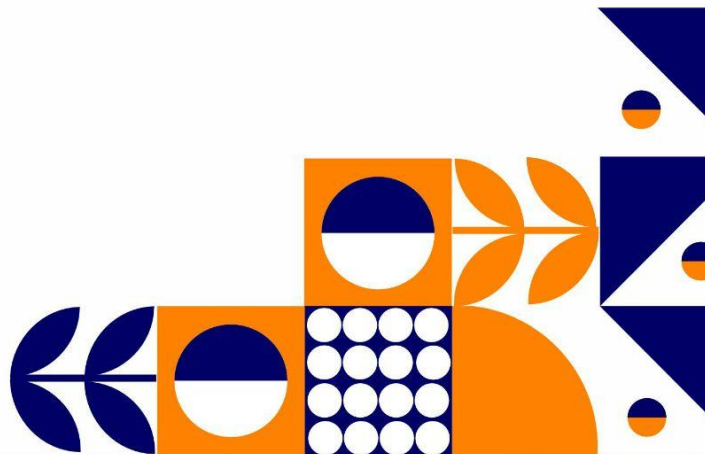# Internal Quality Assurance System Standard Establishment Manual

Universitas Diponegoro

Internal Quality Assurance System

Standard Establishment Manual

Universitas Diponegoro

IQAS-UNDIP	MM	01	01

Revision to	:	2
Date	:	02 February 2021
Reviewed by	:	Vice Rector for Academic and Student Affairs
Controlled by	:	IDQAI – Undip
Approved by	:	Rector - Undip

UNIVERSITAS DIPONEGORO		STANDARD ESTABLISHMENT MANUAL - INTERNAL QUALITY ASSURANCE SYSTEM IQAS-UNDIP/MM/01/01	Approved by Rector
Revision to 2	Date 02-02-2021		

	STANDARD ESTABLISHMENT MANUAL **INTERNAL QUALITY ASSURANCE SYSTEM**	Approved by: Rector
Revision to 2	Date 02-02-2021	IQAS-UNDIP/MM/01/01	

1. VISION AND MISSION OF UNIVERSITAS DIPONEGORO

1.1. VISION OF UNIVERSITAS DIPONEGORO
Universitas Diponegoro becoming an excellent research university

1.2. MISSIONS OF UNIVERSITAS DIPONEGORO

1) Organizing higher education that produces excellent and competitive graduates;

2) Carrying out research that produces publications, intellectual property rights, books, policies, and technology that are effective and efficient by prioritizing local culture and resources;

3) Carrying out community service that can produce publications, intellectual property rights, books, policies, and technology that are effective by prioritizing local culture and resources;

4) Implementing higher education governance that is efficient, accountable, transparent and fair.

2. Objective OF MANUAL
To design, formulate, and establish Internal Quality Assurance System Standards of Universitas Diponegoro

3. SCOPE OF THE MANUAL AND ITS USE
This manual applies:

1. in which a standard is first designed, formulated, and determined;

2. for all Internal Quality Assurance System Standards of Universitas Diponegoro

4.   TERMS DEFINITIONS

1. Designing standards is a thought process to produce standards about things needed in the Internal Quality Assurance System of Universitas Diponegoro (IQAS-Undip). This activity is in the form of elaboration and/or elaboration of 13 Undip quality standards consisting of 8 national education standards (as minimum standards) and 5 additional standards into various other standards in more detail.

2. Formulating standards is writing the contents of each standard into a complete statement using the formula A (*audience*), B (*Behavior*), C (*Competence*), and D (*Degrees*).

    a. *Audience* is a subject who must do something; or the party implementing and achieving the contents of the standard;
    b. *Behavior* is what must be done, measured/achieved/proved;
    c. *Competence* is competencies/capabilities/specifications/targets/ criteria to be achieved;
    d. *Degrees* is rate/period/frequency/time.

3. Establishing standards is an action in the form of approval and validation of standards so that standards are declared valid.

4. Tracking Study is a study to obtain the necessary data needed by internal and/or external stakeholders as reference material for determining/creating standard drafts.

5. Public Testing is a process of testing or socializing the draft standard to internal and/or external stakeholders before it is established as a standard.

5.   PROCEDURE

1. Make the Vision and Missions of Universitas Diponegoro as the starting point and final goal in designing and establishing standards.

2. Collect and study all the contents of laws and regulations that are relevant to the aspect of the activity to be standardized.

3. Record the legal norms or requirements listed in the laws and regulations that must be implemented.

4. Conduct self-evaluation by applying the SWOT analysis method.

5. Carry out tracking studies on aspects that will be standardized for internal and/or external stakeholders.

6. Testing the results of the analysis of steps 2 to 4 of Undip's Vision and Missions.

7. Formulate a standard initial draft using the ABCD formula.

8. Conduct public testing or socialization of draft standards with internal and/or external stakeholders for advice.

9. Reformulate standard statements if necessary based on public test results.

10. Edit and verify standard statements to ensure there are no errors in intent (content), grammar or writing.

11. Authorize and enforce standards through establishment in the   form of decrees.

6.   QUALIFICATIONS OF OFFICIALS/OFFICERS WHO IMPLEMENT THE MANUAL

1. Internal Quality Assurance System Universitas Diponegoro (IQAS) Team as designer and coordinator,

2. University leaders and all units, as well as lecturers in accordance with their duties, authorities and areas of expertise.

7.   NOTES

To complete this manual, it is necessary to have written documents in the form of:

- List of laws and regulations in the field of education or related

8.   REFERENCE

1. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System.
2. Law Number 12 of 2012 concerning Higher Education.
3. Government Regulation of the Republic of Indonesia Number 17 of 2010 concerning Management and Implementation of Education.
4. Government Regulation Number 4 of 2014 concerning Implementation of Higher Education and Management of Higher Education (State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to State Gazette of the Republic of Indonesia Number 5500).
5. Presidential Regulation no. 8 of 2012 concerning the Indonesian National Qualifications Framework.
6. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 73 of 2013 concerning Implementation of the Indonesian National Qualifications Framework in the Sector of Higher Education.
7. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 44 of 2015 concerning National Higher Education Standards.