



Lecturer and Education Personnel Standards Internal Quality Assurance System

UNIVERSITAS DIPONEGORO





**Lecturer and Education Personnel Standards Internal
Quality Assurance System Universitas Diponegoro**

| | |
|---------------------------------|--------------------------------|
| Revision to | 2 |
| Date | : 02 February 2021 |
| Revisited by Student Affairs | : Vice Rector of Academic and |
| Controlled by | : LP2MP Universitas Diponegoro |
| Approved by | : Undip Rector |

| | | |
|----------------------------------|--|------------------------------|
| UNIVERSITY DIPONEGORO | LECTURER AND PERSONNEL STANDARDS EDUCATION QUALITY ASSURANCE SYSTEM INTERNAL SPMI-UNDIP/SM/01/05 | Approved by Rector |
| 2nd Revision | Date 02-02-2021 | |

A. STANDARDS FOR LECTURERS AND EDUCATIONAL PERSONNEL

1. RATIONAL

According to Law Number 20 of 2003 concerning the National Education System, in article 38 it is stated that personnel education is tasked with carrying out administration, management, development, supervision and technical services to support educational processes in educational units. Meanwhile educators are professional staff in charge of planning and carrying out the learning process, assessing learning outcomes, providing guidance and training, as well as conducting research and community service, especially for educators College. Further details in Law Number 14 of 2005 concerning Teachers and Lecturers, expressly uses the term lecturer refers to the definition of an educator at this level higher education. Meanwhile, the main task of lecturers is to transform, develop and disseminate knowledge, technology and art through education, research and community service. In the context of input- process-output in the higher education system, lecturers and staff education is an important human resource task and its role in carrying out processes in the system. So that Lecturers and education staff can carry out their duties with both require increasing standards of lecturers and educational staff

Universitas Diponegoro sets standards for lecturers and educational staff will serve as guidelines and benchmarks for university leaders, faculty leaders, heads of departments/study

programs or head of the unit or institution responsible for planning, managing and developing human resources in the Diponegoro University environment

2. SUBJECT/PARTY RESPONSIBLE FOR ACHIEVE STANDARD

1. Rector and Vice Rector of Academic and Student Affairs as head of the University
2. Dean together with Vice Dean for Academic Affairs and Student Affairs as Faculty leadership
3. Head of Department and/or Study Program as leader Department and/or Study Program

3. DEFINITION OF TERMS

4. The standards of lecturers and educational staff are criteria at least regarding the qualifications and competencies of lecturers and staff education to provide internal education in order to fulfill graduate learning outcomes.
5. Permanent lecturers are lecturers who have the status of permanent educators at Diponegoro University and is not permanent employee at work units or other educational units.
6. Academic qualifications are the highest level of low level education that must be met by a lecturer and proven by a diploma.
7. Educator competency is expressed by an educator certificate, and/or professional certificate.

3. STANDARD CONTENT STATEMENT

1. Diponegoro University lecturers have academic qualifications third degree (doctor) as proven by a diploma from accredited college.
2. Diponegoro University lecturers have teaching certificates (Characteristics and Applied Approach) and/or lecturer certificate).
3. Undip lecturers carry out their Tridharma duties and fulfill them lecturer performance load criteria (BKD) set by SN-DIKTI
4. Diponegoro University has a number of permanent program lecturers study and work full time above the requirements minimum SN-DIKTI
5. Diponegoro University has a number of professors in the Doctoral program above the minimum requirements SN-DIKTI.
6. Lecturer as the main supervisor in research structured in the context of preparing a thesis/final assignment, thesis, dissertation, or other equivalent design/art/form work for a maximum of 10 (ten) students.
7. The lecturer carries out the process of supervising the final work structured and scheduled at least 8 (eight) meetings in one semester

8. Undip has guidelines and implements acceptance/ selection, placement and development of lecturers.
9. Undip has educational staff in the academic field with the lowest academic qualifications being a Diploma graduate or equivalent as stated by a diploma in accordance with qualifications for main tasks and functions.
10. Undip has qualified administrative staff Minimum academic high school or equivalent.
11. Undip has educational staff who need it special skills have a competency certificate in accordance with area of duties and expertise

4. STRATEGY

1. Encourage and open up as wide opportunities as possible for lecturers and education staff to continue education up to doctoral level through the program internal and external scholarships.
2. Create a blueprint for career development for lecturers and staff education in the long term.
3. Organizing periodic training for lecturers and educational staff to increase competency required.

5. INDICATORS

1. Number of lecturers with Strata 3 (Doctoral) qualifications
2. Number of lecturers who are certified educators or certificates lecturer
3. Number of lecturers who fulfill the BKD
4. Number of permanent and full-time lecturers in the study program
5. Number of Professors in Doctoral study programs
6. Availability of monitoring and evaluation documents for final

- assignment guidance minimum 8 times
7. Availability of acceptance/selection and placement documents and lecturer development.
 8. Availability of educational staff with at least a diploma graduate or equivalent
 9. Availability of administrative staff with a minimum of high school graduates.
 10. Availability of educational staff in accordance with competence and expertise.

6. RELATED DOCUMENTS

1. The standards for lecturers and educational staff must be: aligned with other quality standard documents, for example relating to financing standards and facilities and infrastructure standards.
2. Procedure manuals, forms or related work forms with lecturers and educational staff.

7. REFERENCES

1. Law of the Republic of Indonesia Number 20 of 2003 about the National Education System.
2. Law Number 12 of 2012 concerning Education Tall.
3. Republic of Indonesia Government Regulation Number 17 of the Year 2010 concerning Management and Implementation Education.
4. Government Regulation Number 4 of 2014 concerning Higher Education Implementation and Management Higher Education (State Gazette of the Republic of Indonesia 2014 Number 16, Supplement to the State Gazette Republic of Indonesia Number 5500).
5. Presidential Regulation Number 8 of 2012 concerning Framework Indonesian National Qualification.
6. Regulation of the Minister of Education and Culture of the Republic Indonesia Number 73 of 2013 concerning Implementation Indonesian National Qualifications Framework for Education Tall.

7. Regulation of the Minister of Research, Technology and Higher Education Republic of Indonesia Number 44 of 2015 concerning Standards National Higher Education.

8. APPENDIX