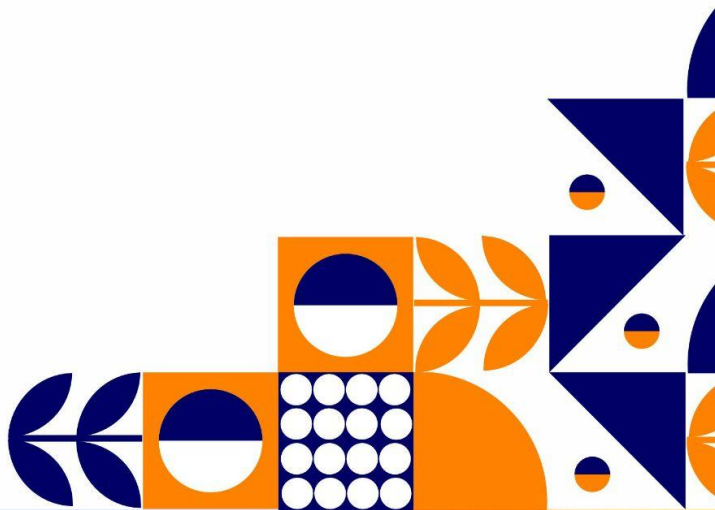




# Standard Policy Internal Quality Assurance System

UNIVERSITAS DIPONEGORO





**Standard Policy**  
**Internal Quality Assurance System**  
**Universitas Diponegoro**

<b>IQAS-UNDIP</b>	<b>MM</b>	<b>01</b>	<b>01</b>
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<b>UNIVERSITAS DIPONEGORO</b>	STANDARD POLICY MANUAL - INTERNAL QUALITY ASSURANCE SYSTEM  IQAS -UNDIP/MM/01/01	Approved by  Rector
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**Vision :**

Undip becomes a excellent research university.

**Mission:**

- a. Organizing higher education that produces superior and competitive graduates;
- b. Carrying out research that produces publications, intellectual property rights, books, policies, and technology that are effective and effective by prioritizing local culture and resources;
- c. Carrying out community service that can produce publications, intellectual property rights, books, policies, and technology that are effective and effective by prioritizing local culture and resources; And
- d. Organizing efficient, accountable, transparent, and fair higher education governance.

**Objective :**

- a. To produce graduates who have academic and/or professional skills, interpersonal skills, and an entrepreneurial spirit so that they can develop and apply science and technology;
- b. To develop, transform, and disseminate science and technology through research activities, creating scientific/technological works, and seeking their use to support national development;
- c. To implement science and technology research results to improve people's living standards and progress of the nation; And
- d. To develop professionalism, capability, and accountability in good university governance, as well as independence in tertiary institutions.

**A Brief History**

The establishment of Universitas Diponegoro started in mid-1956, which was marked by the establishment of the Semarang University Foundation. Semarang University was inaugurated on January 9 1957 and at the Anniversary Ceremony on January 9, 1960, it was renamed by Ir. Soekarno (1st President of the Republic of Indonesia) and became Universitas Diponegoro.

Based on PP no. 7 of 1961, starting from October 15, 1960, Universitas Diponegoro was declared a State University and was marked with Surya Sangakala "Wiyata Hangreksa Gapuraning Nagara" which means Universitas Diponegoro carries out higher education to maintain the nation's image. Since then, October 15 has been designated as the anniversary of Universitas Diponegoro. At that time the faculties that had been established were the Faculty of Law and Public Knowledge, the Faculty of Economics, the Faculty of Engineering, and the Faculty of Teacher Training and Education.

More than half a century of travel and service at Universitas Diponegoro has graduated more than one hundred thousand alumni spread across the country, from 11 faculties, namely the Faculty of Law, Faculty of Economics, Faculty of Engineering, Faculty of Medicine, Faculty of Animal Husbandry, Faculty of Cultural Sciences, Faculty of Social Sciences and Political Science, Faculty of Science and Mathematics, Faculty of Public Health, Faculty of Fisheries and Marine Sciences, Faculty of Psychology plus two schools, namely the Vocational School and Postgraduate School.

## **I. BACKGROUND TO RUNNING IQAS**

The implementation of Undip's internal quality assurance system (IQAS) has started since the quality assurance declaration in 2006, however, the implementation was carried out gradually. The main documents for quality assurance (Academic Policies, Academic Standards, Academic Regulations, and Quality Manuals) at the university level have been formed and approved by the university senate. In institutional terms, a quality assurance agency has also been established starting from the university level called the Quality Assurance Agency (QAA) which was later changed to the Quality Assurance Division and again to the Quality Assurance Center, both under the Educational Quality Assurance and Development Institute (EQADI), at the faculty level there is the Faculty Quality Assurance Team (FQAT) and at the study program level there is the Quality Assurance Group (QAG). But over time, quality assurance at Undip experienced ups and downs. Therefore it is necessary to revitalize Undip's internal quality assurance system.

IQAS Undip revitalization is needed so that in carrying out and implementing quality assurance at Undip it can be systematic, consistent, and sustainable. The implementation of systematic, consistent

and sustainable quality assurance is necessary so that: (a) Undip's vision, mission, and objectives can be achieved, (b) The interests and demands of related parties or stakeholders (stakeholders) can be fulfilled, (c) Comply with and fulfill the provisions of applicable regulations and relevant laws. In the context of revitalizing IQAS, the IQAS Policy document or Quality Policy was also prepared.

## **II. IQAS POLICY SCOPE**

The scope of Undip's IQAS policy covers all aspects of higher education implementation, both academic and non-academic. As a first step, focus on the academic field, especially the fields: of education, research, and community service. In subsequent developments, the Undip IQAS policy was also gradually implemented in non-academic fields.

Undip's IQAS policy applies to all units within the university, namely: all levels of educational strata (Diploma, Undergraduate, Professional, Postgraduate), faculties, departments/study programs/sections, institutions, and technical implementation units (UPT).

## **III. LIST AND DEFINITION OF VARIOUS TERMS**

1. The policy is a written statement that explains the thoughts, attitudes, and views of an institution about something.
2. The IQAS Policy is a written statement explaining the university's thoughts, attitudes, and views regarding the IQAS applicable at the university and also explaining how to understand, design, and implement the IQAS in the delivery of higher education services.
3. The IQAS Manual is a written document containing practical instructions on how to run or implement IQAS.
4. IQAS standards are written documents containing criteria, benchmarks, measurements, and specifications regarding something that must be achieved/fulfilled.
5. Self-evaluation is the activity of each unit within the university periodically to examine, analyze, and assess their performance over a while to determine their weaknesses and shortcomings.

6. IQAS audit is a routine activity at the end of every academic year carried out by university internal auditors to check the implementation of IQAS and evaluate whether all IQAS standards have been achieved/ fulfilled by each unit within the university.
7. An internal Auditor is a person or group of people who have certain qualifications to conduct an internal audit of IQAS.

## **V. OUTLINE OF IQAS POLICY**

### **5.1 POLICY STATEMENT**

To achieve the Vision, Mission, and Objectives effectively, efficiently, and accountably, each unit within Undip in designing and carrying out their duties, functions, and services must be based on increasingly good quality standards and follow certain manuals or procedures set out in the Internal Quality Assurance System (IQAS) Undip and periodically carry out self-evaluations and quality internal audits.

**Slogan: Undip Moves Forward with Quality**

### **5.2 OBJECTIVE OF THE POLICY**

1. Guarantee that every unit within Undip in carrying out its service duties and functions is under established standards.
2. Realizing transparency and accountability of Undip to stakeholders.
3. Invite all parties within Undip to work to achieve goals based on standards and continuously strive to improve quality.

### **5.3 PRINCIPLES OF POLICY IMPLEMENTATION**

1. **The principle of Accountability**, namely that the implementation of IQAS policies must be scientifically accountable, open, and always refer to the latest and dynamic scientific developments.

2. **The principle of Transparency**, namely that the IQAS policy is carried out openly based on clear arrangements and rules which are always oriented towards mutual trust to establish a conducive academic atmosphere and guarantee the realization of synergism.
3. **The principle of Quality**, The IQAS policy is implemented by always putting quality of input, process, and output.
4. **The principle of Unity**, the IQAS policy is implemented in an integrated, structured, systematic, comprehensive, and directed manner, based on the vision, mission, and institutional goals.
5. **The principle of law**, all parties involved directly or indirectly in the implementation of IQAS policies comply with applicable laws whose enforcement is guaranteed by the state.
6. **The principle of benefit**, namely that the IQAS policy is implemented to provide maximum benefits for all academics, institutions, nations, and states.
7. **The principle of equality**, namely that the IQAS policy is implemented based on equal rights to ensure the creation of an egalitarian academic environment.
8. **The principle of independence**, namely that the implementation of IQAS policies is always based on institutional capabilities by relying on all available potential and resources to optimize institutional capabilities which continue to develop in a systematic and structured manner.

#### **5.4 IQAS MANAGEMENT**

IQAS Undip is designed, implemented, and improved in quality on an ongoing basis based on the 5S (Standard Setting, Standard Implementation, Standard Evaluation, Standard Control, Standard Improvement) model. With this model, what is meant by "Determination" is: the university and each unit under it will determine in advance the objectives to be achieved through the right strategy and series of activities. This must also adhere to higher statutory standards. Then the standard "Implementation" follows existing provisions to achieve the objectives of the standard.



Then "Evaluation" towards the achievement of objectives through this activity strategy will always be monitored periodically. Furthermore, "Control" of standards through evaluation if there are things that are not under the standard targets and then "Improvement" of standards is developed towards a better on an ongoing basis. For each activity to achieve these goals, certain standards are set as a measure of performance or achievement of goals, and manuals are also set as practical instructions on how an activity is carried out, evaluated and its quality improved.

At the "Implementation" stage, each implementing unit in carrying out its duties, roles, and functions must adhere to the following principles:

- Quality first: All thoughts and actions must prioritize quality
- Stakeholders-in: All thoughts and actions must be aimed at stakeholder satisfaction
- The next process is our stakeholders: Every actor executing their duties must regard those who utilize the results of their task execution as their stakeholders to be satisfied.
- Speak with data: Every actor must carry out actions and make decisions based on analysis of the data they have obtained first, not based on assumptions or engineering.
- Upstream management: All decision-making processes are conducted in a participatory manner, rather than autocratic.

In the "Evaluation" stage: each actor in carrying out his duties, at a certain point in time must carry out a self-evaluation or be audited for the suitability of the results of his duties to the established quality standards. If the results are under the standards, then in the next SS process, the standards concerned will be increased. However, if the results are found to be inconsistent with the standards, then corrective action must be taken so that the specified standards can be achieved. The actions and improvements carried out in the PPEPP stage are called "Control" and "Improvement" standards.

## **5.5 INSTITUTIONS**

Institutionally, at the university level, stakeholders in Undip's internal quality assurance system consist of: the University Senate, University Leaders, and the Educational Quality Assurance and Development Institute (EQDI)

At the Faculty/School/Institution level, the stakeholders in the internal quality assurance system consist of the Faculty Senate, Faculty/School/Institution Leadership, and the Faculty/School/Institution Quality Assurance Team (FQAT/ TPMS/TPML) as well as the quality assurance team at the Bureau or Technical Implementation Unit at the university level

Meanwhile, at the department/study program/department level, the internal quality assurance system is handled by the Quality Assurance Group (GPM)

## **VI. IQAS STANDARD LIST**

Just as the IQAS Undip Policy differentiates between academic policies and non-academic policies, the IQAS Undip Standards also differentiate between academic standards and non-academic standards. The following is a list of IQAS Undip Standards for academic matters

### **1. GRADUATE COMPETENCE STANDARDS**

IQAS-UNDIP/SM/01.01 Graduate Competency Standards

### **2. STANDARDS OF THE LEARNING PROCESS**

IQAS-UNDIP/SM/01.02 Learning Process Standards

### **3. LEARNING CONTENT STANDARDS**

IQAS-UNDIP/SM/01.03 Learning Content Standards

### **4. LEARNING ASSESSMENT STANDARDS**

IQAS-UNDIP/SM/01.04 Learning Assessment Standards

### **5. STANDARDS FOR LECTURERS AND EDUCATIONAL PERSONNEL**

IQAS-UNDIP/SM/01.05 Standards for lecturers and educational staff

### **6. LEARNING FACILITIES AND INFRASTRUCTURE STANDARDS**

IQAS-UNDIP/SM/10.06 Standards for Learning Facilities and Infrastructure

### **7. LEARNING MANAGEMENT STANDARDS**

IQAS-UNDIP/SM/01.07 Learning Management Standards

### **8. LEARNING FINANCING STANDARDS**

IQAS-UNDIP/SM/01.08 Learning Financing Standards

**9. STUDENT STANDARDS**

IQAS-UNDIP/SM/01.09 Student Standards

**10. STANDARDS OF ACADEMIC ATMOSPHERE**

IQAS-UNDIP/SM/01.10 Academic Atmosphere Standards

**11. INFORMATION SYSTEM STANDARDS**

IQAS-UNDIP/SM/01.11 Information Systems Standard

**12. EDUCATIONAL COOPERATION STANDARDS**

IQAS-UNDIP/SM/01.12 Education Collaboration Standards

**13. RESEARCH STANDARDS**

IQAS-UNDIP/SM/01.13 Research Standards

**14. STANDARDS FOR COMMUNITY SERVICE**

IQAS-UNDIP/SM/01.14 Community Service Standards

**VII. LIST OF IQAS MANUALS**

**A. STANDARD SETTING MANUAL**

IQAS-UNDIP/ MM/01.01 Standard setting manual

**B. STANDARD IMPLEMENTATION MANUAL**

IQAS-UNDIP/MM/01.02 Standard implementation manual

**C. STANDARD CONTROL MANUAL**

IQAS-UNDIP/MM/01.03 Standard Control Manual

**D. STANDARD IMPROVEMENT MANUAL**

IQAS-UNDIP/ MM/01.04 Standard Improvement Manual

**VIII. REFERENCE**

1. Republic of Indonesia Law number 20 of 2003 concerning the National Education System.
2. Republic of Indonesia Law number 14 of 2005 concerning Teachers and Lecturers.
3. Law number 12 of 2012 concerning Higher Education.
4. Minister of Research, Technology and Higher Education Regulation number 49 of 2015, concerning National Higher Education Standards.

**IX. ATTACHMENT OF ACADEMIC POLICY**

**A. EDUCATION FIELD**

1. UNDIP organizes the best and most excellent educational processes in science, technology, and art.
2. UNDIP conducts regular evaluations to improve its quality, autonomy, accountability, and accreditation.

3. In accordance with the fundamental changes that occur at the global, regional, and national levels which concern various aspects of people's lives, UNDIP in organizing the Tri Dharma of Higher Education seeks to contribute actively and significantly towards achieving an intelligent, cultured, and knowledgeable Indonesian society. and Technology based on the Pancasila ideology towards achieving civil society.
4. In organizing the Tri Dharma of Higher Education, UNDIP adheres to the principles of academic freedom, academic platform, and scientific autonomy.
5. To achieve the stated Goals and Targets, UNDIP must develop Human Resources and Research Sectors in such a way as to fulfill the requirements of an Educational University leading to a Research University.
6. UNDIP actively participates in solving various problems that concern the lives of the wider community in the political, economic, and social fields at local, national, and regional levels for the welfare of humanity.
7. UNDIP needs to develop unique programs to overcome latent problems and new problems that arise in society as a result of fundamental changes that are occurring at the local, national, and regional levels.
8. To guarantee the quality of the Tri Dharma of Higher Education, it is necessary to set quality standards that can be accepted both nationally and internationally.
9. Educational programs are carried out using face-to-face and/or blended learning education systems.
10. The educational programs held consist of: Diploma, Bachelor's, Specialist/professional, Master's, Doctoral, and Special Programs
11. Each academic organizing unit carries out quality assurance with certain criteria that are measurable and coordinated by the university quality assurance agency (LP2MP).

12. Study Programs, Sections, Departments, and faculties can be opened and closed after going through a thorough and comprehensive study
13. The department/prodi/section develops and develops educational programs along with their curriculum and courses in accordance with the study program they provide.
14. The curriculum is developed based on certain competencies and can be done through benchmarking with similar study programs at national and international levels.
15. Curriculum evaluation is carried out periodically based on scientific competencies, developments in science and technology, global challenges, and community needs
16. Education is carried out in a structured manner in an academic atmosphere that is conducive to the learning process which enables the achievement of high achievements, with study and residence periods in accordance with the provisions applicable at the university.
17. The number of students per class per course or practicum is adjusted to the efficiency and effectiveness of education administration
18. Each course per class for undergraduate and diploma programs is taught by a maximum of two lecturers, and for postgraduate programs is taught by a maximum of three lecturers, one of whom is in charge. Each practicum is cared for by several lecturers who are coordinated by the lecturer in charge.
19. Evaluation of the learning process is carried out periodically to improve the quality of education
20. The university sets minimum academic standards for prospective new students. In implementing these standards, the University pays attention to the diversity of high school quality, community groups that have obstacles, regional coverage, the achievements of prospective students, and collaboration with regional governments and companies or other institutions.

21. The university can accept transfer students from other universities with certain requirements determined by the university.
22. For the selection of prospective foreign student admissions, separate academic standards are set.
23. Acceptance of new students from within or outside the country is carried out centrally at the university.
24. The number of new students accepted is determined by considering capacity, lecturer and student ratio, space capacity and infrastructure, community interest, national assignments, and developments in science and technology
25. The system and selection of new student admissions are evaluated periodically
26. Every lecturer is obliged to carry out the duties of the *tridharma* of higher education proportionally in accordance with his competence and authority
27. Evaluation of lecturer performance is carried out periodically to improve the quality of education
28. To ensure effectiveness and efficiency as well as good service quality, management of teaching and learning infrastructure and facilities is carried out by the respective Faculties
29. Graduates of educational programs at UNDIP are given titles or designations in accordance with applicable regulations
30. A student is declared to have graduated and has the right to hold a title or designation if he has fulfilled all the academic and administrative requirements set
31. Academic ceremonies including the graduation of graduates, scientific orations inaugurating professors, and the awarding of honoris causa doctoral degrees are held centrally at the university
32. Collaboration with alumni is developed through a collaborative network system to improve the quality of education and the image and development of the university
33. Evaluation of the alumni collaboration network system is carried out periodically.

## **B. FIELD OF RESEARCH**

1. Carry out research whose results will make a meaningful contribution to the development of science, technology, and art which will be very useful for solving national, regional, and international problems.
2. Motivate and facilitate the publication of research results in national and international journals or forums so that UNDIP can be better known on the national and international stage.
3. Increase Intellectual Property Rights (IPR) income from research, and income from collaboration with industry (royalties) which will make a meaningful contribution to the development of UNDIP.
4. Enriching lecture materials, through the preparation of textbooks sourced from research results.
5. Motivate UNDIP academics to be skilled in the field of research.
6. Creating a reliable research institution, both at the study program, department, faculty, and university level, which can organize and encourage a research culture.
7. Creating a good academic culture and developing rewards and punishments systems.
8. Lecturers/Researchers have the right to obtain funding and use research facilities/facilities at the Faculty/University and have intellectual property rights to the results of their research in accordance with applicable regulations.
9. Lecturers/Researchers are required to comply with the code of ethics and other regulations regarding research and are scientifically responsible for ideas, methods, and formulation of results as well as dissemination of research results
10. The Faculty/Research Institution/University has the right and obligation to regulate, manage, provide funding, organize, and develop research.

11. Research is carried out as individual, group research, or institutional collaboration research
12. Study Programs/Departments/Faculties carry out research according to their field of study or scientific discipline, while research centers/Research Institutes carry out interdisciplinary research

### **C. FIELD OF COMMUNITY SERVICE**

1. Cultivate a conducive climate for the academic community to apply science and technology to the world of business, industry, government institutions, and the general public based on the principle of mutual benefit (mutual benefit) based on charitable science and scientific charity.
2. Develop a system that guarantees that the technology being developed for the community has been tested from a technical, economic, and environmental perspective.
3. Encourage the development of community service activities based on actual community needs and problems, by applying science and technology carried out by lecturers, librarians, and students to foster an entrepreneurial spirit, increase independence, and improve the performance of micro, small, and medium enterprises (MSMEs).
4. Develop Community Service (KKN) program as activities of the *Tridharma* of Higher Education in a synergistic manner, within the framework of which the student learning process is directed at personality development, social awareness, life skills (life skills), and the application of scientific competence in solving community development problems in an interdisciplinary manner.
5. Lecturers have the right to obtain funds and use facilities/facilities at the Faculty/University for Community Service activities in accordance with applicable regulations.
6. The Faculty/Institute for Research and Community Service/University has the right and obligation to regulate, manage, allocate funding, organize, and develop Community Service program



7. Community Service is carried out as individual, group, or community service activities based on institutional collaboration
8. Study Programs/Departments/Faculties carry out community service according to their field of study or scientific discipline, while Research and Community Service Centers/Institutions carry out interdisciplinary community service.