitary State of the Republic of Indonesia Republic of Indonesia.
6. National Research Standards are the minimum criteria for research systems at universities. The height that applies throughout the legal territory of the Unitary State of the Republic of Indonesia.
7. National Standards for Community Service are the minimum criteria for a community service system. community at universities which applies throughout the legal territory of the Unitary State of the Republic of Indonesia Republic of Indonesia.
8. Quality is problem solving to achieve continuous improvement or something continuous.
9. Quality Culture is a Mindset, Attitude Pattern, and Behavior Pattern based on Higher Education Standards. implemented by all stakeholders (internal stakeholders) in higher education.
10. The SPMI Policy Document is a document containing an outline of how the university high understanding, designing, and implementing SPMI in the implementation higher education so that a culture of quality is realized in the higher education institution.
11. The SPMI Manual Document is a document that contains the methods and steps for carrying out Determination, Implementation, Evaluation of implementation, Control of implementation, and Improvement Quality Standards in a planned and sustainable manner by the responsible party in implementation of SPMI at all levels of higher education.
12. A Quality Standard Document is a document containing various criteria, measurements, benchmarks, or specifications of all higher education activities at a tertiary institution to realize the vision and mission of UPGRIS, so as to satisfy stakeholders internal and external to the university.
13. Form Documents are instruments used to carry out evaluations of implementation of procedures and achievement of standards in SPMI UPGRIS.
14. Key Performance Indicators (KPI) are quality assurance performance indicators based on SN DIKTI and Accreditation Indicators, both study programs and institutions.
15. Additional Performance Indicators (IKT) are quality assurance performance indicators that are determined by UPGRIS as part of the DIKTI SN exceedance.

F. SPMI POLICY DESCRIPTION

F.1. PURPOSE OF SPMI UPGRIS

1. Guarantee the achievement of UPGRIS's vision and mission based on procedures, mechanisms, manuals, guidelines, work instructions and established standards.
2. Prepare study programs and institutions to face accreditation and certification, both national and international.
3. Guaranteeing quality services and implementation of the Tridharma of Higher Education activities, accountable and transparent in accordance with procedures, mechanisms, manuals, guidelines, work instructions and standards outlined in the Internal Quality Assurance System.
4. Provide instruments and mechanisms for all units within the UPGRIS environment to carry out main tasks and provide quality services.

F.2. UPGRIS SPMI IMPLEMENTATION STRATEGY

UPGRIS's strategy in implementing SPMI is as follows.

1. UPGRIS formulates SPMI based on Laws, Presidential Regulations, Regulations Minister of Education and Culture, BAN PT Regulations, LAM Regulations and other regulations in accordance with the quality assurance process involving the UPGRIS academic community, organizations profession, alumni and stakeholders.
2. Universities, faculties, study programs, institutions and units implement the stages in the SPMI cycle
3. The Quality Assurance Agency updates the Quality Policy and Quality Standards by Key Performance Indicators and Additional Performance Indicators that adjust the size BAN-PT and Independent Accreditation Institution (LAM) indicators as the basis for drafting contracts performance of the University, Faculty and study programs

F.3. UPGRIS SPMI PRINCIPLES

The principles of SPMI UPGRIS policy are:

1. Principle of Transparency, implementation of SPMI is carried out openly, honestly and can be accessed by all elements in UPGRIS.
2. Principle of Accountability, all activities carried out at UPGRIS are managed properly, measurably, and well documented
3. Principle of Responsibility, the implementation of SPMI policies at UPGRIS is based on good governance. both by implementing the principle of prudence and implementing the rules and guidelines in accordance with tasks according to their respective responsibilities
4. Principle of Independence, the evaluation process to ensure the implementation of SPMI is carried out to organizational interests.
5. Principle of Integrity, UPGRIS has strong integrity in running higher education. quality in line with government regulations and community needs.

F.4. PRINCIPLES OF IMPLEMENTATION OF SPMI UPGRIS

The implementation principle of SPMI UPGRIS is planned and sustainable quality, implementation SPMI policy at UPGRIS is in line with the achievement of service quality for all Tri components Dharma Perguruan Tinggi which includes education, research and service to the community community in a planned and sustainable manner based on the vision and mission of UPGRIS.

F.5. UPGRIS SPMI MANAGEMENT

UPGRIS SPMI Management follows the PPEPP cycle (Determination of Higher Education standards, Implementation of standards) Higher Education, Evaluation, Control, and Improvement. All cycles are planned and implemented. by the Quality Assurance Institute as the implementing element of internal quality assurance whose duties are in coordinating quality assurance activities at UPGRIS.

1. DETERMINATION

The SPMI standards are formulated by the UPGRIS SPMI Standards Formulation Team. which is formulated and then submitted to the Rectorate to be discussed at the university leadership level. Next, the Chancellor submitted the draft of the UPGRIS SPMI Standards to the University Senate for receive consideration. Next, the draft SPMI Standard is submitted to the Chairman of the Management YPLPPT PGRI Semarang to be established. The UPGRIS SPMI standards have been established

disseminated to the entire UPGRIS academic community to be used as a basis for implementation SPMI in the UPGRIS environment.

2. IMPLEMENTATION

Implementation of the UPGRIS SPMI Standards is implemented and attached to the organizational structure in Semarang PGRI University in stages starting from the University level, Faculty level, Study Program level, Faculty Quality Assurance Unit (UPMF), Quality Assurance Unit Postgraduate Programs (UPMPs), Study Program Quality Assurance Sub-Unit (SUPMPS), Bureaus, Institutions, and related parties. The SPMI standard is used as a reference in preparing the Performance Contract. Implementation is realized in the form of operational activities in accordance with the Performance Contract related to academics and academic support which refers to SPMI.

3. EVALUATION

Evaluation of the implementation of the UPGRIS SPMI Standards is carried out through an Internal Quality Audit (AMI) starting from universities, faculties and study programs in accordance with the mechanisms established by LPM. In addition, the Study Program is an evaluation mechanism used to measure and reviewing faculty achievements, stakeholder satisfaction surveys were conducted to measure satisfaction stakeholders in various services provided. Routine evaluation of success achievements performance that has been stated in the Performance Contract both at the university, faculty and department levels study programs that refer to SPMI UPGRIS.

4. CONTROL

UPGRIS SPMI Standard Control is carried out to follow up on the evaluation results that have been carried out. implemented. Control begins with a Management Review Meeting (RTM) and a Follow-up Meeting Continued (RTL). SPMI control is carried out as follows: (a) If the implementation of SPMI exceeding the standard, UPGRIS will conduct a study to improve the performance indicators; b) If the implementation of SPMI reaches the standard, then UPGRIS will conduct a study to maintain or improve performance indicators; c) If the implementation of SPMI has not achieve the standard, then UPGRIS will follow up to determine the efforts to achieve it. standards; d) a) If the implementation of SPMI deviates from the standards, UPGRIS will take action continue to determine adjustment efforts with SN-DIKTI

5. IMPROVEMENT

The improvement of the UPGRIS SPMI Standards was carried out to ensure that the indicator achievements had exceeded UPGRIS SPMI standards are documented from evaluation and control based on analysis

comprehensive data. The process of improving the UPGRIS SPMI Standards is carried out by the UPGRIS Team Improving UPGRIS SPMI Standards.

F.6. RESPONSIBLE FOR SPMI UPGRIS

The person responsible for implementing the UPGRIS SPMI is a UPGRIS structural official, namely:
Leaders at the University level, Leaders at the Faculty level, Leaders at the Study Program level,
and Head of Academic Support Unit

F.7. IMPLEMENTING ELEMENTS OF SPMI UPGRIS

1. The implementing element for quality assurance at the institutional level is the Quality Assurance Institution.
(LPM)
2. The implementing element for quality assurance at the study program management unit level is the Unit
Faculty Quality Assurance (UPMF)
3. The implementing element for quality assurance at the study program level is the Quality Assurance Sub Unit.
Study Program (SUPMPS)

F.8. UPGRIS SPMI DOCUMENT STRUCTURE

1. UPGRIS SPMI Standard Determination Manual
2. UPGRIS SPMI Standard Implementation Manual
3. UPGRIS SPMI Standard Evaluation Manual
4. SPMI Standard Control Manual
5. SPMI Standard Improvement Manual
6. Graduate Competency Standards;
7. Learning Content Standards;
8. Learning Process Standards;
9. Learning Assessment Standards;
10. Lecturer and Education Personnel Standards;
11. Learning Facilities and Infrastructure Standards;
12. Learning Management Standards;
13. Learning Financing Standards;
14. Research Results Standards;
15. Research Content Standards;

16. Research Process Standards;
17. Research Assessment Standards;
18. Researcher Standards;
19. Research Facilities and Infrastructure Standards;
20. Research Management Standards; and
21. Research Funding and Financing Standards
22. Community Service Results Standards;
23. Community Service Content Standards;
24. Community Service Process Standards;
25. Community Service Assessment Standards;
26. Community Service Implementation Standards;
27. Community Service Facilities and Infrastructure Standards;
28. Community Service Management Standards;
29. Community Service Funding and Financing Standards;
30. Faculty Vision, Mission, Objectives, Facilities, and Study Program Standards;
31. Governance and Governance Standards;
32. New Student Admissions Standards (PMB);
33. Student Service Standards;
34. Institutional Cooperation Standards;
35. Laboratory Standards;
36. Student and Alumni Standards
37. Study Program Achievement Standards
38. MBKM Standards
39. Exemplary Standards

G. COMPILATION REFERENCES

1. Law Number 12 of 2012 concerning Higher Education;
2. Regulation of the Minister of Research, Technology and Higher Education Number 62 of 2016 concerning the Research and Development System
Quality Assurance in Higher Education
3. Regulation of the Minister of Education, Culture, Research, and Technology of the Republic of Indonesia Number 53
2023 Law on Quality Assurance in Higher Education
4. Presidential Regulation of the Republic of Indonesia Number 8 of 2012 concerning KKNI;
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020
on National Standards for Higher Education.
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020
regarding Accreditation of Higher Education and Study Programs.

7. BANPT Regulation Number 9 of 2020 concerning the Policy on Transfer of Study Program Accreditation from the National Accreditation Board for Higher Education to the Independent Accreditation Institution
8. BAN PT Regulation Number 10 of 2021 concerning Study Program Accreditation Instruments in Undergraduate Program in Education Scope
9. BAN PT Regulation Number 2 of 2022 concerning Study Program Accreditation Instruments in Scope of Education
10. BAN PT Regulation Number 8 of 2022 concerning Study Program Accreditation Instruments in Undergraduate Program in Informatics and Computer Science
11. BAN PT Regulation Number 21 of 2022 concerning Scope of Study Program Accreditation Instruments Economics, Management, Business, and Accounting
12. BAN PT Regulation Number 22 of 2022 concerning Monitoring and Evaluation Instruments Study Program Accreditation Ranking
13. BAN PT Regulation Number 23 of 2022 concerning Monitoring and Evaluation Instruments College Accreditation Rankings
14. Regulations of the Independent Accreditation Institution
15. Decision of the YPLP PT PGRI Semarang Management Regarding the UPGRIS Statutes.
16. UPGRIS Statutes 2014.
17. UPGRIS Strategic Plan 2020-2024.
18. Master Plan for Development of PGRI Semarang University 2015 – 2034.
19. Decree of the Chancellor of UPGRIS No. 25/KEP/D.09.01/XII/2010 concerning the Establishment of the Agency Quality Assurance.
20. Decree of the Chancellor of UPGRIS No. 095/SK/UPGRIS/IV/2015 concerning the Appointment of the Chairperson Quality Assurance Institute of PGRI Semarang University.