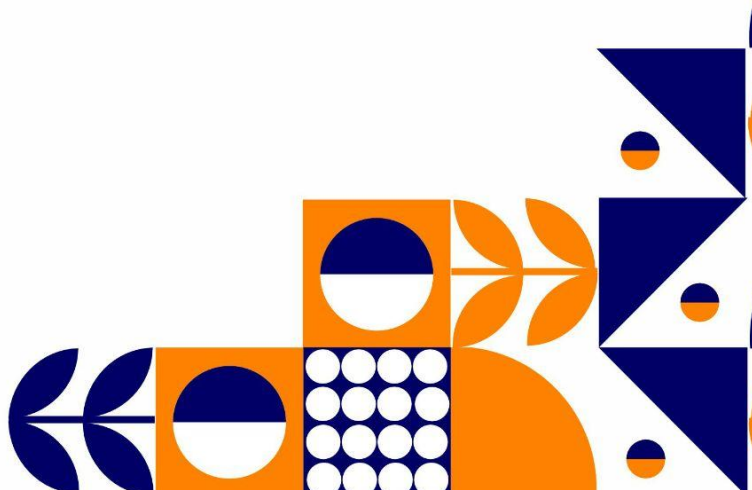




# Internal Quality Assurance System Standard Implementation Manual

UNIVERSITAS DIPONEGORO






**Internal Quality Assurance System  
Standard Implementation Manual  
Universitas Diponegoro**

<b>SPMI-UNDIP</b>	<b>MM</b>	<b>01</b>	<b>02</b>
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Revision to	: 2
Date	: 02 February 2021
Revisited by	: Vice Rector for Academic and Student Affairs
Controlled by	: Educational Development and Quality Assurance Institute (EDQAI) - Universitas Diponegoro
Approved by	: Rector - Universitas Diponegoro

<b>UNIVERSITAS DIPONEGORO</b>		STANDARD IMPLEMENTATION MANUAL -	Approved by
Revision t o 2	Date 02-02- 2021	INTERNAL QUALITY ASSURANCE SYSTEM	Rector
		SPMI-UNDIP/MM/01/02	

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

## **1. VISION AND MISSION OF UNIVERSITAS DIPONEGORO**

### **1.1. VISION OF UNIVERSITAS DIPONEGORO**

Undip is the excellent research university

### **1.2. DIPONEGORO UNIVERSITAS' MISSION**

- 1) Organizing higher education that produces superior and competitive graduates;
- 2) Carrying out research that produces publications, intellectual property rights, books, policies and technology that are effective and effective by prioritizing local culture and resources;
- 3) Carrying out community service that can produce successful publications, intellectual property rights, books, policies and technology by prioritizing local culture and resources;
- 4) Organizing higher education governance that is efficient, accountable, transparent and fair.

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**2. PURPOSE OF MANUALS**

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To carry out/fulfill the Undip Internal

Quality Assurance System Standards

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**3. SCOPE OF THE MANUAL AND ITS USE**

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This manual applies:

1. when a standard must be implemented in education delivery activities by all work units at all levels;
2. for all Undip Internal Quality Assurance System Standards

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**4. TERMS DEFINITIONS**

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1. Implementing standards is an activity or activities that must be complied with to achieve minimum sizes, specifications, benchmarks as stated in the standards.
2. Procedure Manual or abbreviated as MP is a description of the sequence of steps to achieve something written systematically, chronologically, logically and coherently.
3. Work Instructions or abbreviated as IK is a detailed list of tasks that must be carried out by the assignee.
4. A form or form is a written instrument which can be in the form of a checklist, template which must be filled in by the recipient of the form or form which functions as a complement to the quality document.
5. Academics based on Government Regulation no. 30/1990 is a unit consisting of lecturers and students at universities.

## **5. PROCEDURE**

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1. Carry out technical and/or administrative preparations in accordance with the standard content
2. Disseminate standard content to all academics and/or non- lecturer employees periodically and consistently
3. Prepare written documents in the form of procedure manuals, work instructions in accordance with standard content
4. Carrying out higher education academic activities using standards as benchmarks for achievement.

## **6. QUALIFICATIONS OF OFFICIALS/OFFICERS WHO ARE RUNNING THE MANUAL**

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1. Universitas Diponegoro Internal Quality Assurance System (IQAS) Team in accordance with its main tasks and functions (tupoksi), and/or
2. Structural officials with fields of work regulated by the relevant standards, and/or
3. Those explicitly mentioned in the relevant standard statement.

## **7. NOTES**

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To complete this manual, it is necessary to provide written documents in the form of a procedure manual regarding an activity according to the contents of each standard

## **8. REFERENCE**

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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. Republic of Indonesia Government Regulation 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.