

**Internal Quality  
Assurance System**



# **EDUCATION STANDARD**



**LEMBAGA PENJAMINAN MUTU  
UNIVERSITAS PGRI SEMARANG**

*Melaju dengan Mutu*



**YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI  
PERSATUAN GURU REPUBLIK 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

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**DECISION**

**BOARD OF YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI  
PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

Number: 064/Kpts/3.1/YPLP PT PGRI/III/2023

**REGARDING**

**THE INTERNAL QUALITY ASSURANCE SYSTEM OF  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PGRI SEMARANG**

- Considering : a. that the Yayasan Pembina Lembaga Pendidikan Perguruan Tinggi PGRI Semarang is the organiser of Universitas Persatuan Guru Republik Indonesia Semarang;
- b. that in order to achieve the vision of Universitas Persatuan Guru Republik Indonesia Semarang, which is excellent and distinctive, it is necessary to have standards for the implementation of the four pillars of higher that exceed the National Standards for Higher Education;
- c. that the implementation of the four pillars of higher education can be carried out effectively in accordance with applicable regulations;
- d. that for the purposes of points a and b and c above must be stipulated by a Decree of the Yayasan.
- Having regard to : 1. Law Number 20 of 2003 concerning the National Education System;
2. Law No. 12 of 2012 on Higher Education;
3. Government Number 17 Year 2010 Concerning Management and Implementation Education;
4. PGRI Articles of Association and Bylaws 2019;
5. Articles of Association of YPLP PT PGRI Semarang 2007;
6. Statutes of Universitas Persatuan Guru Republik Indonesia Semarang 2019;
7. Decree of the Supervisor of YPLP PT PGRI Semarang No. 022/Kpts/1.1/YPPT PGRI /II / 2020 regarding the Appointment of the Board of Yayasan Pembina Lembaga Pendidikan Perguruan Tinggi PGRI Semarang Term of Office XXII.
- Taking into consideration : 1. The minutes of the University Senate's Deliberation of Universitas Persatuan Guru Republik Indonesia Semarang, No. 016/BA/SENAT/UPGRIS/III/2023 dated 1 March 2023;
2. The Approval Sheet for the SPMI Policy Document, document code: K-SPMI-UPGRIS-01 dated 31 March 2023.

**DECIDES**


- To enact : **DECISION OF THE BOARD OF YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI PERSATUAN GURU REPUBLIK INDONESIA SEMARANG REGARDING THE INTERNAL QUALITY ASSURANCE SYSTEM OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

- First : Approves the Internal Quality Assurance System of Universitas Persatuan Guru Republik Indonesia Semarang as set forth in the annex to this decision.
- Second : This decision shall take effect on the date of its enactment, and if any errors are found in this decision at a later date, corrections shall be made as necessary.

Issued in Semarang  
On the date of 31 March 2023

YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI  
PGRI SEMARANG

Chairman of the Board

  
Dr. Bunyamin, M.Pd.  
NPA PGRI 12011700084



Secretary of the Board

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

Copies are hereby forwarded to:

1. Chairman of the YPLP PT PGRI Semarang
2. Supervisor of YPLP PT PGRI Semarang
3. Rector of Universitas Persatuan Guru Republik Indonesia Semarang
4. Archive

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**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
GRADUATE COMPETENCY STANDARDS**

Document Code	:	S-SPMI-UPGRIS-1.1
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

## **A. VISION AND MISSION**

### **VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To become a university of excellence with a distinct identity.

### **MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and leaders who are outstanding and possess a national character for the betterment of life and society.

## **B. SCOPE**

This section explains the minimum criteria regarding graduate qualifications, covering attitudes, knowledge, and skills as stated in the learning outcomes for graduates of Diploma, Bachelor's, and Postgraduate programmes at UPGRIS

## **C. RATIONALE FOR ESTABLISHING STANDARDS**

Among UPGRIS's objectives is to produce graduates who can be quickly absorbed by employers or who are capable of creating their own jobs. This can only be achieved if the graduates possess competencies that align with the needs of the labour market and/or the interests of stakeholders. Therefore, when developing the curriculum, UPGRIS first establishes graduate profiles based on the labour market, in order to formulate the required graduate competency standards. This is followed by the formulation of learning outcomes and the selection of teaching methods, which are represented in the form of a curriculum structure. The rapid pace of change and development in society necessitates that the formulation of learning outcomes not only meet the demands of the industry or stakeholders but also be flexible. Consequently, the graduates produced can swiftly adapt to the ongoing changes and developments. When developing graduate competencies based on the KKNI, it is necessary to consider aspects that relate not only to knowledge but also to skills and attitudes/behaviour.

#### **D. PURPOSE OF ESTABLISHING STANDARDS**

1. To serve as a guideline for the leadership of UPGRIS in establishing policies relating to the field of education
2. To serve as a guideline for the Academic Quality Assurance Agency (LPM) in evaluating and monitoring educational outcomes
3. To serve as a guideline for faculties and study programmes in setting educational achievement targets in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving educational outcomes

#### **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the educational standards
2. The First Vice-Rector is responsible for reviewing the draft educational standards
3. The Academic Senate is responsible for providing feedback on the draft educational standards
4. The Rector is responsible for approving the draft educational outcome standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing educational outcome standards
6. The LPM is responsible for monitoring educational outcome standards
7. Lecturers and students are responsible for the implementation and achievement of educational out standards

#### **F. GLOSSARY**

1. The UPGRIS Internal Quality Assurance System, hereinafter abbreviated as SPMI UPGRIS, is a systematic activity to improve the quality of higher education in a planned and sustainable manner at UPGRIS.
2. Implementing standards involves operationalising provisions based on measures, specifications, and benchmarks as stated in the graduate competency standards, which must be adhered to, carried out, and fulfilled.

3. Competence is a set of intelligent, responsible actions possessed by an individual as a prerequisite for being regarded by society as capable of performing tasks in a specific field.
4. Graduate competency standards are the minimum criteria regarding the qualifications and abilities of graduates, covering attitudes, knowledge and skills as set out in the graduate learning outcomes in accordance with agreed national standards.

#### G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENC E	INDICATOR	TYPE OF INDICATOR	MEASUREME NT METHOD	INDICATOR CODE
1.1.1.1	Study programmes must have a curriculum that aligns with the National Qualifications Framework (KKNl), includes graduate profiles and learning outcomes in accordance with the agreements reached by forums of similar study programmes, and undergoes regular and continuous evaluation of its achievements.	SN Dikti	The existence of a curriculum that refers to the KKNl and the implementation of analysis of compliance Graduate Learning Outcomes (GLOs) measured using valid and relevant methods regarding comprehensivene ss, depth, and usefulness analysis demonstrated by an increase in the achievement of GLOs over at least the last 3 years.	IKU	Monev	U/F/P
1.1.2.1	The average GPA of graduates each year for the Bachelor's Programme is at least 3.25 and for the Master's Programme at least 3.50.	APT, APS	Achievement of the average graduate GPA ( ) of at least 3.25 for the Bachelor's programme and at least 3.50 for the	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERENC E	INDICATOR	TYPE OF INDICATOR	MEASUREME NT METHOD	INDICATOR CODE
			Master's programme.			
1.1.3.1	Universities, faculties and degree programmes are required to develop development programmes to ensure that at least 5% of the total number of active undergraduate students achieve academic excellence at provincial, national and international levels.	APT, APS	The existence of a mentoring programme to ensure that the number of undergraduate students achieving academic excellence at provincial, national and international levels is at least 5% of the total number of active students.	IKU	AMI	U/F/P
1.1.4.1	Universities, faculties and study programmes are required to develop a mentoring programme to ensure that the number of undergraduate students achieving non-academic achievements at provincial, national and international levels is at least 5% of the total number of active students.	APT, APS	The existence of a programme to foster students' non-academic achievements and the attainment of a minimum of 5% of the total number of active undergraduate students achieving non-academic achievements at local, national and international levels.	IKU	AMI	U/F/P
1.1.5.1	Universities, faculties and study programmes must ensure that the ideal duration of study for graduates, namely	APT, APS	Achievement of the ideal average duration of study for graduates for Bachelor's programmes of	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERENC E	INDICATOR	TYPE OF INDICATOR	MEASUREME NT METHOD	INDICATOR CODE
	3.5–4.5 years for Bachelor’s degrees and 2–3 years for Master’s degrees, is achieved.		3.5–4.5 years and Master’s programmes of 1.5–2.5 years over the last 3 years.			
1.1.6.1	Universities, faculties and study programmes are required to achieve a target on-time graduation rate for undergraduate and postgraduate programmes of at least 50% of the total number of graduates.	APT, APS	Achieving a target on-time graduation rate of at least 50% of the total number of graduates at undergraduate and postgraduate level.	IKU	AMI	U/F/P
1.1.7.1	Universities, faculties and study programmes must achieve a minimum study success rate of 85% for all levels.	APT, APS	Achievement of the target study success rate for all levels of study programmes of at least 85%.	IKU	AMI/Tracer Study	U/F/P
1.1.8.1	Universities, faculties and study programmes must ensure that the waiting time for graduates to secure employment commensurate with their programme’s competencies is a maximum of 6 months for master’s degree programmes, and a maximum of 3 months for bachelor’s degree programmes.	APT, APS, LAMDIK 76	The time taken for graduates to secure employment commensurate with their programme’s competencies is limited to a maximum of 6 months for master’s degree holders and 3 months for bachelor’s degree holders.	IKU	AMI/Tracer Study	U/F/P
1.1.9.1	Universities, faculties and study programmes must	APT, APS	Achievement of a minimum percentage of	IKU	AMI/Tracer Study	U/F/P

NO PS	STANDARD STATEMENT	REFERENC E	INDICATOR	TYPE OF INDICATOR	MEASUREME NT METHOD	INDICATOR CODE
	ensure that at least 60% of undergraduate graduates and 80% of master's graduates are able to work in roles aligned with the programme's competencies.		graduates employed in line with the programme's competencies of 60% for the undergraduate level and 80% for the postgraduate level.			
1.1.10.1	The University, Faculties and Study Programmes must ensure that graduate user satisfaction with the performance of undergraduate and postgraduate graduates reaches a minimum of 75%.	APT, APS	Achieving a minimum graduate satisfaction rate of 75% regarding the performance of undergraduate and postgraduate graduates, as measured against the following criteria: ethics, competence, foreign language proficiency, use of technology, communication, teamwork and self-discipline.	IKU	AMI/Tracer Study	U/F/P
1.1.11.1	Universities, faculties and study programmes must ensure that at least 75% of undergraduate programme graduates are able to work in international, national and local companies or become entrepreneurs,	APT, APS	Achievement of at least 75% of undergraduate graduates being able to work in international, national and local companies or to become entrepreneurs, whether licensed or unlicensed.	IKU	AMI/Tracer Study	U/F/P

NO PS	STANDARD STATEMENT	REFERENC E	INDICATOR	TYPE OF INDICATOR	MEASUREME NT METHOD	INDICATOR CODE
	whether licensed or unlicensed.					
1.1.12.1	Study programmes are required to carry out an analysis of the fulfilment of Graduate Learning Outcomes (GLOs), measured using valid and relevant methods, with regard to the comprehensiveness, depth and usefulness of the analysis, as demonstrated by improvements in GLOs over the last three years.	APS	The implementation of an analysis of the fulfilment of Graduate Learning Outcomes (GLOs), measured using valid and relevant methods regarding the adequacy, depth, and usefulness of the analysis, as demonstrated by an improvement in GLOs over the past three years.	IKU	AMI	F/P
1.1.13.1	Universities, faculties and degree programmes are required to conduct tracer studies that meet the following five criteria: 1) the implementation of tracer studies is coordinated at the university level; 2) tracer study activities are carried out regularly each year and are properly documented; 3) the questionnaire covers all core questions of the DIKTI tracer study; 4) the study targets the entire population (graduates from TS-4	APS	The implementation of the tracer study covers the following five aspects: 1) The implementation of the tracer study is coordinated at university level, 2) Activities tracer study are carried out on a regular annual basis and are documented, 3) The content of the questionnaire covers all core questions of the DIKTI tracer study, 4) It targets the	IKU	AMI/Tracer Study	U/F/P

NO PS	STANDARD STATEMENT	REFERENC E	INDICATOR	TYPE OF INDICATOR	MEASUREME NT METHOD	INDICATOR CODE
	to TS-2); 5) the results are disseminated and used for curriculum development and teaching; this must be carried out by.		entire population (graduates from TS-4 to TS-2), 5) The results are disseminated and used for curriculum and learning development.			
1.1.14.1	Universities, faculties and study programmes are required to provide facilities for lecturers and students to produce works that are eligible for intellectual property rights through the learning process.	LAM-Infokom	Works by lecturers and/or students produced through the learning process that have been granted intellectual property rights are available.	ICT	AMI	U/F/P
1.1.15.1	Universities and faculties are required to provide a Rector's Decision or Dean's Decision regarding the outcomes and achievements of the three pillars of higher education, and to ensure that these have been disseminated, implemented, evaluated and followed up.	LAMDIK 69	A Rector's Decree or Dean's Decree regarding the outcomes and achievements of the three pillars of higher education is available, and has been disseminated, implemented, evaluated and followed up.	IKT	Monev	U/F/P
1.1.16.1	The university, faculties and study programmes are required to provide facilities and programmes to	LAMTEK	The maximum dropout/withdrawal rate is 6% per cohort.	IKT	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERENC E	INDICATOR	TYPE OF INDICATOR	MEASUREME NT METHOD	INDICATOR CODE
	enable students to complete their studies.					
1.1.17.1	Faculties and study programmes must ensure the implementation and documentation of the learning process evaluation as part of the performance evaluation of lecturers and educational staff; this must be guaranteed by the Dean and the study programme.	LAMEMB A	The implementation and documentation of monitoring and evaluation of the learning process as part of lecturer performance evaluation The implementation and documentation of monitoring and evaluation of the learning process as part of performance evaluation of educational staff.	ICT	AMI	U/F/P
1.1.18.1	Universities must ensure the availability of policy documents, standards, KPIs and ICTs relating to the outcomes and achievements of educational activities: Fulfilment of Graduate Learning Outcomes (GLOs), average GPA, student achievements, on-time graduation, tracking and recording of graduate data, average waiting	LAM Infokom 87	The availability of policy documents, standards, KPIs and ICTs relating to the outcomes and achievements of educational activities: Fulfilment of Graduate Learning Outcomes (GLOs), average GPA, student achievements, on-time graduation, tracking and	IKT	Monitoring and Evaluation	U

NO PS	STANDARD STATEMENT	REFERENC E	INDICATOR	TYPE OF INDICATOR	MEASUREME NT METHOD	INDICATOR CODE
	time, alignment of employment fields with study programme fields, DTPR works/student works that have received intellectual property rights, accompanied by valid and comprehensive evidence.		recording of graduate data, average waiting time, alignment of employment fields with study programme fields, DTPR works / student works that have received intellectual property rights, accompanied by valid and highly comprehensive.			

#### H. STRATEGY FOR ACHIEVING STANDARDS

1. The Head of the Study Programme and the lecturers must foster good relations and actively communicate with professional organisations, alumni, the government, the business sector, industry and schools;
2. The Study Programme routinely conducts evaluation processes by distributing questionnaires regarding the current curriculum to stakeholders;
3. The stages involved in developing learning outcomes include: (i) self-evaluation/performance evaluation of the study programme, (ii) a tracer study of alumni and gathering input from stakeholders, (iii) the development of graduate profiles in line with the job market, and (iv) the development of graduate competencies ; and
4. To ensure the achievement of competency standards, the following are carried out: (i) dissemination of competency standards to lecturers/teachers and (ii) monitoring and evaluation of the teaching and learning process, examinations and assessment, as well as the preparation of final assignments.

## **I. RELATED DOCUMENTS**

1. Education Guidelines
2. Study Programme Curriculum

## **J. REFERENCES**

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
GRADUATE COMPETENCY STANDARD FORM**

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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study : Programme					
Faculty Name :					
Date of Submission :					
Officer Filling in :					
No	Reference	Reference	Achievements of the Study Programme/Faculty		
			Programme/Faculty Outcomes	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The existence of a curriculum aligned with the National Qualifications Framework (KKN) and the implementation of an analysis of the fulfilment of Graduate Learning Outcomes (GLOs), measured using valid and relevant methods regarding the comprehensiveness, depth, and usefulness of the analysis, as demonstrated by an improvement in GLOs over the last 3 years.	SN Dikti			
2	Achievement of a minimum average GPA of 3.25 for undergraduate programmes and 3.50 for postgraduate programmes.	APT, APS			
3	The implementation of a development programme to ensure that the number of undergraduate students achieving academic excellence at provincial, national and international levels amounts to at least 5% of the total number of active students.	APT, APS			
4	The existence of a programme to foster students' non-academic achievements and the attainment of a minimum of 5% of the total number of active undergraduate students achieving non-academic achievements at local, national and international levels.	APT, APS			

5	The achievement of an ideal average duration of study for graduates of the Bachelor's programme of 3.5–4.5 years and the Master's programme of 1.5–2.5 years over the last three years.	APT, APS			
6	Achievement of the target on-time graduation rate at undergraduate and postgraduate levels of at least 50% of total graduates.	APT, APS			
7	Achieving a minimum study success rate of 85% across all levels of study programmes.	APT, APS			
8	Achievement of a maximum waiting time of 6 months for master's graduates and 3 months for undergraduate graduates to secure employment commensurate with their programme's competencies.	APT, APS, LAMDIK			
9	Achieving a minimum percentage of graduates employed in roles aligned with the programme's competencies of 60% for undergraduate programmes and 80% for master's programmes.	APT, APS			
10	Achieving a graduate user satisfaction rate of at least 75% regarding the performance of undergraduate and postgraduate graduates, measured across the following aspects: ethics, competencies, foreign language proficiency, technology use, communication, teamwork and self-discipline.	APT, APS			
11	At least 75% of undergraduate graduates are able to secure employment with international, national and local companies or to become	APT, APS			

	entrepreneurs, whether licensed or unlicensed.				
12	The implementation of an analysis of the fulfilment of Graduate Learning Outcomes (GLOs), measured using valid and relevant methods regarding the adequacy, depth, and usefulness of the analysis , as demonstrated by an increase in the achievement of GLOs over the last 3 years.	APS			
13	The implementation of a tracer study covering the following five aspects: 1) The tracer study is coordinated at university level, 2) Tracer study activities are carried out regularly every year and are documented, 3) The questionnaire covers all core questions of the DIKTI tracer study, 4) It targets the entire population (graduates from TS-4 to TS-2), 5) The results are disseminated and used for curriculum and learning development.	APS			
14	Works by lecturers and/or students produced through the learning process that have been granted intellectual property rights are available.	LAM-Infokom			
15	Rector's Decree/Dean's Decree regarding the outputs and achievements of the university's three pillars are available, and have been disseminated, implemented, evaluated and followed up.	LAMDIK			
16	The maximum percentage of students who drop out or withdraw is 6% per cohort.	LAMTEK			
17	The implementation and documentation of monitoring and evaluation of the learning process as part of the	LAMEM BA			

	performance evaluation of lecturers; the implementation and documentation of monitoring and evaluation of the learning process as part of the performance evaluation of educational staff.				
18	Availability of policy documents, standards, KPIs and ICTs relating to the outcomes and achievements of educational activities: Fulfilment of Graduate Learning Outcomes (GLOs), average GPA, student achievements, on-time graduation , tracking and recording of graduate data, average waiting time, alignment of employment fields with study programme fields, DTPR works / student works that have received intellectual property rights accompanied by valid and highly comprehensive.	LAM Infokom			

Semarang, date of completion

Form Verifier,

Form Checker,

Form Filler,

Head of LPM

Faculty Quality Assurance Unit

Head of Programme/Dean

Signed

Signed

Signed

(Full Name)

(Full Name)

(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF GRADUATE COMPETENCY STANDARDS**

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
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Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **SOP**

### **ESTABLISHMENT OF GRADUATE COMPETENCY STANDARDS**

1. Objective : To establish a curriculum that reflects the graduate competency standards at UPGRIS in accordance with the graduate competencies that have been established
2. Scope : The curriculum of all study programmes at UPGRIS
3. Curriculum
  - a. The curriculum of each study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical, personal, professional and social competencies for the field of education.
  - b. The core curriculum is the defining feature of the core competencies.
  - c. The core curriculum of a study programme is:
    - 1) The foundation for achieving graduate competencies
    - 2) Minimum quality standards for the delivery of study programmes
    - 3) Applicable nationally and internationally
    - 4) Adaptable to rapid future changes
    - 5) A joint agreement between higher education institutions, professional bodies and employers
  - d. Supporting competencies must be designed in accordance with the characteristics of the study programme, taking into account the needs of stakeholders
4. Definition
  - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
  - b. Graduate competency standards are minimum criteria regarding graduate qualifications, encompassing attitudes, knowledge and skills as stated in the graduate learning outcomes

## 5. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs Deans/Directors of Postgraduate Studies to develop graduate competency standards for study programmes	Vice-Rector
Deans/Directors of Postgraduate Studies	<ol style="list-style-type: none"> <li>1. Instructs the First Vice Dean, together with the Head of Programme, to develop graduate competency standards for the study programme</li> <li>2. Submit the graduate competency standards of study programmes, following approval by the faculty senate, to the First Vice-Rector for ratification by the Vice-Rector</li> <li>3. To carry out monitoring and evaluation of the implementation of the curriculum in accordance with the graduate competency standards of the study programme approved by the Rector</li> </ol>	Vice-Rector I
Vice-Dean I/Assistant Director and Programme Coordinator	<ol style="list-style-type: none"> <li>1. Forming a team to prepare a draft of graduate competency standards</li> <li>2. Preparing a draft of graduate competency standards</li> <li>3. Discussing the draft graduate competency standards at a Faculty Senate meeting</li> <li>4. Documenting the graduate competency standards approved at the Faculty Senate meeting</li> <li>5. Reporting the graduate competency standards to the Dean for follow-up</li> </ol>	Dean/Director of Postgraduate Studies
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the graduate competency standards proposed by the faculty</li> <li>2. Approving the graduate competency standards agreed upon with the Dean/Head of Programme</li> </ol>	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director and Programme Coordinator	Disseminating the graduate competency standards approved by the rector	Dean/Director of Postgraduate Studies
Lecturers	Carrying out academic activities to meet graduate competency standards	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

## 7. Work Instructions

No	Details of Activities	Rector	Dean/Director of Postgraduate Studies	Vice-Dean I/ Deputy Director/ Head of Programme	Faculty Senate
1	The Rector/Vice-Rector I instructs the deans to develop graduate competency standards for study programmes	1			
2	Deans instruct the Vice-Dean I/Assistant Director to work with the programme coordinators to develop graduate competency standards		2		
3	The First Vice Dean /Assistant Director/Head of Programme forms a team to prepare a draft of graduate outcome standards			3	
4	The Vice Dean I/Assistant Director/Head of Programme discusses the draft graduate competency standards at a faculty senate meeting			4	
5	The First Vice Dean /Assistant Director/Head of Programme documents the graduate competency standards that have been approved at the faculty senate meeting			5	
6	The First Vice Dean /Assistant Director/Head of Programme reports the graduate competency standards to the Dean/Director of Postgraduate Studies		6		

7	The Dean/Director of Postgraduate Studies submits the graduate competency standards to the Faculty Senate for discussion and formulation		7		
8	The Faculty Senate approved the graduate competency standards during the UPGRIS Fourfold Mission event				8
9	The Dean/Director of Postgraduate Studies submits the graduate competency standards to the Vice-Rector for approval			9	
10	The Rector establishes the graduate competency standards	10			

**STANDARD OPERATING PROCEDURE DOCUMENT**  
**INTERNAL QUALITY ASSURANCE SYSTEM**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**SOP**  
**IMPLEMENTATION OF GRADUATE COMPETENCY STANDARDS**

Document Code	: SOP-UPGRIS-1.1.2
Effective Date	: 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **SOP**

### **IMPLEMENTATION OF GRADUATE COMPETENCY STANDARDS**

1. Objective : To realise a curriculum that demonstrates the graduate competency standards at UPGRIS in accordance with the graduate competencies that have been established
2. Scope : The curriculum of all study programmes at UPGRIS
3. Curriculum
  - a. The curriculum of each study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical, personal, professional and social competencies for the field of education.
  - b. The core curriculum defines the key competencies.
  - c. The core curriculum of a study programme is:
    - 1) The foundation for achieving graduate competencies
    - 2) A minimum standard of quality for the delivery of the study programme
    - 3) Applicable nationally and internationally
    - 4) Adaptable to rapid future changes
    - 5) A joint agreement between higher education institutions, professional bodies and employers
    - 6) Supporting competencies must be designed in accordance with the characteristics of the study programme, taking into account the needs of stakeholders
4. Definition
  - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
  - b. Graduate competency standards are the minimum criteria for the qualifications and abilities of graduates, covering attitudes, knowledge and skills as set out in the graduate learning outcomes

## 5. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs Deans/Directors of Postgraduate Studies to implement the graduate competency standards for study programmes as determined by the Vice-Rector	Rector
Deans/Directors of Postgraduate Studies	Instructs the First Vice Dean /Assistant Director, together with the Head of Programme, to implement the graduate competency standards for study programmes as stipulated by the Rector	Vice-Rector I
Vice-Dean I/Assistant Director and Programme Coordinator	The First Vice Dean /Assistant Director, together with the Head of Programme, shall deliver teaching in accordance with the graduate competency standards of the study programme as set out in the study programme curriculum	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director and Head of Programme	To disseminate the graduate competency standards approved by the rector to the programme's academic staff	Dean/Director of Postgraduate Studies
Lecturers	Carrying out academic activities to achieve the established graduate competency standards	Head of Programme

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/ Assistant Director/ Head of Programme	Lecturer
1	The Vice-Rector I instructs the Deans/Director of Postgraduate Studies to implement the graduate competency standards for study programmes as set by the Vice-Rector	1	↓		
2	The Dean/Director of Postgraduate Studies has instructed the First Vice Dean /Assistant Director, together with the programme coordinators, to implement the graduate competence standards for the study programmes as set by the Rector		2	↓	
3	The First Vice Dean /Assistant Director, together with the Head of the Study Programme, shall implement teaching in accordance with the graduate competency standards of the study programme as contained in the study programme curriculum			3	↓
4	The First Vice Dean /Assistant Director and the Head of Programme disseminate the graduate competency standards approved by the Rector to the programme's lecturers			4	↓
5	Lecturers carry out academic activities to achieve the graduate competency standards set by the University of Indonesia				5

**STANDARD OPERATING PROCEDURE DOCUMENTS**  
**INTERNAL QUALITY ASSURANCE SYSTEM**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**SOP**  
**EVALUATION OF GRADUATE COMPETENCY STANDARDS**

Document Code	: SOP-SPMI-UPGRIS-1.1.3
Effective Date	: 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **SOP**

### **EVALUATION OF GRADUATE COMPETENCY STANDARDS**

1. Objective : To ensure that the curriculum at UPGRIS, reflects the graduate competency standards at UPGRIS in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at UPGRIS
3. Standards
  - a. The curriculum of the study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical competencies, personal competencies, professional competencies and social competencies for the field of education.
  - b. The core curriculum is characterised by the core competencies.
  - c. The core curriculum of a study programme is:
    - 1) The basis for achieving graduate competencies
    - 2) A minimum standard of quality for the delivery of the study programme
    - 3) Applicable nationally and internationally
    - 4) Adaptable to rapid future changes
    - 5) A joint agreement between higher education institutions, professional bodies and employers
4. Supporting competencies must be designed in line with the characteristics of the degree programme, taking into account the needs of stakeholders
5. Definition
  - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
  - b. Graduate competency standards are the minimum criteria for graduate qualifications, covering attitudes, knowledge and skills as stated in the graduate learning outcomes

## 6. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans/Directors of Postgraduate Studies to monitor and evaluate the achievement of graduate competency standards	Vice-Rector
Deans/Directors of Postgraduate Studies	Instructs the First Vice Dean /Assistant Director, programme coordinators, and UPMF/UPMPs to monitor and evaluate graduate competency standards, and to compile a report on the results of the monitoring and evaluation	Vice-Rector I
Vice Dean I/Assistant Director and Programme Coordinators	<ol style="list-style-type: none"> <li>1. Form a team to evaluate the achievement of graduate competency standards</li> <li>2. Conduct an evaluation of the achievement of graduate competency standards</li> <li>3. Report the results of the evaluation of the achievement of graduate competency standards to the Dean for follow-up</li> </ol>	Dean/Director of Postgraduate Studies
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the results of the evaluation of the achievement of graduate competency standards</li> <li>2. Approving the results of the evaluation of graduate competency standards</li> </ol>	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director and Head of Programme	To disseminate the results of the evaluation of the achievement of graduate competency standards in order to secure improvements from the relevant parties	Dean/Director of Postgraduate Studies
Lecturers	Carrying out academic activities to improve the achievement of graduate competency standards	Dean

## 7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

8. Work Instructions

No.	Activity Details	Dean	Vice-Dean I/Assistant Director/Head of Programme	Faculty Senate	Lecturers
1	The First Vice-Rector has instructed the deans and directors of postgraduate programmes to monitor and evaluate the achievement of graduate competency standards	1			
2	Deans/Directors of Postgraduate Studies instruct the First Vice Dean /Assistant Director to work with the programme coordinators to develop graduate competency standards	2			
3	Form a team to evaluate the achievement of graduate competency standards, to evaluate the achievement of graduate competency standards, and to report the results of the evaluation of the achievement of graduate competency standards to the Dean for follow-up		3		
4	The Faculty Senate discussed the results of the evaluation of the achievement of graduate competency standards, and approved the results of the evaluation of the achievement of graduate competency standards		4		
4	The First Vice Dean/Assistant Director/Head of Programme prepares a draft of the graduate competency standards		4		
5	The Faculty Senate discusses the draft graduate competency standards at a Faculty Senate meeting			5	
6	The Faculty Senate approved the graduate competency standards			5	
7	The First Vice Dean /Assistant Director/Head of Programme disseminates the graduate competency standards		6		
8	Lecturers carry out academic activities to achieve graduate competency standards				7

**STANDARD OPERATING PROCEDURE DOCUMENTS**  
**INTERNAL QUALITY ASSURANCE SYSTEM**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP**  
**CONTROL OF GRADUATE COMPETENCY STANDARDS**

Document Code	: SOP-SPMI-UPGRIS-1.1.4
Effective Date	: 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **SOP**

### **CONTROL OF GRADUATE COMPETENCY STANDARDS**

1. Objective : To establish a curriculum that reflects the graduate competency standards at UPGRIS in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at UPGRIS
3. Standards
  - a. The curriculum of each study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical competencies, personal competencies, professional competencies and social competencies for the field of education.
  - b. The core curriculum is the defining feature of the core competencies.
  - c. The core curriculum of a study programme is:
    - 1) The foundation for achieving graduate competencies
    - 2) A minimum standard of quality for the delivery of the study programme
    - 3) Applicable nationally and internationally
    - 4) Adaptable to the rapid changes of the future
    - 5) A joint agreement between higher education institutions, professional bodies and employers
4. Supporting competencies must be designed in accordance with the characteristics of the study programme, taking into account the needs of stakeholders
5. Definition
  - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
  - b. Graduate competency standards are minimum criteria regarding graduate qualifications, encompassing attitudes, knowledge, and skills as stated in the graduate learning outcomes

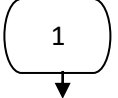
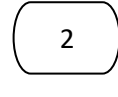

## 6. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to implement control over graduate competency standards	Vice-Rector
Dean/Director of Postgraduate Studies	Instructs the First Vice Dean /Assistant Director, together with the Head of Programme, to oversee the maintenance of graduate competency standards	Vice-Rector I
Vice-Dean I/Assistant Director and programme coordinators	<ol style="list-style-type: none"> <li>1. To monitor graduate competency standards periodically at the start, mid-point and end of each semester in accordance with the applicable curriculum</li> <li>2. To provide guidance to lecturers and staff to carry out academic activities in accordance with the applicable curriculum</li> <li>3. Instruct all lecturers to draw up lesson plans in accordance with the current curriculum, and to complete the Course Information System (SIP)/SPADA</li> <li>4. Monitoring lesson planning by checking lecturers' entries in the SIP/SPADA to ensure they comply with the current curriculum</li> <li>5. Report the results of the monitoring of graduate competency standards to the Dean for follow-up</li> </ol>	Dean/Director of Postgraduate Studies

## 7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

8. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Assistant Director / Head of Programme
1	The First Vice-Rector has instructed the deans and Directors of Postgraduate Studies to implement quality control measures regarding graduate competency standards		
2	Deans/Directors of Postgraduate Studies instruct the First Vice Dean/Assistant Director, together with the programme coordinators, to monitor graduate competency standards		
3	The First Vice Dean/Assistant Director/Head of Programme periodically monitors graduate competency standards at the start, mid-point and end of each semester in accordance with the current curriculum; provides guidance to lecturers and staff on the implementation of academic activities in accordance with the current curriculum; instructs all lecturers to prepare lesson plans in accordance with the current curriculum; and to complete the Course Information System (SIP)/SPADA; monitor lesson plans by checking lecturers' SIP/SPADA entries to ensure they comply with the current curriculum; and report the results of graduate competency standard monitoring to the Dean for follow-up		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPROVEMENT OF GRADUATE COMPETENCY STANDARDS**

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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd..		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **SOP**

### **IMPROVEMENT OF GRADUATE COMPETENCY STANDARDS**

1. Objective : The implementation of a curriculum that reflects the graduate competencies for graduates of UPGRIS in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at UPGRIS
3. Curriculum
  - a. The curriculum of each study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical competencies, personal competencies, professional competencies and social competencies for the field of education.
  - b. The core curriculum is the defining feature of the core competencies.
  - c. The core curriculum of a study programme is:
    - 1) The foundation for achieving graduate competencies
    - 2) Minimum quality standards for the delivery of study programmes
    - 3) Applicable nationally and internationally
    - 4) Adaptable to rapid future changes
    - 5) A joint agreement between higher education institutions, professional bodies and employers
4. Supporting competencies must be designed in accordance with the characteristics of the study programme, taking into account the needs of stakeholders
5. Definition
  - a. Competence is the ability to behave, think and act consistently as a manifestation of the knowledge, attitudes and skills possessed by learners
  - b. Graduate competency standards are minimum criteria regarding graduate qualifications, encompassing attitudes, knowledge, and skills as stated in the graduate learning outcomes

## 6. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans/Directors of Postgraduate Studies to improve graduation competency standards	Vice-Rector
Deans/Directors of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, together with the Head of Programme, to improve graduate competency standards	Vice-Rector I
Vice-Dean I/Assistant Director and programme coordinators	<ol style="list-style-type: none"> <li>1. Form a team to analyse the results of the evaluation of the achievement of graduate competency standards</li> <li>2. Preparing a draft for the enhancement of graduate competency standards</li> <li>3. Formulate new graduate competency standards in a departmental meeting</li> <li>4. Reporting the formulated new graduate competency standards to the Dean for further action</li> </ol>	Dean/Director of Postgraduate Studies
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discuss the proposed graduate competency standards put forward by the Dean</li> <li>2. Approving the new graduate competency standards</li> </ol>	Dean/Director of Postgraduate Studies
Dean/Director of Postgraduate Studies	Proposing new graduate competency standards for approval by the rector	Dean/Director of Postgraduate Studies

## 7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

8. Work Instructions

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director/Head of Programme	Faculty Senate
1	The First Vice-Rector has instructed the deans to raise the standards for graduation requirements	1			
2	Deans instruct the First Vice Dean/Assistant Director, together with the programme coordinators, to improve graduate competency standards		2		
3	The First Vice Dean/Assistant Director/Head of Programme forms a team to analyse the results of the evaluation of the achievement of graduate competency standards, prepares a draft for the enhancement of graduate competency standards, formulates new graduate competency standards during departmental meetings, and reports the formulated new graduate competency standards to the Dean for further action			3	
4	The Faculty Senate discusses the draft graduate competency standards proposed by the Dean, approves the new graduate competency standards, and submits the approved new graduate competency standards to the Dean/Director of Postgraduate Studies				4
5	The Dean/Director of Postgraduate Studies proposes the new graduate competency standards for approval by the Vice-Rector		5		

**OPERATIONAL PROCEDURE STANDARDS DOCUMENT**  
**INTERNAL QUALITY ASSURANCE SYSTEM**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP DOCUMENTS**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP**  
**TRACER STUDY**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Formulation	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Review	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Recommendation	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Approval	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Appointment	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Control	31/03/2023	

## **SOP**

### **TRACER STUDY**

1. Objective : to obtain feedback from stakeholders and users to develop a curriculum that reflects the graduate competency standards at UPGRIS in accordance with the established graduate competencies
2. Scope : The curriculum of all study programmes at UPGRIS
3. Standards
  - a. The curriculum of the study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to the additional professional competencies of teachers, namely pedagogical competencies, personal competencies, professional competencies and social competencies for the field of education.
  - b. The core curriculum is characterised by the core competencies.
  - c. The core curriculum of a study programme is:
    - 1) The basis for achieving graduate competencies
    - 2) A minimum standard of quality for the delivery of the study programme
    - 3) Applicable nationally and internationally
    - 4) Adaptable to rapid future changes
    - 5) A joint agreement between higher education institutions, professional bodies and employers
  - d. Supporting competencies must be designed in line with the characteristics of the degree programme, taking into account the needs of stakeholders
4. Definition

A tracer study is the tracking of graduates to identify the fields of employment in which graduates have been placed, including information on the time taken to secure employment, the type of job, the position held, and the income derived from the work performed.

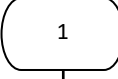
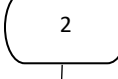
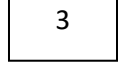


## 5. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the Deans/Directors of Postgraduate Studies within UPGRIS to form a tracer study implementation team at the programme level	Vice-Rector
Deans/Directors of Postgraduate Studies	Instruct the First Vice Dean/Assistant Director, together with the programme coordinators and the programme's tracer study team, to carry out a tracer study	Vice-Rector I
Vice Dean I/Assistant Director and Programme Coordinator	To draft the tracer study questionnaire and, in collaboration with the alumni association, distribute the questionnaire to alumni, as well as collect and submit the questionnaire results to the programme	Dean/Director of Postgraduate Studies
Vice Dean I/Assistant Director and Programme Coordinator	Compiling the results of the questionnaires distributed to alumni and analysing the received results, as well as preparing a report on the tracer study findings	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. Academic Standards of UPGRIS;
- f. UPGRIS Academic Quality Manual; and
- g. Procedural Manual of UPGRIS.

7. Work Instructions

No	Details of activities	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director/Head of Programme/Tracer Study Team
1	The Rector instructs all Deans/Directors of Postgraduate Studies within UPGRIS to form a tracer study implementation team at the programme level		
2	Deans/Postgraduate Directors instruct the Vice Dean I/Assistant Director, together with the Head of Programme and the programme's tracer study team, to carry out the tracer study		
3	The First Vice Dean /Assistant Director, programme coordinators and the programme's tracer study team prepare the tracer study questionnaire and distribute it to alumni		
4	The First Vice Dean/Assistant Director/Head of Programme and the tracer study team collate the results of the questionnaires distributed to alumni, analyse the responses received, and compile a report on the tracer study results		

**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS**

**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**LEARNING CONTENT STANDARDS**

Document Code	:	S-SPMI-UPGRIS-1.2
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr. Muniroh Munawar, S.Pi., M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **A. VISION AND MISSION**

### **VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To become a university of excellence with a distinct identity.

### **MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and leaders who are outstanding and possess a national character for the betterment of life and society.

## **B. SCOPE**

This section explains the minimum criteria for the depth and breadth of learning materials in Diploma, Undergraduate and Postgraduate programmes at UPGRIS, with reference to graduate learning outcomes from the KKNi and the Merdeka Belajar - Kampus Merdeka Policy in Ministry of Education and Culture Regulation No. 3 of 2020.

## **C. RATIONALE FOR ESTABLISHING STANDARDS**

In order to deliver high-quality, professional and competitive education, it is essential to have a curriculum capable of meeting all the demands of the professional community, employers of graduates and the general public. Advances in knowledge and changing needs within the professional world, among employers of graduates, and within society necessitate the periodic and continuous evaluation, revision, and improvement of curriculum quality. However, the development of content standards is not solely aimed at addressing labour market demands (market signals) but must also fulfil scientific visions to prepare graduates to create new job opportunities or pursue further studies. Therefore, UPGRIS has established content standards that will serve as a benchmark for UPGRIS leadership, faculties/postgraduate schools, study programmes, and lecturers responsible for their roles as designers, evaluators, and those involved in the renewal and development of content standards.

#### **D. PURPOSE OF ESTABLISHING STANDARDS**

1. To serve as a guideline for the leadership of UPGRIS in establishing policies relating to the field of education
2. To serve as a guideline for the Academic Quality Assurance Agency (LPM) in evaluating and monitoring educational outcomes
3. To serve as a guideline for faculties and study programmes in setting educational achievement targets in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving educational outcomes

#### **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the education standards
2. The First Vice-Rector is responsible for reviewing the draft educational standards
3. The Academic Senate is responsible for providing feedback on the draft educational standards
4. The Rector is responsible for approving the draft educational outcome standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing educational outcome standards
6. The LPM is responsible for monitoring educational outcome standards
7. Lecturers and students are responsible for the implementation and achievement of educational outcome standards

#### **F. GLOSSARY**

1. The UPGRIS Internal Quality Assurance System, hereinafter abbreviated as SPMI UPGRIS, is a systematic activity to improve the quality of higher education in a planned and sustainable manner at UPGRIS.
2. Implementing standards involves putting into practice the provisions based on measures, specifications and benchmarks as set out in the statement of graduate competence standards, which must be adhered to, carried out and achieved.
3. Curriculum standards are the minimum criteria for the depth and breadth of learning materials, which are based on graduate learning outcomes.

## G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
1.2.1.1	Universities, faculties and study programmes are required to provide programmes that include academic outcomes derived from graduate records, which are based on agreements with professional associations that meet the requirements of the National Qualifications Framework (KKNF).	SN Dikti	The availability of a study programme curriculum that includes learning outcomes derived from graduate profiles based on agreements with professional associations that meet the KKNF standards.	IKU	Monev	U/F/P
1.2.2.1	Universities, faculties and study programmes are required to provide documentation on the curriculum structure that outlines the relationship between courses and graduate learning outcomes, as set out in a clear curriculum map which must be maintained.	SN Dikti and LAM Infokom 114	Achievement of a curriculum structure that includes the relationship between courses and graduate learning outcomes, as depicted in a clear curriculum map.	IKU	Monev	U/F/P
1.2.3.1	Universities are required to provide a curriculum development policy that takes into account the alignment of the institution's vision and mission, the	LAMDIK 46	The availability of a curriculum development policy for UPGRIS that takes into account the alignment of UPGRIS's vision and mission, the development of knowledge and the	ICT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	advancement of knowledge, and the comprehensive needs of stakeholders, whilst also considering future changes.		comprehensive needs of stakeholders, and considers future changes.			
1.2.4.1	Universities, faculties and study programmes are required to provide mechanisms or procedures for curriculum development that relate to institutional authority in an accountable and transparent manner.	APT	The availability of a mechanism for curriculum development that involves the relevant authorities within the institution in a accountable and transparent manner.	IKU	AMI	U/F/P
1.2.5.1	Universities, faculties and study programmes are required to provide guidelines for the implementation of the curriculum, which covers planning, implementation, monitoring, and review of the curriculum.	APT 38 c	Availability of guidelines for curriculum implementation that cover planning, implementation, monitoring, and curriculum review.	IKU	Monev	U/F/P
1.2.6.1	Universities, faculties and study programmes are required to update the curriculum every 4–5 years, involving all internal and external stakeholders.	APS 38a	The curriculum of the programme is updated every 4–5 years once , involving all internal and external stakeholders.	IKU	AMI	U/F/P
1.2.7.1	Faculties and study programmes are required to provide a curriculum that includes academic	APS	The availability of a curriculum for study programmes that includes learning outcomes derived from graduate profiles that	IKU	AMI	F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	outcomes obtained from graduate records, in accordance with agreements with professional associations and meeting the KKN I levels.		refer to the results of agreements with professional associations and meet the KKN I levels.			
1.2.8.1	Faculties and degree programmes must provide a curriculum structure that links courses to graduate learning outcomes, as demonstrated in a clear curriculum diagram; graduate learning outcomes must be met by all course learning outcomes, and no course learning outcomes may fail to support the graduate learning outcomes.	APS	The availability of a curriculum structure that outlines the relationship between courses and graduate learning outcomes as depicted in a clear curriculum map , where graduate learning outcomes are met by all course learning outcomes , and there are no course learning outcomes that do not support graduate learning outcomes .	IKU	AMI	F/P
1.2.9.1	Faculties and study programmes must consistently carry out the dissemination, implementation, evaluation and monitoring of curriculum development guidelines.	LAMDIK	The consistent dissemination, implementation, evaluation and follow-up of evaluation results regarding curriculum development guidelines.	IKT	AMI	F/P
1.2.10.1	Faculties and degree programmes are required to update and develop the curriculum by providing guidance	LAMDIK	The implementation of curriculum updates and development by providing guidance and making relevant experts available.	ICT	AMI	F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	and making relevant experts available.					
1.2.11.1	Faculties and study programmes are required to offer courses in basic sciences and mathematics.	LAMTEK 45	Availability of basic science and mathematics courses.	IKT	Monev	F/P
1.2.12.1	Faculties and degree programmes are required to organise a capstone design project that includes: 1. Implementation guidelines 2. A statement of learning outcomes for the 3. Use of engineering standards and realistic constraints based on the knowledge and skills acquired in previous courses. 4. Valid evidence of implementation.	LAMTEK 46	The implementation of a capstone design project that includes: 1. Implementation guidelines 2. Defined learning outcomes for the 3. Uses engineering standards and realistic constraints based on the knowledge and skills acquired in previous courses. 4. Possesses valid evidence of implementation.	IKT	Monev	F/P
1.2.13.1	Faculties and study programmes are required to implement and fulfil the number of MBKM credit hours provided by the faculty and study programme.	LAMTEK 47	The implementation and fulfilment of the number of MBKM credit points provided by the faculty and study programmes.	ICT	Monitoring and Evaluation	F/P
1.2.14.1	The University, Faculty and study programme must ensure the availability of a curriculum structure for courses related to Systems, Specific	LAM Infokom 115	The availability of a curriculum structure for courses related to Systems, Specific Domains and Software Development Environments meets all requirements and is	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	Domains and the Software Development Environment that fulfils all aspects and is accompanied by a Course Syllabus containing Learning Outcomes that are highly relevant to the Learning Competencies.		accompanied by a Course Syllabus (RPS) containing Competency-Based Learning Outcomes (CPMK) that are highly relevant to the Competency-Based Learning Pathways (CPL).			
1.2.15.1	Universities, faculties and degree programmes must ensure that the curriculum structure includes mathematics-related courses that cover all aspects and is accompanied by a course outline containing learning outcomes that are highly relevant to the learning outcomes.	LAM Infokom 116	The availability of a curriculum structure containing mathematics-related courses that fulfils all aspects and is accompanied by a Course Outline (RPS) containing Learning Outcomes (CPMK) that are highly relevant to the Programme Learning Outcomes (CPL).	IKT	Monev	U/F/P

## H. STRATEGIES FOR ACHIEVING STANDARDS

1. Equipping all lecturers with knowledge of the curriculum in accordance with SN-DIKTI and KKNI.
2. Equipping all lecturers with guidelines on the basic framework, curriculum structure, learning workload ( ) in accordance with regulations, and the competencies to be achieved by each study programme at the education levels.

## I. RELATED DOCUMENTS

1. Education Guidelines.

2. Study Programme Curriculum.
3. Graduate Competency Standards.
4. Learning Process Standards.
5. Learning Assessment Standards.
6. Standards for Lecturers and Educational Staff.
7. Learning Facilities and Infrastructure Standards.
8. Learning Management Standards.
9. Learning Funding Standards.

## J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS**  
**INTERNAL QUALITY ASSURANCE SYSTEM**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**STANDARD LEARNING CONTENT FORM**

Document Code	: F-SPMI-UPGRIS-1.2
Effective Date	: 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Committee	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

Name of Study Programme :
Faculty Name :
Date of Submission :
Officer Filling in :

No	Reference	Reference	Achievements of the Study Programme/Faculty		
			Programme/Faculty Outcomes	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The availability of a study programme curriculum that includes learning outcomes derived from graduate profiles based on agreements with professional associations that meet the KKNI standards.	SN Dikti			
2	The achievement of a curriculum structure that includes links between courses and graduate learning outcomes, as depicted in a clear curriculum map.	SN Dikti LAM Infokom			
3	The availability of a UPGRIS curriculum development policy that takes into account the alignment with UPGRIS's vision and mission, the advancement of knowledge, and the comprehensive needs of stakeholders, whilst considering future changes.	LAMDIK			
4	The existence of a curriculum-setting mechanism that involves the relevant authorities within the institution in an accountable and transparent manner.	APT			
5	The availability of curriculum implementation guidelines covering curriculum planning, implementation, monitoring and review.	APT			
6	The curriculum of the study programme is updated every	APS			

No	Reference	Reference	Achievements of the Study Programme/Faculty		
			Programme/Faculty Outcomes	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	4–5 years, involving all internal and external stakeholders.				
7	Availability of a programme curriculum that includes learning outcomes derived from graduate profiles, which are based on agreements with professional associations and meet the KKNI levels.	APS			
8	The availability of a curriculum structure that demonstrates the link between courses and graduate learning outcomes, as illustrated in a clear curriculum map; graduate learning outcomes are met by all course learning outcomes; and no course learning outcomes fail to support the graduate learning outcomes.	APS			
9	The consistent implementation of dissemination, implementation, evaluation and follow-up of evaluation results regarding curriculum development guidelines.	LAMDIK			
10	The updating and development of the curriculum is carried out by providing guidance and making relevant experts available.	LAMDIK			
11	The availability of basic science and mathematics courses.	LAMTEK			
12	The implementation of a capstone design project that includes: 1. Implementation guidelines 2. Defined learning outcomes for the course 3. The use of engineering standards and realistic constraints based on the knowledge and skills acquired in previous courses. 4.	LAMTEK			

No	Reference	Reference	Achievements of the Study Programme/Faculty		
			Programme/Faculty Outcomes	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	Valid evidence of implementation.				
13	The implementation and fulfilment of the number of MBKM credit hours provided by the faculty and study programme.	LAMTEK			
14	The availability of a curriculum structure for courses related to Systems, Specific Domains and the Software Development Environment that covers all aspects and is accompanied by a Course Syllabus containing Learning Outcomes that are highly relevant to the Competency-Based Learning Outcomes.	LAM Infokom			
15	The availability of a curriculum structure containing courses related to mathematics meets all aspects and is supplemented by a Course Outline (RPS) containing CPMK that is highly relevant to CPL.	LAM Infokom			

Semarang, date of completion

Form Verifier,  
Head of LPM

Form Checker,  
Faculty Quality Assurance Unit

Form Filler,  
Head of Programme/Dean

Signature  
(Full Name)

Signature  
(Full Name)

Signature  
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF LEARNING CONTENT STANDARDS**

Document Code	: SOP-SPMI-UPGRIS-1.2.1
Effective Date	: 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chair of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**ESTABLISHMENT OF LEARNING CONTENT STANDARDS**

1. Objective : To ensure that the learning content included in the courses within the study programme's curriculum are in accordance with the established learning outcomes
2. Scope : The learning content contained in the courses within the curriculum of all study programmes at UPGRIS in accordance with the established learning outcomes
3. Standard
  - e. The learning content contained in the courses within the study programme curriculum is in accordance with the established learning outcomes
  - f. The curriculum of a study programme must include core competencies, supporting competencies and other competencies, each of which must be linked to additional professional competencies for teachers, namely pedagogical, personal, professional and social competencies for the field of education.
  - g. The core curriculum is a defining feature of the core competencies.
  - h. The core curriculum of a study programme is:
    - 6) The basis for achieving graduate outcomes
    - 7) Minimum quality standards for the delivery of study programmes
    - 8) Applicable nationally and internationally
    - 9) Adaptable to rapid future changes
    - 10) A joint agreement between higher education institutions, professional bodies and employers
  - i. Supporting competencies refer to the characteristics of the study programme, taking into account the needs of stakeholders
4. Definition
  - c. Learning content comprises the curriculum as an elaboration of the study programme profile, which refers to the established graduation competency standards
  - d. Learning outcomes are the competency targets that students must achieve in accordance with the specified courses

## 5. Procedures




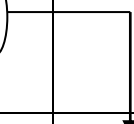
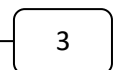


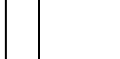

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans/Directors of Postgraduate Studies to develop the learning content contained in the courses within the study programme curriculum	Vice-Rector
Dean/Director of Postgraduate Studies	4. Instructs the First Vice Dean/Assistant Director/Assistant Director, together with the Head of Programme, to develop the learning content contained in the courses within the study programme curriculum	Vice-Rector I
Vice Dean I/Assistant Director and Head of Programme	6. Form a team to prepare a draft of the learning content included in the courses within the curriculum 7. Preparing a draft of the learning content standards 8. Discussing the draft learning content standards at a Faculty Senate meeting 9. Documenting the learning content standards approved at the Faculty Senate meeting 10. Reporting the learning content standards to the Dean for follow-up 11. Proposing the learning content standards for courses within the study programme curriculum to the Dean/Director of Postgraduate Studies	Dean/Director of Postgraduate Studies
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies proposes the learning content standards to the Vice-Rector for approval	Dean/Director of Postgraduate Studies
Rector	The Rector establishes the learning content standards	Rector

## 6. Reference

- a. Law No. 20 of 2003 on the National Education System
- b. Government Regulation No. 19 of 2005 on National Education Standards
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System
- e. Statutes of UPGRIS
- f. Academic Standards of UPGRIS
- g. UPGRIS Academic Quality Manual

h. Procedural Manual of UPGRIS

7. Work Instructions

No	Activity Details	Rector	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director/Head of Programme
1	The First Vice-Rector instructs the deans/Directors of Postgraduate Studies to develop the learning content contained within the courses in the study programme curriculum			
2	The Dean/Director of Postgraduate Studies instructs the Vice-Dean I/Assistant Director, together with the Head of Programme, to develop the learning content contained in the courses within the study programme curriculum			
3	The First Vice Dean/Assistant Director forms a team to draft the learning content standards for the courses in the curriculum; reports and submits the draft learning content standards to the Dean/Director of Postgraduate Studies for further action			
4	The Dean/Director of Postgraduate Studies submits proposed learning content standards to the Vice-Rector for approval			
5	The Rector establishes the learning content standards			

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPLEMENTATION LEARNING CONTENT STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.2.2
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPLEMENTATION OF LEARNING CONTENT STANDARDS**

1. Objective : To ensure the quality of the implementation of learning content standards
2. at UPGRIS
3. Scope : Implementation of learning content standards across all study programmes at UPGRIS
4. Standards
  1. The Head of the Study Programme shall prepare the course allocation, lecture timetable, examination schedule, and list of lecturers along with their assigned rooms no later than one month before the start of lectures.
  2. The Rector issues a teaching assignment letter for each lecturer in charge of a course no later than one week before the start of lectures.
  3. Lecturers must submit teaching materials, including the workload contract, syllabus, SAP, and teaching materials, to the Head of Programme and publish them online no later than one week before lectures commence.
  4. Team teaching staff must coordinate in preparing teaching materials before lectures commence.
  5. The Academic Affairs Office prepares attendance forms for lecturers, teaching logs and student attendance registers no later than one week before the start of lectures.
  6. The Head of Administration ensures that classrooms and other facilities are ready for use no later than three days before lectures commence.
5. Definition
  1. The quality of implementation of learning content standards refers to the established standards and the efforts made to meet them.
  2. The implementation of curriculum standards is a technical process designed to ensure the smooth running of the learning process.
  3. An LCD (Liquid Crystal Display) is a projection device used to support learning by projecting an image onto a wall.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans/Directors of Postgraduate Studies to implement the learning content contained in the courses within the study programme curriculum	Vice-Rector
Dean/Director of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, together with the Head of Programme, to implement the learning content contained in the courses within the study programme curriculum	Vice-Rector I
Vice-Dean I/Assistant Director and Programme Coordinator	Implement the learning content standards contained in the courses within the curriculum; Report on the implementation of the learning content standards to the Dean/Director of Postgraduate Studies for follow-up	Dean/Director of Postgraduate Studies

6. References

1. Law No. 20 of 2003 on the National Education System;
2. Law No. 12 of 2012 on Higher Education;
3. Government Regulation No. 49 of 2014 on National Standards for Higher Education;
4. Ministry of Education and Culture Regulation No. 50 of 2014 on the Higher Education Quality Assurance System;
5. Statutes of UPGRIS;
6. The Strategic Plan of UPGRIS; and
7. Operational Plan of UPGRIS.

7. Work Instructions

No	Details of Activities	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director/Head of Programme
1	The First Vice-Rector instructs the deans/Directors of Postgraduate Studies to implement the learning content contained in the courses within the programme curriculum	(1)		
2	The Dean/Director of Postgraduate Studies instructs the Vice Dean I/Assistant Director, together with the		(2)	

No	Details of Activities	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director/Head of Programme
	Head of Programme, to implement the learning content contained in the courses within the study programme curriculum			
3	The First Vice Dean/Assistant Director and the Head of Programme implement the learning content standards set out in the courses within the curriculum; they report on the implementation of these standards to the Dean/Director of Postgraduate Studies for further action			3

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
EVALUATION OF LEARNING CONTENT**

Document Code	:	SOP-SPMI-UPGRIS-1.2.3
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**EVALUATION OF LEARNING CONTENT**

1. Objective : To ensure the quality of the evaluation of learning content in accordance with that have been established
2. Scope : Evaluation of learning content included in the courses of the of the study programme
3. Standard  
The Dean/Director of Postgraduate Studies/Head of Programme conducts an evaluation of the learning content every semester
4. Definition:
  - a. Curriculum content evaluation is a systematic activity carried out to review the learning content contained in each course of the study programme's curriculum in accordance with the specified learning outcomes
  - b. Learning content refers to the subject matter that elaborates on the programme profile, based on the established graduation competency standards
  - c. Learning outcomes are the competency targets that students must achieve in accordance with the specified courses
5. Procedure
  - A. General Provisions
    1. Curriculum content evaluation is carried out periodically once per semester
    2. The evaluation of the curriculum content is carried out under the coordination of the programme coordinator
    3. The evaluation of learning content is carried out by the Head of the Study Programme through a teaching team in a group discussion forum
    4. The results of the evaluation of learning content by the teaching team are presented at a formal programme meeting with auditors from SUPMPS
    5. The results of the learning content evaluation meeting are submitted to the Dean/Director of Postgraduate Studies for approval

B. Procedures are based on the Work Instructions of each unit

Unit Section	Instruction	Person in Charge
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies instructs the Vice-Dean I/Assistant Director to conduct an evaluation of the learning content	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director	The First Vice Dean/Assistant Director instructs the Head of Programme to carry out an evaluation of the learning content	Vice-Dean I/Assistant Director
Programme Coordinator	The Programme Coordinator carries out the evaluation of learning content through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme curriculum, with an auditor from SUPMPS	Head of Programme
Team teaching	Team teaching conducts discussions to evaluate the level of learning outcomes in accordance with the learning content within subject clusters.	Head of Programme
Head of Programme	The Head of Programme held a formal meeting to discuss the results of the learning content evaluation conducted by the teaching team with the SUPMPS auditor. The results of the learning content evaluation, in line with the learning outcomes, were submitted to the Dean/Director of Postgraduate Studies for approval	Head of Programme
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies finalises the learning content in accordance with the learning outcomes for each module within the programme's curriculum	Dean/Director of Postgraduate Studies

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS;
- g. UPGRIS Academic Quality Manual; and
- h. Procedural Manual of UPGRIS.

## 7. Work Instructions

No.	Activity Details	Dean/ Director of Postgraduate Studies	Vice- Dean I/ Deputy Director	Head of Program me	Teaching Team	SUPMPS
1	The Dean/Director of Postgraduate Studies instructs the Vice Dean I/Assistant Director to conduct an evaluation of the course content	1				
2	The First Vice Dean/Assistant Director instructs the Head of Programme to carry out an evaluation of the learning content		2	3		
3	The Programme Coordinator carries out the evaluation of learning content through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme curriculum, with SUPMPS auditors					
4	The team teaching group conducts discussions to evaluate the level of learning outcomes in accordance with the learning content within the subject clusters.				4	
5	The Head of the Programme held a formal meeting to discuss the results of the learning content evaluation conducted by the teaching team together with the SUPMPS auditor. The results of the learning content evaluation, in line with the learning outcomes, were submitted to the Dean/Director of Postgraduate Studies for approval					5
6	The Dean/Director of Postgraduate Studies finalises the learning content in accordance with the learning outcomes for each module within the programme's curriculum	6				

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
CONTROL OF LEARNING CONTENT STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.2.4
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Ed.	Chairperson of the YPLP at PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**CONTROL OF LEARNING CONTENT STANDARDS**

1. Objective : To ensure the control of learning content standards in accordance with the learning outcomes contained in each course of the study programme curriculum
2. Scope : control of learning content standards in accordance with the outcomes contained in each course of the study programme curriculum
3. Standards  
The Dean/Director of Postgraduate Studies/Head of Study Programme monitors the learning content every semester
4. Definition
  - a. Control of learning content is an activity carried out systematically to control the learning content contained in each course of the study programme curriculum in accordance with the specified learning outcomes
  - b. Learning content refers to the subject matter that elaborates on the programme profile, based on the established graduation competency standards
  - c. Learning outcomes are the competency targets that students must achieve in accordance with the specified courses
5. Procedure

Department	Instructions	Person in Charge
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies instructs the Vice-Dean I/Assistant Director to oversee the content of the curriculum	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director	The First Vice Dean/Assistant Director instructs the Head of Programme to oversee the learning content	Vice-Dean I/Assistant Director
Programme Coordinator	The Programme Coordinator oversees the control of learning content through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme curriculum, with an auditor from SUPMPS	Head of Programme
Team teaching	Team teaching conducts discussions to monitor learning outcomes in line with the learning content within subject clusters.	Head of Programme
Head of Programme	The Head of Programme holds a formal meeting to discuss the results of the monitoring of course content by the team teaching with the SUPMPS auditor. The	Head of Programme


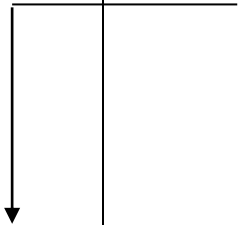
Department	Instructions	Person in Charge
	results of the monitoring of course content in line with learning outcomes are submitted to the Dean for follow-up	
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies analyses the findings regarding the level of achievement of learning content based on the established learning outcomes and the issues that have arisen, to inform follow-up policy decisions	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Statutes of UPGRIS;
- d. Academic Standards of UPGRIS;
- e. UPGRIS Academic Quality Manual; and
- f. Procedural Manual of UPGRIS.

## 7. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme/SUPMPS	Teaching Team
1	The Dean/Director of Postgraduate Studies instructs the First Vice Dean/Assistant Director to oversee the content of the learning process	1	↓		
2	The First Vice Dean/Assistant Director instructs the Head of Programme to oversee the learning content		2	↓	
3	The Programme Coordinator implements control of learning content through group discussion forums in the form of team-teaching groups based on subject clusters in			3	↓

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme/SUPMPS	Teaching Team
	accordance with the study programme curriculum, with SUPMPS auditors				
4	The team teaching group conducts discussions to monitor the level of learning outcomes ( ) in accordance with the learning content within the subject clusters.				<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">4</div>
5	The Head of Programme holds a formal meeting to discuss the results of the learning content review conducted by the team teaching with the SUPMPS auditor. The results of the learning content review, aligned with the learning outcomes, are submitted to the Dean/Director of Postgraduate Studies for further action			<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">5</div>	
6	The Dean/Director of Postgraduate Studies analyses the findings regarding the level of achievement of learning content based on the established learning outcomes and the issues that have arisen, to inform follow-up policy decisions aimed at improving the standards of learning content	<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">6</div>			

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
IMPROVEMENT OF LEARNING CONTENT STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.2.5
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPROVING THE STANDARDS OF LEARNING CONTENT**

1. Objective : To achieve an improvement in learning content standards in line with the outcomes contained in each course of the study programme curriculum

2. Scope : Improvement of learning content standards in line with the outcomes contained in each course of the study programme's curriculum

3. Standard : The Dean/Director of Postgraduate Studies/Head of Programme oversees the of learning content every semester

4. Definition

- a. The enhancement of learning content standards is a systematic activity undertaken to improve the learning content contained within each course in the study programme curriculum in accordance with the specified learning outcomes
- b. Learning content refers to the subject matter that elaborates on the programme profile, which is based on the established graduation competency standards
- c. Learning outcomes are the competency targets that students must achieve in accordance with the specified courses

5. Procedure

Work Unit	Work Instructions	Person in Charge
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies instructs the Vice-Dean I/Assistant Director to enhance the learning content	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director	The First Vice Dean/Assistant Director instructs the Head of Programme to improve the learning content	Dean/Director of Postgraduate Studies
Programme Coordinator	The Programme Coordinator implements improvements to the learning content through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme curriculum, with an auditor from SUPMPS	Head of Programme
Team Teaching	Team teaching conducts discussions to improve learning outcomes in line with the learning content within subject clusters.	Head of Programme
Head of Programme	Holds a formal meeting to discuss the results of the improvement of course content by the team teaching with the SUPMPS auditor. The results of the improvement of course content in line with learning outcomes are proposed to the Dean/Director of Postgraduate Studies for follow-up	Head of Programme

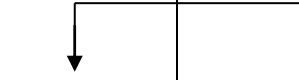
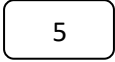
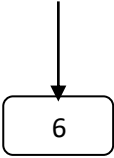
Work Unit	Work Instructions	Person in Charge
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies establishes policies to improve the standards of learning content and address issues arising from the monitoring results	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS;
- g. UPGRIS Academic Quality Manual; and
- h. Procedural Manual of UPGRIS.

## 7. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme	Teaching Team
1	The Dean/Director of Postgraduate Studies instructs the First Vice Dean /Assistant Director to enhance the learning content	1			
2	The First Vice Dean/Assistant Director instructs the Head of Programme to improve the learning content		2		
3	The Programme Coordinator implements improvements to the learning content through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme curriculum, with an auditor from SUPMPS			3	
4	Team teaching groups conduct discussions to enhance learning outcomes in line with the learning content within subject clusters.				4

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme	Teaching Team
5	Hold a formal meeting to discuss the results of the improvement of course content by the team teaching with the SUPMPS auditor. The results of the improvement of course content in accordance with the learning outcomes are proposed to the Dean/Director of Postgraduate Studies for follow-up				
6	The Dean/Director of Postgraduate Studies establishes policies to improve the standards of learning content and address issues arising from the monitoring results				

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
PREPARATION OF LESSON PLANS**

Document Code	:	SOP-SPMI-UPGRIS-1.2.6
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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**DRAFTING OF LEARNING PLANS**

1. Objective : To ensure the quality of learning design at UPGRIS
2. Scope : Learning designs for all study programmes at UPGRIS
3. Standard
  - a. The Head of the Study Programme shall prepare the course allocation, lecture timetable, examination schedule, and list of lecturers along with their respective classrooms at least one month before the start of lectures.
  - b. The Rector issues a teaching assignment letter for each lecturer responsible for a course before lectures commence.
  - c. Lecturers prepare teaching materials, including workload contracts, syllabuses, SAPs, and teaching materials at least one week before lectures commence.
  - d. Lecturers responsible for courses must submit their teaching materials to the Head of Programme.
  - e. Team teachers must coordinate the preparation of teaching materials before the lecture begins.
  - f. The academic department must prepare the lecturer attendance register, teaching log and student attendance register at least one week before the course begins.
  - g. The Head of Administration ensures that the classroom and other facilities are ready for use at least one day before the course begins.
4. Definition
  - a. A Learning Plan is the planning of the learning process, comprising a syllabus and a lesson plan that includes, at a minimum, learning objectives, teaching materials, learning methods, learning resources, and assessment of learning outcomes.
  - b. A syllabus is a learning plan for a specific subject and/or group of subjects/themes that includes competency standards, core competencies, key content/learning materials, learning activities, indicators of competency achievement for assessment, assessment methods, time allocation and learning resources
  - c. Learning objectives are the expected learning outcomes that learners are expected to demonstrate, possess, or master after participating in specific learning activities
  - d. Learning resources are tools that can be utilised for the purposes of the teaching and learning process, either directly or indirectly, in part or in full
5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Develops quality standards for the learning process and communicates them to the Dean/Director of Postgraduate Studies	Vice-Rector
Dean/Director of Postgraduate Studies	At the start of the semester, instructs the First Vice Dean /Assistant Director to coordinate with the Head of Programme to disseminate information to all lecturers so that they can prepare lesson plans	Vice-Rector I
Head of Programme	<ol style="list-style-type: none"> <li>1. Communicate to lecturers the need to prepare a syllabus and a lesson plan that includes, at a minimum, learning objectives, teaching materials, teaching methods, learning resources, and assessment of learning outcomes.</li> <li>2. The Head of the Study Programme instructs the Head of the Academic Affairs Office to document the syllabuses and lesson plans for evaluation by the LPMU/UPMF</li> </ol>	Dean/Director of Postgraduate Studies
Lecturers	To draw up a syllabus and lesson plan that includes, at a minimum, learning objectives, teaching materials, teaching methods, learning resources and assessment of learning outcomes, for the courses taught	Head of Programme
Head of Programme	Monitoring the readiness of the learning plan	Dean/Director of Postgraduate Studies
UPMF	Evaluating the learning plans prepared by lecturers	Dean/Director of Postgraduate Studies
LPM	Coordinating UPMF in the implementation of the evaluation of learning designs	Rector
Dean/Director of Postgraduate Studies	Follow up on the results of the LPMU/UPMF evaluation of the learning design	Vice-Rector I
Head of Administration	Documenting the learning design documents	Head of Programme


## 6. References

- a. Law No. 20 of 2003 on the National Education System;

- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS;
- g. UPGRIS Academic Quality Manual; and
- h. Procedural Manual of UPGRIS.

7. Work Instructions

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Head of Programme	Lecturer	UPMF	LPM	Head of Administration
1	The First Vice-Rector establishes quality standards for the learning process and communicates them to the Dean/Director of Postgraduate Studies	1						
2	At the start of the semester, the Dean/Director of Postgraduate Studies instructs the Vice-Dean I/Assistant Director to coordinate with the Head of Programme to disseminate information to all lecturers so		2					

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Head of Programme	Lecturer	UPMF	LPM	Head of Administration
	that they may prepare learning plans							
3	The Head of Programme informs lecturers to prepare a syllabus and a lesson plan that includes, at a minimum, learning objectives, teaching materials, teaching methods, learning resources , and assessment of learning outcomes.			<div data-bbox="847 546 951 618" style="border: 1px solid black; width: 40px; height: 20px; text-align: center; margin: 0 auto;">3</div> <div data-bbox="887 622 906 831" style="text-align: center;">  </div>				
4	The Head of Programme instructs the Head of Administration to document the syllabuses and lesson plans for use in evaluations conducted by the LPM/UPMF			<div data-bbox="887 1249 906 1301" style="text-align: center;">↓</div> <div data-bbox="847 1305 951 1377" style="border: 1px solid black; width: 40px; height: 20px; text-align: center; margin: 0 auto;">4</div> <div data-bbox="938 1352 1082 1352" style="border-top: 1px solid black; width: 60px; margin: 0 auto;"></div> <div data-bbox="1082 1352 1082 1720" style="border-left: 1px solid black; width: 1px; height: 164px; margin: 0 auto;"></div> <div data-bbox="1082 1720 1082 1742" style="text-align: center;">↓</div>				
5	Lecturers and Directors of Postgraduate Programmes shall draw up syllabuses and lesson plans that include, at a minimum,			<div data-bbox="887 1778 906 1830" style="text-align: center;">↓</div> <div data-bbox="887 1778 906 2067" style="border-left: 1px solid black; width: 1px; height: 129px; margin: 0 auto;"></div> <div data-bbox="887 1778 887 1778" style="text-align: center;">↓</div>	<div data-bbox="1023 1742 1126 1814" style="border: 1px solid black; width: 40px; height: 20px; text-align: center; margin: 0 auto;">5</div>			

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Head of Programme	Lecturer	UPMF	LPM	Head of Administration
	learning objectives, course content, teaching methods, learning resources and assessment of learning outcomes for the courses they teach							
6	The Head of Programme monitors the readiness of the learning plan			6				
7	The UPMF evaluates the learning plans prepared by lecturers					7		
8	The LPM coordinates the UPMF in the implementation of the evaluation of the learning design						8	
9	The Dean follows up on the results of the LPMU/UPMF evaluation of the learning design	9						
10	The Head of the Academic Affairs Office documents the learning design documents ( )							10

**STANDARD OPERATING PROCEDURE DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ACADEMIC SUPERVISION**

Document Code	:	SOP-SPMI-UPGRIS-1.2.7
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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Committee	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**ACADEMIC SUPERVISION**

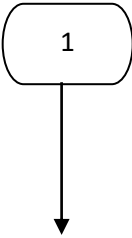
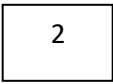
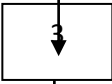

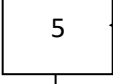
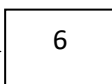
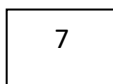
1. Objective : To ensure the timely academic planning of each student and the smooth progression of their studies.
2. Scope : All academic tutors and all active students
3. Standard
  - a. Faculties/postgraduate programmes and Academic Tutors shall conduct the academic supervision process for students at least twice per semester. The maximum number of students under the supervision of each Academic Tutor is 30.
  - b. The Head of Programme shall issue the academic supervision schedule for each Academic Supervisor no later than 1 month prior to the academic supervision sessions.
  - c. The Head of the Study Programme prepares all student study records into individual student files to be submitted, checked, and verified by the Academic Supervisor at least 3 (three) days before the date of the Academic Supervision session.
4. Definition  
Academic Supervision is a process of academic consultation/guidance for the purpose of planning students' studies within the semester credit system, either individually or in groups, during their period of study at UPGRIS
5. Procedure:
  - a. At the start of each semester, all students must collect their academic transcripts, either online or in person from the Academic Affairs Office, to serve as the basis for planning their studies for the following semester
  - b. Students meet with their respective Academic Tutors to undertake academic guidance/consultation
  - c. Academic Tutors monitor the academic progress of the students under their supervision and record any issues in the Academic Guidance Book
  - d. Academic Tutors provide guidance, advice and motivation to improve students' academic performance for the following semester
  - e. Students complete the Course Registration Form (KRS) manually and have it signed by their Academic Tutor
  - f. Academic Tutors activate their students' accounts as a prerequisite for completing the online Course Registration Form

- g. Students enter the courses they have taken and submit proof of payment for the Course Registration Form to the Academic Affairs Office (BAAK) to be entered as registered student data
- h. The Academic Advisor reports the results of the student's academic guidance to the Head of the Study Programme.
- i. The Head of Programme/ Vice Dean I/Assistant Director reports the results of academic supervision activities carried out by all Academic Supervisors to the Dean/Director of Postgraduate Studies
- j. The Dean/Director of Postgraduate Studies reports the summary of the results of academic supervision activities to the Vice-Rector I to serve as a reference for policy in the following academic year.

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Ministry of National Education Regulation No. 50 of 2014 on the Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- f. Statutes of UPGRIS;
- g. UPGRIS Strategic Plan;
- h. Operational Plan of UPGRIS;
- i. Academic Standards of UPGRIS 2017;
- j. UPGRIS Academic Quality Manual 2017; and
- k. UPGRIS Procedures Manual 2017.

## 7. Work Instructions

No	Activity details	Student	Academic Supervisor	Head of Programme/ Deputy Head of Programme/ Assistant Director	Dean/Director of Postgraduate Studies
1.	At the start of each semester, every student collects their academic transcript, either online or in person from the Academic Affairs Office, to use as a basis for planning their studies for the following semester				
2.	Students meet with their respective Academic Tutors to undertake academic guidance/consultation				
3.	The Academic Tutor monitors the academic progress of the students under their supervision and records any issues in the Academic Supervision Book				
4.	The Academic Tutor provides guidance, advice and motivation to improve students' academic performance for the following semester				
5.	Students complete the Course Registration Form (KRS) manually and have it signed by the Academic Tutor				
6.	The Academic Advisor activates the student's account as a prerequisite for completing the online Course Registration Form (KRS)				
7.	Students enter the courses they have taken and submit proof of payment for their Course Registration Form (KRS) to the Academic Affairs Office (BAAK) to be entered as data for registered students				

No	Activity details	Student	Academic Supervisor	Head of Programme/ Deputy Head of Programme/ Assistant Director	Dean/Director of Postgraduate Studies
8.	The Academic Tutor reports the results of the student's academic guidance to the Head of the Programme.		8	↓	
9.	The Head of Programme/Deputy Head I/Academic Affairs Officer reports the results of academic supervision activities by all Academic Supervisors to the Dean/Director of Postgraduate Studies			9	↓
10.	The Dean/Director of Postgraduate Studies reports a summary of the results of academic supervision activities ( ) to the Vice-Rector I to serve as a reference for policy in the following academic year.				10

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
Mid-Term and Final Exams**

Document Code	:	SOP-SPMI-UPGRIS-1.2.8
Effective Date	:	31 March 2013

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik AriyantS.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	SetiyawaS.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**Mid-Term and Final Exams**

1. Purpose

To provide operational guidelines to ensure the smooth conduct of the Mid-Term Examination (UTS) and End-of-Term Examination (UAS)

2. Scope

This SOP contains instructions for the conduct of Mid-Term Exams and End-of-Semester Exams organised by all Study Programmes and all students of UPGRIS, as well as parties involved in the conduct of Mid-Term Exams and End-of-Semester Exams

3. Standards

- a. The Dean/Director of Postgraduate Studies and the Head of the Study Programme shall form an examination committee with the primary responsibility of organising, managing, and evaluating examination activities.
- b. The examination board shall be chaired by one lecturer and comprise at least five lecturers.
- c. The lecturer serving as Chair of the examination committee must possess the ability to:
  - 1) prepare and design the examination process, as well as monitor and oversee the examination results from the course lecturers.
  - 2) identify and analyse various factors affecting examination activities.
  - 3) manage, direct, and lead the examination process.
  - 4) Assign tasks to the course lecturer to assist in overseeing the conduct of the examination.

4. Definition

1. An examination is part of the assessment of students' learning outcomes for a course.
2. A mid-term exam is an examination held in the middle of the semester, conducted on a scheduled basis in accordance with the academic calendar
3. The End-of-Semester Exam (UAS) is an examination held at the end of each semester, conducted on a scheduled basis in accordance with the academic calendar

5. Procedure

A. Mid-Term Exams

1. The First Vice-Rector has announced the schedule for the Mid-Term Exams in accordance with the Academic Calendar

2. The Academic Affairs Office issues examination cards and the list of examinees
  3. Deans/Directors of Postgraduate Studies form Mid-Term Exam committees for each programme
  4. The Programme Coordinator issues the examination minutes
  5. The examination committee coordinates the collection of examination papers from each lecturer responsible for the course and distributes them to the invigilators
  6. The examination committee sets the mid-term examination schedule, appoints invigilators, and establishes examination regulations
  7. The committee requests examination questions from lecturers in typed form in accordance with the regulations no later than 3 days before the course they teach is examined
  8. The committee distributes answer sheets to the lecturers responsible for the courses
  9. The lecturer in charge of the course marks the exams, grades the students, and announces and distributes the mid-term exam results to the students
- B. Final Exam
1. The Vice-Rector I announces the schedule for the Final Exam in accordance with the Academic Calendar.
  2. The Academic Affairs Office issues examination cards and lists of examinees.
  3. The Dean/Director of Postgraduate Studies forms a Final Exam committee for each study programme.
  4. The Programme Coordinator issues the examination minutes.
  5. The examination committee coordinates the collection of examination papers from each lecturer responsible for the course and distributes them to the invigilators.
  6. The examination committee sets the final examination timetable, appoints examination invigilators, and establishes the examination regulations.
  7. The examination board requests that lecturers submit their examination papers in typed form, in accordance with the regulations, no later than three days before the course they teach is examined.
  8. The committee distributes answer sheets to the lecturers teaching the course
  9. The lecturer in charge of the course marks the papers, grades the students taking the exam, and submits the grades to the Head of Programme no later than one week after the exam date.

10. The Head of Programme coordinates the graduation ceremony and publishes the marks.
11. Students may request a review of their marks.
12. The lecturer in charge handles the grade clarification process to amend and/or not amend existing grades.
13. The Head of Programme submits the final marks to the Academic Affairs Office.
14. The Academic Affairs Office issues academic transcripts.
15. The Academic Affairs Office (BAAK) submits the Academic Transcripts to the respective Faculties/Postgraduate Schools.
16. The faculties/postgraduate programmes distribute the KHS to students and academic tutors.

## 6. General Provisions

- a. All students at UPGRIS are required to sit the Mid-Term Exams (UTS) and Final Exams (UAS).
- b. Students permitted to sit the Mid-Term Exams (UTS) and/or Final Exams (UAS) are those who meet the specified requirements.
- c. Students taking examinations must adhere to the established regulations.
- d. Other matters relating to the conduct of examinations not covered by these general provisions shall be regulated separately in the examination regulations.

## 7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Ministry of National Education Regulation No. 63 of 2009 on the Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNl);
- f. Statutes of UPGRIS;
- g. Strategic Plan of UPGRIS;
- h. Operational Plan of UPGRIS;
- i. UPGRIS Academic Standards 2017;
- j. UPGRIS Academic Quality Manual 2017; and
- k. UPGRIS Procedures Manual 2017.

8. Work Instructions

A. Mid-Term Examination (UTS)

No.	Activity	Vice-Rector I	Dean/Director of Postgraduate Studies/ Head of Programme	Examination Committee	Lecturer	Academic Affairs Office	Students
1.	The First Vice-Rector announces the conduct of the mid-term examinations in accordance with the Academic Calendar	1					
2.	The Academic Affairs Office issues examination cards and the list of examinees					2	
3.	The Dean/Director of Postgraduate Studies at forms a mid-term examination committee for each study programme		3				
4.	The Programme Coordinator issues the examination minutes		4				
5.	The examination committee coordinates the collection of examination papers from the course lecturers and distributes them to the invigilators			5			
6.	The examination committee sets the mid-term examination schedule, appoints examination invigilators, and establishes examination regulations			6			
7.	The examination committee requests examination questions from lecturers in typed form in accordance with the regulations, no later than 3 days before the course they teach is examined				7		
8.	The committee distributes answer sheets to the lecturers responsible for the course				8		

No.	Activity	Vice-Rector I	Dean/Director of Postgraduate Studies/Head of Programme	Examination Committee	Lecturer	Academic Affairs Office	Students
9.	The course lecturer marks the papers, grades the students taking the exam, announces the results, and distributes the UMS results to the students						9

B. End-of-Semester Examination (UAS)

No	Activity	Vice-Rector I	Dean/Director of Postgraduate Studies/Head of Programme	Examination Committee	Lecturer	Academic Affairs Office	Postgraduate Students	Academic Tutor
1.	The First Vice-Rector announces the final exams in accordance with the Academic Calendar	1						
2.	The Academic Affairs Office issues examination cards and the list of examinees					2		
3.	The Dean/Director of Postgraduate Studies forms a final examination committee for each study programme		3					
4.	The Programme Coordinator issues the examination minutes		4					
5.	The examination committee coordinates the collection of examination papers from the lecturers responsible for			5				

No	Activity	Vice-Rector I	Dean/ Director of Postgraduate Studies /Head of Programme	Examination Committee	Lecturer	Academic Affairs Office	Postgraduate Students	Academic Tutor
	the courses and distributes them to the invigilators							
6.	The examination committee sets the final examination timetable, appoints examination invigilators, and establishes examination regulations			6	↓			
7.	The examination board requests that lecturers submit their examination papers in typed form, in accordance with the regulations, no later than 3 days before the course they teach is examined				7	↓		
8.	The committee distributes answer sheets to the lecturers teaching the course				8			
9.	The course lecturer marks the papers, grades the students taking the exam, and submits the grades to the Head of Programme no later than one week after the exam date		9		←			
10.	The Programme Coordinator coordinates the graduation meeting and publishes the results		↓	10	→			
11.	The lecturer in charge handles the grade				11			

No	Activity	Vice-Rector I	Dean/ Director of Postgraduate Studies /Head of Programme	Examination Committee	Lecturer	Academic Affairs Office	Postgraduate Students	Academic Tutor
	clarification process to amend and/or retain existing grades.							
12.	The Head of the Programme submits the final marks to the Academic Affairs Office		12					
13.	The Academic Affairs Office issues the academic transcript					13		
14	The Academic Affairs Office submits the Academic Transcripts to the respective Faculties/Postgraduate Schools		14					
15	The faculties/postgraduate programmes distribute the Academic Transcripts to students and academic tutors						15	15

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
SUPERVISION OF THE LEARNING PROCESS**

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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**SUPERVISION OF THE LEARNING PROCESS**

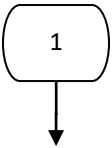
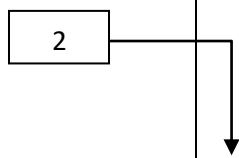
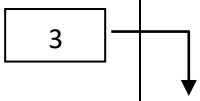
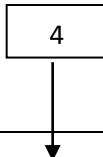
1. Objective : To ensure the monitoring of the learning process at UPGRIS
2. Scope : All study programmes at UPGRIS
3. Standard
  - a. The Vice Dean I/Assistant Director/Head of Programme conducts an evaluation of the learning process at the end of each semester.
  - b. The First Vice Dean/Assistant Director/Head of Programme conducts student learning evaluations at least twice during the mid-semester and end-of-semester examinations.
  - c. The Deputy Head of Faculty I/Assistant Director/Head of Programme conducts an evaluation of lecturers' performance at the end of each semester.
4. Definition  
Monitoring of the learning process involves identifying and implementing methods to ensure that the learning plan has been implemented in accordance with what has been established
5. Procedure

Work Unit	Work Instructions	Person Responsible
Dean/Director of Postgraduate Studies	<ol style="list-style-type: none"> <li>1. Instructs the Vice Dean I/Assistant Director to coordinate with the Head of Programme in the supervision of the learning process</li> <li>2. To follow up on the results of the supervision of the learning process</li> </ol>	Vice Vice-Rector I
Vice-Dean I/Assistant Director	Carry out the supervision of the learning process together with the Head of the Study Programme	Dean/Director of Postgraduate Studies
Head of Programme	<ol style="list-style-type: none"> <li>1. Coordinates with academic staff to oversee the learning process</li> <li>2. Monitor and evaluate the learning process at least once every half-semester</li> </ol>	Dean/Director of Postgraduate Studies
Academic Affairs Department	<ol style="list-style-type: none"> <li>1. Record lecturers' attendance and teaching hours</li> <li>2. Record the reason if a lecturer is unable to attend and inform students of the replacement lecture schedule</li> </ol>	Head of Administration

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Regulation of the Minister of National Education No. 63 of 2009 on the Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- f. Statutes of UPGRIS;
- g. Strategic Plan of UPGRIS;
- h. UPGRIS Operational Plan;
- i. UPGRIS Education Standards 2017;
- j. UPGRIS Quality Manual 2017; and
- k. UPGRIS Procedures Manual 2017.

## 7. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme	Academic Affairs Department
1	The Dean instructs the First Vice Dean/Assistant Director to coordinate with the Head of Programme in overseeing the learning process				
2	The Dean/Director of Postgraduate Studies follows up on the results of the supervision of the learning process				
3	The First Vice Dean/Assistant Director carries out the monitoring of the learning process together with the Head of the Study Programme				
4	The Head of Programme coordinates with academic staff to oversee the learning process				

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme	Academic Affairs Department
5	The Head of Programme monitors and evaluates the learning process at least once every half-term			5	
6	The Academic Affairs Office records lecturers' attendance and teaching hours				6
7	The Academic Affairs Office records the reason if a lecturer is unable to attend, and informs students of the rescheduled lecture				7

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENT  
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	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**EVALUATION OF THE LEARNING PROCESS**

1. Objective : To ensure that the learning process (preparation, implementation, and evaluation) comply with established standards
2. Scope : Preparation, implementation, and evaluation of learning across all study programmes at UPGRIS
3. Standards
  - a. The First Vice Dean/Assistant Director/Head of Study Programme conducts an evaluation of the learning process at the end of each semester.
  - b. The Vice Dean I/Assistant Director/Head of Programme conducts student learning evaluations at least twice during the mid-semester and end-of-semester examinations.
  - c. The Deputy Head of Faculty I/Assistant Director/Head of Programme conducts an evaluation of lecturers' performance at the end of each semester.
4. Definition:
  - d. Monitoring is the process of observing the learning process over the course of a semester without disrupting the programme's continuity
  - e. An evaluation meeting is a forum organised by the Dean/Director of Postgraduate Studies to identify issues arising in the learning process over the course of a semester, serving as a basis for improvements in the following semester
  - f. Student course evaluation is an assessment carried out by students of their respective course lecturers via the Course Evaluation Questionnaire (AEP) to gather feedback aimed at improving the quality of teaching for each lecturer
  - g. The semester-end learning evaluation is an assessment carried out by the Faculty/Postgraduate Quality Assurance Unit to provide a snapshot of the actual state of the learning process
  - h. The Lecturer Workload Evaluation (BKD) is an assessment carried out by the Quality Assurance Agency (LPM) to measure lecturers' performance over one semester in relation to the *Tri Dharma* and supporting activities.
5. Procedure
  - A. General
    1. Evaluation is carried out through monthly monitoring, mid-semester and end-of-semester evaluation meetings (prior to the conduct of examinations)

2. Monitoring can be carried out directly (to check teaching duration standards) and via documentation (to check the frequency of face-to-face sessions each month)
3. Student evaluation of lecturers uses the standardised Course Evaluation Questionnaire (AEP) developed by the Vice-Rector I
4. The evaluation of learning and BKD is carried out simultaneously by the UPMF of each faculty/postgraduate school and the LPM.

B. Procedures are based on the Work Instructions of each unit

Unit Section	Instruction	Person in Charge
Head of Programme	Conduct direct monitoring of each lecturer's teaching hours and monitor documentation regarding the frequency of face-to-face teaching	Dean/Director of Postgraduate Studies
Dean/Director of Postgraduate Studies	Conducts evaluations of the academic process, both prior to the Mid-Term Examination (MTE) and prior to the End-of-Semester Examination (ESO), to identify issues arising during the mid-term and throughout the semester	Dean/Director of Postgraduate Studies
Students	Conducting course evaluations of lecturers over the course of a semester using the Course Evaluation Questionnaire (AEP)	Head of Programme
U P M F	Conducting an evaluation of teaching materials (teaching components), including the Course Syllabus, Teaching Materials, Teaching Log, and Student Attendance Register, and analysing them	Dean/Director of Postgraduate Studies
L P M	Conducting an evaluation of the Lecturer's Workload (BKD) for one semester, covering teaching, research and community service components, and other supporting elements.	Rector

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Ministry of National Education Regulation No. 63 of 2009 on the Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);

- f. Statutes of UPGRIS;
- g. UPGRIS Strategic Plan;
- h. Operational Plan of UPGRIS;
- i. Academic Standards of UPGRIS;
- j. UPGRIS Academic Quality Manual; and
- k. UPGRIS Procedures Manual.

## 7. Work Instructions

No.	Activity Details	Head of Programme	Dean/Director of Postgraduate Studies	Students	UPMF	LPM
1	The Head of Programme conducts direct monitoring of each lecturer's teaching hours and monitors documentation regarding the frequency of face-to-face teaching	1				
2	The Dean/Director of Postgraduate Studies evaluates the academic process, both prior to the Mid-Term Examination (MTE) and prior to the End-of-Semester Examination (ESO), to identify issues arising during the mid-term and throughout the semester		2			
3	Students evaluate their lecturers' teaching performance over the course of a semester using the Course Evaluation Questionnaire			3		
4	UPMF evaluates teaching materials (teaching components), including syllabuses, learning outcome statements, teaching materials, teaching logs and student attendance records, and analyses them				4	
5	The LPM evaluates the Lecturers' Workload (BKD) for one semester, covering teaching, research and community service, and other supporting elements.					5

**STANDARD OPERATING PROCEDURE DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP DOCUMENTS OF THE INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
ASSESSMENT OF LEARNING OUTCOMES**

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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**ASSESSMENT OF LEARNING OUTCOMES**

1. Objective

To ensure that the learning outcomes assessment process complies with the learning outcomes assessment standards established by the study programme.

2. Scope: Assessment for all study programmes at UPGRIS

3. Standards

- a. The Deputy Head I/Head of Programme conducts an evaluation of the learning process at the end of each semester.
- b. The Deputy Head of Faculty I/Head of Study Programme conducts student learning evaluations at least twice during the mid-semester and end-of-semester examinations.
- c. The Deputy Head of Faculty I/Head of Study Programme evaluates lecturer performance at the end of each semester.

4. Definition

- a. Assessment of Learning Outcomes is a comprehensive activity carried out by lecturers covering cognitive, affective and psychomotor aspects, which is conducted by lecturers for students in each course to measure the students' level of achievement in the learning process over the course of a semester
- b. Quality Standards are mutually agreed quality criteria serving as the basis for the implementation of the learning process

5. Procedures

- a. Assessment of learning outcomes must uphold honesty, openness, balance, accountability, and fairness among students
- b. Assessment of learning outcomes must take into account all domains of learning, including cognitive, affective, and psychomotor
- c. Procedural details:

Work Unit	Work Instructions	Person in Charge
Examination Supervisor	Submit answer sheets to the Head of Administration	Head of Programme
Head of Administration	distributes the exam answer sheets to the respective lecturers in charge of the course	Head of Programme
Course Lecturer	Mark the exam answer sheets and enter the marks into the mark sheet	Head of Programme

Work Unit	Work Instructions	Person in Charge
Course Lecturer	Submitting exam marks to the Head of Programme	Head of Programme
Head of Programme	Verifying exam marks and submitting them to the Head of Administration	Dean/Director of Postgraduate Studies
Head of Administration	Publishing students' marks on the notice board	Head of Programme
Students	Clarifying examination marks in the event of suspected marking errors by lecturers	Lecturer in charge of the course
Course Lecturer	Submit the revised course assessment marks to the Head of Programme and inform the students	Head of Programme
Head of Programme	Compiling academic reports and organising the graduation ceremony	Dean/Director of Postgraduate Studies
Head of Programme	Making changes to grades based on feedback from the graduation meeting	Dean/Director of Postgraduate Studies
Head of Programme	Submitting final grades to the Academic Affairs Office	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Ministry of National Education Regulation No. 63 of 2009 on the Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- f. Statutes of UPGRIS;
- g. UPGRIS Strategic Plan;
- h. Operational Plan of UPGRIS;
- i. Academic Standards of UPGRIS;
- j. UPGRIS Academic Quality Manual; and

k. Procedural Manual of UPGRIS.

7. Work Instructions

No.	Activity Details	Examination Supervisor Coordinator	Head of Administration	Student	Lecturer in Charge	Head of Programme
1	Submitting the Exam Answer Sheet to the Academic Affairs Office	1				
2	Distribute the exam answer sheets to the lecturers responsible for the course		2			
3	Marking students' answer sheets and entering marks into the mark sheet				3	
4	Submitting exam marks to the Head of Programme					4
5	Verifying the exam results for all courses and submitting them to the Head of Administration		5			
6	Publishing grades on the notice board		6			
7	Clarifying marks with the course lecturer.					
8	Change in marks?				8	
9	Submit the revised MK assessment marks to the Head of Programme and inform the students					9
10	Compiling the Academic Report and organising the graduation ceremony					10
11	Submitting final marks to the Academic Affairs Office	11				

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
PREPARATION OF FINAL PROJECT**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**PREPARATION OF THE FINAL PROJECT**

1. Objective

To provide guidelines to ensure that the preparation of final projects by students is carried out effectively

2. Scope

This SOP contains instructions for the preparation of final projects involving students, the Head of the Study Programme, the Head of the Faculty/Postgraduate Administration Office, Academic Advisors, and Final Project Supervisors

3. Standards

- a. The Dean/Director of Postgraduate Studies, the Vice-Dean I/Assistant Director, and the Head of Programme formulate policies regarding students' final projects.
- b. The First Vice-Dean/Assistant Director and the Head of the Study Programme organise the implementation of final projects.
- c. The First Vice Dean/Assistant Director and the Head of the Study Programme determine the fees for final projects.
- d. The final project supervisory team consists of one (1) principal supervisor and one (1) co-supervisor.
- e. The primary supervisor must hold at least the rank of Senior Lecturer and possess a Master's degree (S2).
- f. The qualifications of the co-supervisor must be at least Assistant Lecturer and hold a Master's degree (S2).
- g. The final project examiners shall consist of at least two lecturers with the qualification of Assistant Lecturer.
- h. The chair of the examination panel must hold the rank of at least Senior Lecturer and hold a Master's degree (S2).

4. Definition

- a. A student's final project is an academic activity in which the student writes a research paper at the end of their studies as a requirement for obtaining an academic degree corresponding to their level of education.
- b. The final project supervisor is a permanent lecturer at UPGRIS who possesses the academic qualifications and meets the other requirements set by the Study Programme

- c. The Final Project Guidelines are a handbook/guide on the procedures for submitting the final project, the structure and writing rules for the final project, as well as the procedures for the final project examination.

## 5. Procedure

- a. Students request a provisional transcript from the BAAK via the Faculty/Postgraduate Office
- b. The BAAK issues the provisional transcript requested by the student
- c. The student requests the academic supervisor's signature of approval
- d. Students must register with the Faculty/Postgraduate Office
- e. The Head of Programme assigns a suitable supervisor in line with the final project topic
- f. The Dean or Director of Postgraduate Studies issues a letter of appointment to the appointed supervisor
- g. Students submit the letter of appointment for the final project supervisor to the appointed supervisor
- h. Students undertake the supervision process with the supervisor until completion

## 6. General Provisions

- a. Every student at UPGRIS who is due to complete their Bachelor's degree (S1) programme is required to undertake a final project.
- b. Students permitted to undertake a final project are those who meet the specified requirements
- c. Students undertaking a final project will be assigned two (2) supervisors appointed by the Head of the Programme
- d. The process of preparing the final project, from planning and conducting the research through to writing the research report in the form of the final project, must be discussed with and approved by the two final project supervisors
- e. Students whose final projects have been approved by two supervisors may register to sit the final project examination

## 7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;

- d. Regulation of the Minister of National Education No. 63 of 2009 concerning the Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- f. Statutes of UPGRIS;
- g. Strategic Plan of UPGRIS;
- h. UPGRIS Operational Plan;
- i. Academic Standards of UPGRIS 2017;
- j. UPGRIS Education Quality Manual 2017;
- k. UPGRIS Procedures Manual 2017;
- l. Curriculum applicable to the relevant study programme;
- m. UPGRIS Academic Handbook; and
- n. Final Project Writing Guide.

#### 8. Work Instructions

No.	Activity Details	Students	BAAK	Tutor	Head of Administration	Head of Programme / Dean / Director of Postgraduate Studies	Lecturer Supervisor
1	Students request a provisional transcript from the Academic Affairs Office via the Faculty/Postgraduate Administration Office	1					
2	The Academic Affairs Office issues the provisional transcript requested by the student		2				
3	Students request their academic advisor's signature of approval			3			
4	Students must register with the Faculty/Postgraduate Office				4		
5	The Head of Programme assigns a suitable supervisor for the final project					5	

No.	Activity Details	Students	BAAK	Tutor	Head of Administration	Head of Programme / Dean / Director of Postgraduate Studies	Lecturer Supervisor
6	The Dean/Director of Postgraduate Studies issues a letter of appointment to the appointed supervisor					6	↓
7	The student submits the letter to the Academic Affairs Office ( ) of the appointed supervisor						7 ↓
8	Students undertake the supervision process with the supervising lecturer until completion						↓ 8

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
FINAL PROJECT PROPOSAL SEMINAR**

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**FINAL PROJECT PROPOSAL SEMINAR**

1. Objective : To provide guidelines to ensure the smooth running of the can be carried out effectively
2. Scope : This SOP contains instructions for the conduct of the Final Project Proposal Seminar which involving students, the Head of Programme, and the Examining Lecturer
3. Standards
  - a. The Dean/Director of Postgraduate Studies, the Vice-Dean I/Assistant Director and the Head of Programme formulate policies regarding students' final projects.
  - b. The First Vice Dean/Assistant Director and the Head of Programme organise the final project.
  - c. The First Vice Dean/Assistant Director and the Head of Programme determine the final project fees.
  - d. The final project supervisory team consists of one (1) main supervisor and one (1) co-supervisor.
  - e. The primary supervisor must hold at least the rank of Senior Lecturer and hold a Master's degree (S2).
  - f. The qualifications of the co-supervisor must be at least Assistant Lecturer and hold a Master's degree (S2).
  - g. The final project examiners shall consist of at least two lecturers with the qualification of Assistant Lecturer.
  - h. The chair of the examination panel must hold at least the rank of Senior Lecturer and hold a Master's degree (S2).
4. Definition

A Proposal Seminar is an evaluation activity for research proposals prepared by students during the final project preparation process prior to data collection, to obtain feedback from the supervising lecturer regarding the preparation for the research implementation.
5. Procedure
  - a. Students must register with the Faculty/Postgraduate Office to attend the proposal seminar

- b. The Head of Programme sets the seminar schedule
- c. The Head of Programme appoints the supervising lecturer
- d. The review panel conducts a review of the proposals prepared by the students
- e. The review panel held a meeting to determine the final results
- f. The Head of the Programme announced the results of the proposal seminar to the students

#### 6. General Provisions

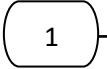
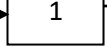
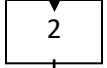
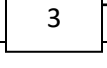


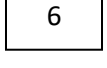
- a. All students who are due to complete their Bachelor's degree (S1) and are in the process of preparing their final project are required to undertake a proposal seminar
- b. Students permitted to attend the proposal seminar are those whose proposals have been approved by their final project supervisor
- c. The student in question must have previously attended or observed a proposal seminar in accordance with the regulations of their respective programme
- d. The examination panel consists of two permanent lecturers who meet the academic and other qualification requirements set by the Programme
- e. The assessment panel provides a recommendation as to whether the student is permitted to proceed to the next stage or must repeat the seminar, along with notes for revision
- f. The Head of the Programme announced the results of the seminar to the students

#### 7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Ministry of National Education Regulation No. 50 of 2014 on the Higher Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- f. Statutes of UPGRIS;
- g. UPGRIS Strategic Plan;
- h. UPGRIS Operational Plan;
- i. Academic Standards of UPGRIS 2017;
- j. UPGRIS Academic Quality Manual 2017;

- k. UPGRIS Procedures Manual 2017;
- l. Curriculum applicable to the relevant Study Programme;
- m. UPGRIS Academic Guidelines; and
- n. Final Project Writing Guide

8. Work Instructions

No.	Activity Details	Student	Head of Academic Affairs	Head of Programme	Lecturer Reviewer
1	Students must register with the Faculty/Postgraduate Office to attend the proposal seminar				
2	The Head of Programme sets the seminar schedule				
3	The Head of Programme appoints the seminar examiners				
4	The review panel reviews the proposal				
5	The review panel held a meeting to determine the final results				
6	The Head of Programme announces the seminar results to the students				

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
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SOP  
FINAL PROJECT EXAM**

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	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector for Academic Affairs and Collaboration	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**FINAL PROJECT EXAM**

1. Purpose : To provide guidelines to ensure that the final project examination is run smoothly
2. Scope : This SOP contains instructions for conducting the final project examination, involve students, the Head of the Study Programme, and final project examiners
3. Standards
  - a. The Dean/Director of Postgraduate Studies and the Head of the Study Programme shall form an examination committee whose primary duties are to organise, manage, and evaluate the examination process.
  - b. The examination committee shall be chaired by 1 (one) lecturer and comprise a minimum of 5 (five) lecturers.
  - c. The lecturer serving as Chair of the examination committee must possess the following capabilities:
    - 1) Preparing and planning the conduct of examinations, as well as monitoring and reviewing examination results on behalf of the course lecturers.
    - 2) Identifying and analysing various factors that influence examination activities.
    - 3) Managing, directing, and leading the examination process.
    - 4) Assigning tasks to course lecturers to assist in overseeing the conduct of examinations.
4. Definition

The final project examination is the examination of a final project that has been completed by a student and approved by two supervisors.
5. Procedure
  - a. Students must register with the Faculty/Postgraduate Office to sit the final project examination
  - b. The Head of Programme sets the schedule for the final project examination
  - c. The Head of Programme appoints the final project examiners
  - d. The examiners assess the draft final project
  - e. The examiners provide a mark and notes on areas requiring revision
  - f. The Head of Programme announces the final project examination results to the students

## 6. General Provisions

- a. Any student at UPGRIS who has completed their final project (as evidenced by the supervisor's signature of approval) is permitted to sit the final project examination
- b. Students permitted to sit the final project examination are those who meet the requirements set by their respective study programmes
- c. The examination panel consists of one chairperson and one member who is not the supervisor
- d. The examination panel provides notes on points requiring revision and issues a mark comprising components for the draft report, presentation, and ability to answer questions

## 7. References

- a. The curriculum in force in the relevant Study Programme;
- b. The Academic Handbook of UPGRIS;
- c. Minutes of the final project supervision;
- d. Law No. 20 of 2003 on the National Education System;
- e. Law No. 12 of 2012 on Higher Education;
- f. Government Regulation No. 19 of 2005 on National Education Standards;
- g. Ministry of Education Regulation No. 63 of 2009 on the Education Quality Assurance System;
- h. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- i. Statutes of UPGRIS;
- j. UPGRIS Strategic Plan;
- k. Operational Plan of UPGRIS; and
- l. UPGRIS Education Guidelines.

## 8. Work Instructions

No.	Activity Details	Student	Head of Academic Affairs	Head of Programme	Lecturer Examiner
1	Students must register with the Faculty/Postgraduate Administration Office to sit the Final Project Examination				
2	The Head of Programme sets the Final Project Examination schedule				
3	The Head of Programme appoints the Final Project Examiners				
4	The thesis examiners assess the draft Final Project				
5	The examiner provides an assessment and notes on what needs to be revised				
6	The Head of the Programme announced the results of the dissertation examinations to the students				

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
STUDY LEAVE**

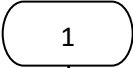
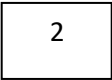
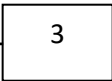
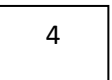
Document Code	:	SOP-SPMI-UPGRIS-1.2.15
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, BSc, MSc	Chair of the LPM	31/03/2023	

## **SOP STUDY LEAVE**

1. Purpose : To ensure that the study leave process is conducted in accordance with applicable regulations
2. Scope : All students
3. Definition  
A study leave is permission granted by the Dean/Director of Postgraduate Studies on behalf of the Rector to a student to be absent from academic activities for specific reasons for a specified period.
4. Procedure:
  - a. Any student wishing to take a study leave must collect a study leave form from the Academic Affairs Office
  - b. The student must meet with their academic supervisor to discuss the study leave so that it is recorded in the academic supervision log
  - c. The Academic Supervisor provides advice and their opinion; if agreement is reached, the form is signed by the Dean/Director of Postgraduate Studies.
  - d. Students must continue to register at the start of each semester during their leave of absence.
5. References
  - a. Law No. 20 of 2003 on the National Education System;
  - b. Law No. 12 of 2012 on Higher Education;
  - c. Government Regulation No. 19 of 2005 on National Education Standards;
  - d. Regulation of the Minister of National Education No. 63 of 2009 on the Education Quality Assurance System;
  - e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
  - f. Statutes of UPGRIS;
  - g. UPGRIS Strategic Plan;
  - h. Operational Plan of UPGRIS;
  - i. Academic Standards of UPGRIS;
  - j. UPGRIS Academic Quality Manual; and
  - k. Procedural Manual of UPGRIS.

## 6. Work Instructions

No.	Activity details	Student	Tutor	Bank	Academic Affairs Office
1	Any student wishing to take a study leave must visit the BAAK to collect a study leave form				
2	Students must meet with their academic advisor for guidance or consultation regarding the study leave				
3	The academic tutor provides their advice and opinion; once agreement has been reached, the form is signed by the Dean or Director of Postgraduate Studies				
4	Students must continue to complete the registration process ( ) at the start of each semester During their leave of absence				

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
Community Service Learning (KKN)**

Document Code	:	SOP-SPMI-UPGRIS-1.2.16
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**Community Service Programme (KKN)**

1. Objective : To ensure the implementation of the Community Service Programme UPGRIS
2. Scope : All study programmes at UPGRIS
3. Standards
  - a. The Rector and the Research and Community Service Office (LPPM) must form a Community Service Learning (CSL) team led by one lecturer holding a minimum academic qualification of a Master's degree and the rank of Senior Lecturer, and comprising at least three lecturers holding a minimum academic qualification of a Master's degree, with the primary responsibility of organising, managing, and evaluating CSL activities.
  - b. The lecturer serving as the Head of the KKN Team must possess the ability to:
    - 1) manage, direct, and lead the KKN activity process.
    - 2) identify and analyse various factors influencing KKN activities. prepare, design, implement, and monitor
4. Definition
  - a. Community Service Learning is a structured community service activity carried out by students, subject to the specific requirement that students have completed at least 120 credit points.
  - b. The field supervisor is the academic supervisor and mentor who supports students outside of classroom activities
5. Procedure

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Head of the Institute for Research and Community Service (LPPM) to plan the Community Service Learning (KKN) programme	Rector
Head of LPPM	<ol style="list-style-type: none"> <li>1. To present the draft KKN plan to the faculty leadership</li> <li>2. Together with the faculty leadership, draw up a timetable for the implementation of the KKN</li> <li>3. Submit a proposal for the KKN organising committee based on input from the faculty leadership and present the draft KKN programme to the Rector for approval</li> </ol>	Vice-Rector I
Committee	<ol style="list-style-type: none"> <li>1. Informing students about the Community Service Programme (KKN)</li> </ol>	Head of LPPM

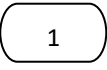
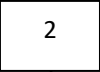
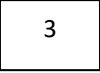
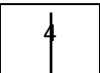
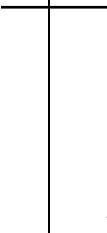
Work Unit	Work Instructions	Person in Charge
	<ol style="list-style-type: none"> <li>2. Registering KKN participants who have met the specified requirements</li> <li>3. Verifying data on Community Service Programme (KKN) participants</li> <li>4. Coordinating the recruitment and selection of Field Supervisors (DPL)</li> <li>5. Coordinating with the local government and other agencies regarding the implementation of the Community Service Programme (KKN) in the designated village</li> <li>6. Conducting a survey of potential KKN locations based on recommendations from the District/Municipal Government to finalise the KKN location plan</li> <li>7. Organising orientation activities for KKN participants</li> <li>8. Deploying KKN participants to the designated locations in accordance with the scheduled timetable</li> <li>9. Monitoring students' activities at the KKN locations and evaluating these activities through the KKN assessment</li> <li>10. Recall KKN participants at the end of the placement period in the village in accordance with the specified schedule</li> </ol>	
Field Supervisor	<ol style="list-style-type: none"> <li>1. Coordinating and conducting surveys at the KKN location together with students to develop a work programme in line with the conditions and issues at that location</li> <li>2. Guiding students and coordinating with them on a regular basis throughout the duration of the Community Service Programme</li> <li>3. Conducting an objective assessment of students' active participation in KKN activities</li> </ol>	Committee
Students	<ol style="list-style-type: none"> <li>1. Enrol in the KKN programme via the Course Registration System</li> <li>2. Registering as a KKN participant by the specified deadline and meeting the required criteria</li> <li>3. Paying in accordance with the applicable regulations</li> <li>4. Attend training</li> <li>5. Carry out observations and draw up a work programme</li> <li>6. Participating in the KKN in accordance with the applicable rules</li> <li>7. Prepare a report on the results of the KKN</li> <li>8. Take the KKN examination</li> </ol>	DPL

## 9. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;

- d. Regulation of the Minister of National Education No. 63 of 2009 on the Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- f. Statutes of UPGRIS;
- g. UPGRIS Strategic Plan;
- h. Operational Plan of UPGRIS;
- i. Academic Standards of UPGRIS;
- j. UPGRIS Academic Quality Manual; and
- k. Procedural Manual of UPGRIS.

#### 6. Work Instructions

No	Details of activities	Rector	Head of LPPM	Committee	Field Supervisor	Students
1	The Vice-Rector has instructed the Research and Community Service Institute to form a committee and draw up a plan for the Community Service Learning programme					
2	The Head of the Research and Community Service Institute presented the draft plan for the Community Service Programme to the faculty leadership					
3	The Head of the LPPM, together with the faculty leadership, drew up a timetable for the implementation of the Community Service Programme					
4	The Head of the Research and Community Service Office submits a proposal for the KKN organising committee based on input from the faculty leadership and submits the draft KKN programme to the Rector for approval					
						

No	Details of activities	Rector	Head of LPPM	Committee	Field Supervisor	Students
5	The committee informs students about the Community Service Programme (KKN)			5 ↓		
6	The committee registers KKN participants who have met the specified requirements			6 ↓		
7	The committee verifies the details of eligible KKN participants			7 ↓		
8	The committee coordinates the recruitment and selection of Field Supervisors (DPL)			8 ↓		
9	The committee conducts a survey of potential KKN locations based on recommendations from the district/city government to confirm the KKN location plan			9 ↓		
10	The committee organises a briefing session for KKN participants			10 ↓		
11	The organising committee deployed the KKN participants to their designated locations at the scheduled times			11 ↓		
12	The committee monitors the students' activities at the KKN location and evaluates these activities through the KKN assessment			12 ↓		
13	The organising committee is recalling KKN participants at the end of their placement period in the village, in accordance with the specified schedule			13 ↓		
14	The DPL coordinates and conducts a survey at the KKN site together with the students to draw up a work programme in line with the conditions and issues at that location				14 ↓	

No	Details of activities	Rector	Head of LPPM	Committee	Field Supervisor	Students
15	The DPL guides students and coordinates regularly throughout the duration of the KKN				15	
16	The DPL objectively assesses students on their active participation in the KKN activities				16	
17	Students register for the KKN programme in their Course Registration Form					17
18	Students register as KKN participants at the specified time and under the specified conditions					18
19	Students pay in accordance with the applicable regulations					19
20	Students attend training					20
21	Students carry out observations and draw up a work programme					21
22	Students participate in the Community Service Programme in accordance with applicable regulations					22
23	Students prepare a report on the results of the Community Service Programme					23
24	Students take the KKN exam					24

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
CHANGE OF DEPARTMENT**

Document Code	:	SOP-SPMI-UPGRIS-1.2.17
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**CHANGE OF DEPARTMENT**

1. Purpose : To ensure that the process of changing study programmes is carried out in accordance with applicable regulations
2. Scope : All academic advisors and all students
3. Standard
  - a. The Head of the Study Programme shall prepare the course allocation, lecture timetable, examination schedule, and list of lecturers along with their respective rooms at least one month before lectures commence.
  - b. The Rector issues a teaching assignment letter for each lecturer responsible for a course before lectures commence.
  - c. Lecturers must prepare teaching materials, including the workload contract, syllabus, SAP and teaching materials, at least one week before the start of the course.
  - d. Lecturers responsible for a course must submit the teaching materials to the Head of Programme.
  - e. Team teaching staff must coordinate in preparing the teaching materials before lectures commence.
  - f. The Academic Affairs Office must prepare attendance forms for lecturers, teaching logs, and student attendance registers at least one week before the start of lectures.
  - g. The Head of Administration ensures that classrooms and other facilities are ready for use at least one day before lectures commence.
4. Definition  
Changing study programmes is the process whereby a student wishes to switch to a different study programme
5. Procedure:
  - a. Any student wishing to change their degree programme must visit the Academic Affairs Office to collect a degree programme transfer form.
  - b. Students must meet with the Head of Programme and the Dean/Director of Postgraduate Studies of their current programme to inform them and seek their approval.
  - c. Students must meet with the Head of Programme and the Dean/Director of Postgraduate Studies of the new programme to inform them and seek approval.
  - d. Students return the form to the BAAK and the faculty/postgraduate office for filing.

- e. Students may resume attending lectures.
- f. The process is followed up by the BAAK.

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Ministry of National Education Regulation No. 63 of 2009 on the Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- f. Statutes of UPGRIS;
- g. Strategic Plan of UPGRIS;
- h. Operational Plan of UPGRIS;
- i. Academic Standards of UPGRIS;
- j. UPGRIS Academic Quality Manual; and
- k. Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity details	Student	Head of Programme/ Dean/Director of the Former Postgraduate Programme	New Head of Programme/ Dean	Academic Affairs Office
1	Any student wishing to transfer to a different programme of study must visit the BAAK to collect a programme transfer form	1			
2	The student must meet with the Head of the Programme and the Dean/Director of Postgraduate Studies of the previous programme to inform them and seek their approval		2		
3	Students must meet with the Head of Programme and the Dean or Director of			3	

No	Activity details	Student	Head of Programme/ Dean/Director of the Former Postgraduate Programme	New Head of Programme/ Dean	Academic Affairs Office
	Postgraduate Studies of the new programme to inform them and seek their approval				
4	Students return the form to the Academic Affairs Office and the faculty/postgraduate school for filing	<div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">4</div> <div style="text-align: center; margin-top: 5px;">↓</div>			
5	Students may resume attending lectures	<div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; margin: 0 auto;">5</div>			↓
6	The process is followed up by the BAAK				<div style="border: 1px solid black; border-radius: 15px; width: 30px; height: 30px; text-align: center; display: flex; align-items: center; justify-content: center;">6</div>

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
CLASS TRANSFER**

Document Code	:	SOP-SPMI-UPGRIS-1.2.18
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, s.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **SOP**

### **CLASS TRANSFER**

1. Purpose : To ensure that the class transfer process is carried out in accordance with applicable regulations
2. Scope : All academic tutors and all students
3. Standard
  - a. The Head of the Study Programme shall prepare the course allocation, lecture timetable, examination schedule, and list of lecturers along with their respective rooms at least one month before lectures commence.
  - b. The Vice-Rector issues a teaching assignment letter for each lecturer responsible for a course before lectures commence.
  - c. Lecturers must prepare teaching materials, including the workload contract, syllabus, SAP and teaching materials, at least one week before the start of the course.
  - d. Lecturers responsible for a course must submit the teaching materials to the Head of Programme.
  - e. Team teaching staff must coordinate in preparing the teaching materials before lectures commence.
  - f. The Academic Affairs Office must prepare attendance forms for lecturers, teaching logs, and student attendance registers at least one week before the start of lectures.
  - g. The Head of Administration ensures that classrooms and other facilities are ready for use at least one day before lectures commence.
4. Definition: Changing classes is the process whereby a student wishes to switch classes
5. Procedure:
  - a. Any student wishing to change classes must visit the Academic Affairs Office to collect a class transfer form
  - b. Students must meet with the programme coordinator to inform them and seek approval for the class transfer
  - c. Students must return the form to the BAAK and the faculty/postgraduate office for filing
  - d. Students may resume attending lectures
  - e. The BAAK will follow up on this process.
6. Reference:
  - a. Law No. 20 of 2003 on the National Education System;

- b. Law No. 12 of 2012 on Higher Education;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Regulation of the Minister of National Education No. 63 of 2009 on the Education Quality Assurance System;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- f. Statutes of UPGRIS;
- g. UPGRIS Strategic Plan;
- h. Renop, UPGRIS;
- i. Academic Standards of UPGRIS;
- j. UPGRIS Academic Quality Manual; and
- k. Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity details	Student	Head of Programme /	BAK
1	Any student wishing to change classes must visit the BAAK to collect a class transfer form	(1)		
2	Students must meet with the programme coordinator to inform them and seek approval for the transfer		2	
3	The student returns the form to the Academic Affairs Office (BAK) and the faculty/postgraduate office for filing			3
4	Students may resume attending lectures		4	
5	The process is followed up by BAK.			(5)

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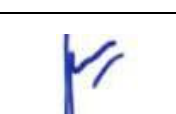
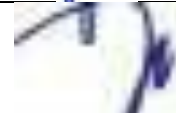




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    H2 --> B3[3]
    B3 --> H4[4]
    H4 --> B5((5))
  
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**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARDS FOR THE LEARNING PROCESS**

Document Code	:	S-SPMI-UPGRIS-1.3
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi., M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

## **A. VISION AND MISSION**

### **VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To become a university of excellence with a distinct identity.

### **MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to nurture intellectuals and outstanding leaders with a strong sense of national character for the betterment of life and society.

## **B. SCOPE**

This section outlines the minimum criteria for the learning process within the Study Programme to achieve graduate learning outcomes, covering the characteristics of the learning process, the planning of the learning process, the implementation of the learning process, and the student's study load.

## **C. RATIONALE FOR ESTABLISHING STANDARDS**

In an effort to improve quality, particularly in the learning process in accordance with the National Higher Education Standards (SN-DIKTI), UPGRIS has prepared various documents related to the SNP, including the Learning Process Standards Document, which consists of the characteristics of the learning process, planning of the learning process, implementation of the learning process, and student workload.

## **D. OBJECTIVES OF ESTABLISHING STANDARDS**

1. To serve as a guideline for UPGRIS leadership in establishing policies related to the field of education
2. To serve as a guideline for the Academic Quality Assurance Agency (LPM) in evaluating and monitoring educational outcomes

3. To serve as a guide for faculties and study programmes in setting educational achievement targets in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving educational outcomes

## **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the educational standards
2. The First Vice-Rector is responsible for reviewing the draft educational standards
3. The Academic Senate is responsible for providing input on the draft educational standards
4. The Vice-Rector is responsible for approving the draft educational outcomes standards and proposing their adoption to the YPLP PT PGRI Central Java
5. YPLP PT PGRI Central Java is responsible for establishing the educational outcome standards
6. The LPM is responsible for monitoring educational outcome standards
7. lecturers and students are responsible for the implementation and achievement of educational outcome standards

## **F. GLOSSARY**

1. The UPGRIS Internal Quality Assurance System, hereinafter abbreviated as SPMI UPGRIS, is a systematic activity to improve the quality of higher education in a planned and sustainable manner at UPGRIS.
2. Implementing standards involves operationalising provisions based on measures, specifications, and benchmarks as stated in the graduate competency standards, which must be adhered to, carried out, and fulfilled.
3. The learning process is the method of organising learners to achieve educational objectives.

## G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
1.3.1.1	Faculties and study programmes are required to implement a learning process that embodies the characteristics of being interactive, holistic, integrated, scientific, contextual, thematic, effective, collaborative and student-centred, and which has produced graduate profiles that align with the learning outcomes.	SN Dikti 10.11  APS 39	The implementation of the study programme's learning process has met the characteristics of being interactive, holistic, integrated, scientific, contextual, thematic, effective, collaborative, and student-centred, and has produced graduate profiles that are in line with the learning outcomes.	IKU	Monev	F/P
1.3.2.1	Faculties and degree programmes are required to plan the learning process for each course, as set out in a structured Semester Learning Plan (SLP).	SN Dikti 12.2  APS 40	There is a structured Semester Learning Plan (SLP) document, and its implementation is monitored for each course.	IKU	Monev	F/P
1.3.3.1	Study programmes must draw up a Course Syllabus containing the Name of the Study Programme, Course Title, Course Code, Semester, Number of Credit Points, Name of the Lecturer in charge,	SN Dikti 12.3	There is a Semester Learning Plan (RPS) document containing: Name of Study Programme, Course Title, Course Code, Semester ( ), Number of Credit	IKU	Monev	P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	Graduate Learning Outcomes assigned to the course, Planned final competencies at each stage of learning to fulfil the graduate learning outcomes, Study materials related to the competencies to be achieved, Teaching Methods, Time Allotted to Achieve Competencies at Each Learning Stage, Student Learning Experiences as Reflected in the Description of Tasks to be Completed by Students Over One Semester, Criteria, Indicators, Assessment Weightings and List of References Used.		Points, Name of Lecturer, Graduate learning outcomes assigned to the course, Planned final competencies at each stage of learning to fulfil graduate learning outcomes, Study materials related to the competencies to be achieved, Teaching Methods, Time Allotted to Achieve Competencies at Each Learning Stage, Student Learning Experiences as Reflected in the Description of Tasks to be Completed by Students Over One Semester, Criteria, Indicators, Assessment Weightings and List of References Used.			
1.3.4.1	Study programmes are required to review, update and finalise their course syllabuses on a regular basis, taking into	SN Dikti 12.4	The regular review, updating and finalisation of the RPS in line with developments in	IKU	Monev	P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	account developments in science and technology.		science and technology.			
1.3.5.1	The study programme must ensure that the learning process takes place in the form of interaction between lecturers, students and learning resources within a specific learning environment.	SN Dikti 13.1  APS 41.a	The implementation of learning in the form of interaction between lecturers, students, and learning resources within a specific learning environment.	IKU	Monev	F/P
1.3.6.1	Faculties and degree programmes are required to carry out periodic monitoring and evaluation of the learning process to ensure that teaching aligns with the syllabus, with a view to maintaining and improving the quality of the learning process.	SN Dikti 13.1  APS 41.b	The implementation of periodic monitoring and evaluation of the learning process to ensure that teaching aligns with the Course Syllabus (RPS) in order to maintain and improve the quality of the learning process.	IKU	Monitoring and Evaluation	F/P
1.3.7.1	The study programme must ensure compliance with research standards within the learning process ( ) related to research.	SN Dikti (PS 13.3)	Implementation of research standards within learning processes related to research.	IKU	Monev	F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
1.3.8.1	Study programmes must ensure compliance with the standards for community service in the learning process related to research.	SN Dikti (PS 13.4)	The implementation of compliance with Community Service standards in the learning process related to research.	IKU	Monev	F/P
1.3.9.1	The study programme must ensure that the learning process for each course has a systematically and structurally measured workload.	SN Dikti (PS 14.1)	The implementation of the learning process in each course with a systematically and structurally measured workload.	IKU	Monev	F/P
1.3.10.1	Study programmes must conduct the learning process through curricular activities using one or more effective teaching methods appropriate to the characteristics of the course, in order to achieve specific competencies set out in the course as part of the fulfilment of graduate learning outcomes. These methods include group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other teaching methods that can effectively support the achievement	SN Dikti (14.2.3 and 4)	There is evidence that the learning process through curricular activities must be implemented by study programmes and lecturers using one or more effective teaching methods appropriate to the characteristics of the course, in order to achieve specific competencies set out in the course as part of a series of graduate learning outcomes, which include group discussions,	IKU	Monev	F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	of graduate learning outcomes.		simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods that can effectively support the achievement of graduate learning outcomes.			
1.3.11. 1	Study programmes must incorporate learning activities in the form of research, design or development, which are student-led activities supervised by lecturers, in order to foster the development of attitudes, knowledge, skills and authentic experiences, as well as to enhance the welfare of society and the nation's competitiveness.	SN Dikti (PS 14.5.6)	Learning is implemented through forms of learning such as research, design or development, which are student activities under the guidance of lecturers, in order to enhance the development of attitudes, knowledge, skills, authentic experiences, as well as to improve community welfare and national competitiveness.	IKU	Monev	F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
1.3.12. 1	Study programmes are required to incorporate community service as a form of learning; this involves student activities carried out under the supervision of lecturers, with the aim of utilising science and technology to promote the welfare of the community and enhance the intellectual life of the nation.	SN Dikti (PS 14.8-9)	Learning is implemented through community service in the form of design or development, which are student activities under the guidance of lecturers to enhance the development of attitudes, knowledge, skills and authentic experiences, as well as to improve community welfare and national competitiveness.	IKU	Monev	F/P
1.3.13. 1	Study programmes must ensure that the curriculum designed facilitates learning both within and outside the study programme, in the form of: learning within other study programmes at the same higher education institution , learning within the same study programme at a different higher education institution , learning within other study programmes at a different higher education	SN Dikti (15. 2)	There are curriculum documents that can facilitate the delivery of learning within and outside the study programme in the form of: learning within other study programmes at the same higher education institution, learning within the same study programme at a different higher education institution	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	institution , and learning at non-higher education institutions ; and must plan, implement and evaluate this on a regular basis each semester.		, learning within other study programmes at a different higher education institution , and learning at non-higher education institutions , to be planned, implemented and evaluated on a regular basis each semester.			
1.3.14. 1	Faculties and degree programmes must ensure that learning processes undertaken outside the degree programme are based on cooperation agreements between the university and other universities or relevant educational institutions, and that the completion of courses is recognised through a credit transfer mechanism which is planned, implemented and evaluated on a regular basis each semester.	SN Dikti (15.3)	Implemented: Learning processes outside the study programme are based on cooperation agreements between the University and other universities or relevant educational institutions, and course achievements are recognised through a credit transfer mechanism that is planned, implemented and evaluated	IKU	Monev	F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
			periodically every semester.			
1.3.15. 1	Universities, faculties and degree programmes must ensure that learning activities outside the degree programme—such as those specified by the Ministry and/or the university and carried out under the supervision of lecturers—are implemented and evaluated on a regular basis each semester.	SN Dikti 16.4	The implementation of learning processes outside the study programme, in the form of activities determined by the Ministry and/or the university under the guidance of lecturers, is carried out and evaluated periodically every semester.	IKU	Monev	U/F/P
1.3.16. 1	Universities, faculties and study programmes must ensure that students' academic workload in terms of credit hours is set in accordance with applicable academic regulations.	SN Dikti (16.1)	The delivery of teaching in accordance with students' academic workload, as measured in credit points, is determined in accordance with the applicable academic regulations.	IKU	Monev	U/F/P
1.3.17. 1	Universities, faculties and study programmes are required to plan and monitor the learning process over a single semester of at least 16 (sixteen) weeks, including	SN Dikti (16.2) LAMDI K 31  LAMDI K S2 26	The implementation of the learning process over a single semester of at least 16 (sixteen) weeks, including mid-term	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	mid-term and end-of-semester examinations.		and end-of-semester examinations.			
1.3.18. 1	Universities, faculties and degree programmes are required to plan and ensure that the academic year comprises two semesters—an odd-numbered and an even-numbered semester—and that the intersemester period runs in an orderly, planned and controlled manner.	SN Dikti 1 6.3	The implementation of the academic year’s teaching and learning comprises two odd and even semesters, as well as an intersession, which must run in an orderly, planned and controlled manner.	IKU	Monev	U/F/P
1.3.19. 1	Universities, faculties and degree programmes are required to plan and ensure that the intersemester period lasts for 8 weeks, with a maximum student workload of 9 credits, and must meet the established learning outcomes; furthermore, it must be conducted in a structured, organised and controlled manner if the intersemester period takes the form of lectures, with a minimum of 16 (sixteen) face-to-face sessions, including the mid-term and final	SN Dikti (16.5)	The Intersession is conducted over 8 weeks with a maximum student workload of 9 credits and must meet the established learning outcomes; it must be carried out in a structured, programmed and controlled manner. If the intersession is delivered in the form of lectures, there must be at least 16 (sixteen) face-to-face sessions, including	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	examinations for the intersemester period.		the mid-term and final examinations.			
1.3.20. 1	Universities, faculties and degree programmes must ensure that the duration of study does not exceed 7 (seven) academic years for undergraduate programmes, with a minimum student workload of 144 (one hundred and forty-four) credit points; a maximum of 3 (three) academic years for professional programmes following completion of an undergraduate programme, with a minimum student study load of 24 (twenty-four) credits; a maximum of 4 (four) academic years for master's programmes, following completion of an undergraduate programme with a minimum student study load of 36 (thirty-six) credits;	SN Dikti (17.1)	The duration of the learning process shall not exceed 7 (seven) academic years for undergraduate programmes, with a minimum student workload of 144 (one hundred and forty-four) credit points; a maximum of 3 (three) academic years for professional programmes following completion of an undergraduate programme, with a minimum student study load of 24 (twenty-four) credits; a maximum of 4 (four) academic years for master's programmes, following completion of an undergraduate programme, with a minimum student	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
			study load of 36 (thirty-six) credits;			
1.3.21. 1	Universities, faculties and study programmes are required to implement professional programmes, which are advanced programmes that may or may not be separate from the undergraduate programme, in a structured, scheduled and monitored manner.	SN Dikti (17.2)	The implementation of professional programmes—which are postgraduate programmes that may or may not be separate from undergraduate programmes—in a structured, scheduled and monitored manner.	IKU	Monev	U/F/P
1.3.22. 1	Universities, faculties and study programmes must ensure that undergraduate students fulfil the required duration and study load by participating in all learning processes within the study programme in accordance with the standard duration of study, or by participating in learning processes both within and outside the study programme.	SN Dikti (18)	The fulfilment of the duration and workload for undergraduate students participating in all learning processes within the Study Programme in accordance with the duration of study or participating in learning processes within or outside the Study Programme.	IKU	Monev	U/F/P
1.3.23. 1	Universities, faculties and degree programmes are required to facilitate the completion of the duration and study load of the learning process,	SN Dikti (18.3)	The fulfilment of the duration and study load in the learning process must be completed in a minimum of 4	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	<p>which must take place over a minimum of 4 semesters and a maximum of 11 semesters within the degree programme; 1 semester or the equivalent of 20 credit points outside the degree programme at the same higher education institution; a maximum of 2 semesters or the equivalent of 40 credits within the same study programme at a different higher education institution; learning within a different study programme at a different higher education institution; and learning outside a higher education institution.</p>		<p>semesters and a maximum of 11 semesters within the Study Programme; 1 semester or equivalent to 20 credit points outside the Study Programme at the same higher education institution; a maximum of 2 semesters or the equivalent of 40 credits within the same study programme at a different higher education institution; learning within a different study programme at a different higher education institution; and learning outside the higher education institution.</p>			
1.3.24.1	<p>Universities, faculties and degree programmes must ensure that the learning process—comprising lectures, tutorials or seminars—consists of: 50 minutes of classroom-</p>	SN Dikti (19)	<p>The implementation of the learning process in the form of lectures, tutorials, or seminars, comprising: 50 minutes of learning</p>	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	based learning per week per semester; 60 minutes of structured assignment work per week per semester; and 60 minutes of independent study per week per semester, all of which must be carried out in a structured, scheduled and monitored manner.		activities per week per semester; 60 minutes of structured assignment activities per week per semester; and 60 minutes of independent study activities per week per semester, is carried out in a structured, scheduled and monitored manner.			
1.3.25. 1	Universities, faculties and degree programmes must ensure that the learning process, in the form of seminars or similar activities, comprises: 100 minutes of classroom-based learning per week per semester; and 70 minutes of independent study per week per semester, carried out in a structured, scheduled and monitored manner.	SN Dikti (19)	The implementation of the learning process in the form of seminars or similar formats, comprising: 100 minutes of learning activities per week per semester; and 70 minutes of independent study per week per semester, carried out in a structured, scheduled and monitored manner.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
1.3.26. 1	Universities, faculties and degree programmes must ensure that the calculation of the learning load in block, module or other formats is determined in accordance with the requirements for achieving learning outcomes, and that this is carried out in a structured, scheduled and monitored manner.	SN Dikti (19.3)	The implementation of the calculation of the learning load in a block, module or other system is determined in accordance with the requirements for meeting learning outcomes in a structured, scheduled and monitored manner.	IKU	Monev	U/F/P
1.3.27. 1	Universities, faculties and degree programmes must ensure that learning activities such as practical sessions, studio practice, workshop practice, field practice, work placements, research, design or development, military training, student exchanges, internships, entrepreneurship and/or community service, totalling 170 minutes per week per semester, are conducted in a structured, scheduled and monitored manner.	SN Dikti (19.4)	The delivery of learning activities in the form of practical sessions, studio practice, workshop practice, field practice, work placements, research, design or development, military training, student exchanges, internships, entrepreneurship, and/or community service, totalling 170 minutes per week per semester, is carried out in a structured, scheduled and monitored manner.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
1.3.28. 1	Universities, faculties and study programmes are required to facilitate undergraduate students with high academic achievement (GPA over 3), after 2 semesters in the first academic year, to take a maximum of 24 credits per semester in the following semester.	SN Dikti (20.1)	Undergraduate students with high academic achievement (GPA of over 3) shall, after completing two semesters in their first academic year, take a maximum of 24 credits per semester in the following semesters.	IKU	Monev	U/F/P
1.3.29. 1	Study programmes are required to evaluate the achievement of students with a Cumulative Grade Point Average (CGPA) of over 3.00 for undergraduate programmes and 3.50 for postgraduate programmes, who also adhere to academic ethics.	SN Dikti (20.4 and 5)	The achievement of students with a Cumulative Grade Point Average (CGPA) of over 3.00 for undergraduate programmes and 3.50 for postgraduate programmes, and who meet academic ethics standards.	IKU	Monev	U/F/P
1.3.30. 1	Universities are required to provide guidelines for the implementation of a lecturer assignment system based on needs, qualifications, expertise and experience.	APT 39.a	Availability of guidelines for the implementation of a lecturer assignment system based on needs, qualifications, expertise and experience.	IKU	AMI	U

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
1.3.31. 1	Universities, faculties and study programmes are required to provide valid evidence regarding the identification of learning strategies, methods, materials and assessment, and the implementation of a monitoring and evaluation system to ensure the quality of the learning process.	APT 39.c	The availability of valid evidence regarding the identification of learning strategies, methods, materials and assessment, as well as the implementation of a monitoring and evaluation system for the implementation and quality of the learning process, is guaranteed.	IKU	AMI	U/F/P
1.3.31. 2	Universities, faculties and degree programmes are required to provide valid evidence regarding the identification of learning strategies, methods, materials and assessment, as well as the implementation of a monitoring and evaluation system to ensure the quality of the learning process.	APT 39.c	The availability and implementation of a monitoring and evaluation system for the implementation and of the quality of the learning process.	IKU	AMI	U/F/P
1.3.32. 1	Universities, faculties and study programmes must have formal, comprehensive and detailed policy documents and guidelines for	APT 40.a	Availability of comprehensive and detailed formal policy documents and guidelines for integrating research	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	integrating research and community engagement activities into learning.		and community engagement activities into teaching.			
1.3.33. 1	Universities, faculties and degree programmes must have valid evidence regarding the evaluation, control and continuous improvement of the quality of the integration of research and community engagement activities into teaching, as well as valid evidence that monitoring and evaluation of the integration of research and community engagement into teaching are carried out and guaranteed to be available.	APT 40.b and c	Valid evidence is available regarding the implementation, evaluation, control, and continuous quality improvement of the integration of research and community engagement activities into learning, as well as valid evidence that monitoring and evaluation of the integration of research and community engagement into learning are carried out.	IKU	Monev	U/F/P
1.3.34. 1	Universities, faculties and degree programmes must ensure compliance with standards for research outcomes, research content, research processes and research assessment in the learning processes related to research.	APS 41.c	Compliance with research output standards, research content standards, research process standards and research assessment standards in research-related	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
			learning processes is achieved.			
1.3.35. 1	Universities, faculties and study programmes must ensure compliance with the standards for Community Engagement (PkM) outcomes, content, processes and assessment in learning activities related to Community Engagement (PkM).	APS 41.d	Compliance with the PkM outcome standards, PkM content standards, PkM process standards and PkM assessment standards has been achieved in the learning process related to PkM.	IKU	Monev	U/F/P
1.3.36. 1	Faculties and study programmes are required to conduct teaching using methods that are consistent with graduate learning outcomes.	APS 41.e	Teaching is carried out using methods, workload, time and models that are in line with the graduate learning outcomes  planned for 75% to 100% of courses.	IKU	Monev	F/P
1.3.37. 1	Faculties and study programmes are required to implement learning- s in the form of practicals, studio practice, workshop practice, or field practice.	APS 42	The practical training hours for the course ‘ ’ must account for at least 20% of the total teaching hours during the course.	IKU	AMI	F/P
1.3.38. 1	Universities, faculties and study programmes are required to carry out monitoring and evaluation of the learning process,	APS 43	The implementation of monitoring and evaluation of the learning process, covering	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	covering characteristics, planning, implementation, the learning process and student workload, to ensure the achievement of graduate learning outcomes.		characteristics, planning, implementation, the learning process and students' workload, to achieve graduate learning outcomes.			
1.3.39. 1	Universities, faculties and degree programmes are required to establish mechanisms for assessing the quality of learning assessment (both the process and students' learning outcomes) in order to measure the achievement of learning outcomes based on the principles of assessment that are educational, authentic, objective, accountable and transparent, carried out in an integrated manner.	APS 44.a	The availability of a quality assessment mechanism for the implementation of learning assessment (student learning processes and outcomes) to measure the achievement of learning outcomes based on the principles of assessment that encompass: educational, authentic, objective, accountable, and transparent, which are carried out in an integrated manner.	IKU	AMI	U/F/P
1.3.40. 1	Faculties and degree programmes must ensure that assessment by lecturers is carried out	APS 44.b	There is valid evidence demonstrating that assessment by	IKU	AMI	F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	using appropriate assessment techniques and instruments to achieve the learning outcomes.		lecturers is consistent with appropriate assessment techniques and instruments to achieve learning outcomes.			
1.3.41. 1	Faculties and study programmes must provide a mechanism for the final project assessment process.	LAM- Infokom 55  LAM EMBA C3c3	Mechanisms for the final project completion process are available and implemented.	IKT	Monev	F/P
1.3.42. 1	Faculties and degree programmes are required to conduct academic supervision of micro-teaching in micro-teaching laboratories equipped with the necessary facilities, covering the following skills: opening and closing a lesson, explaining, asking questions, introducing variations, providing reinforcement, managing the class, facilitating discussions, and teaching small groups and individuals.	LAMDI K 53	The implementation of academic supervision of micro-teaching in micro-teaching laboratories equipped with complete facilities, including the following skills: opening and closing lessons, explaining, asking questions, introducing variations, providing reinforcement ( ), managing the class, guiding discussions, and teaching small	IKT	Monev	F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
			groups and individuals.			
1.3.43. 1	Faculties and study programmes must ensure the implementation of academic supervision, covering both academic and non-academic matters, at least carried out three times per semester and properly documented.	LAMDI K 54	The implementation of academic supervision, covering both academic and non-academic matters, must be carried out at least carried out at least three times per semester and properly documented.	IKT	Monev	F/P
1.3.44. 1	Universities, faculties and study programmes must ensure that internship supervision takes place at least three times during an internship period.	LAMDI K 55	The implementation of internship supervision at least three times during one internship period.	IKT	Monev	U/F/P
1.3.45. 1	Faculties and degree programmes are required to ensure that students receive a minimum of 12 supervision sessions to assist them in completing their final-year projects.	LAMDI K 56	The implementation of a minimum of 12 final project supervision sessions for students during the final project process.	IKT	Monev	F/P
1.3.46. 1	Universities, faculties and study programmes must ensure the implementation of an academic atmosphere, including: (1) Forms of	LAM Infokom 58	The implementation of an academic atmosphere encompasses: (1) Forms of interaction between lecturers,	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	interaction between lecturers, students and learning resources; (2) Monitoring of the alignment of the process with the learning plan; (3) Stakeholder involvement in the curriculum evaluation and updating process; (4) The creation of an academic atmosphere through scheduled academic activities, carried out very effectively and supported by valid evidence.		students and learning resources; (2) Monitoring of the alignment of the process with the learning plan; (3) Stakeholder involvement in the curriculum evaluation and updating process; (4) The creation of an academic atmosphere through scheduled academic activities, carried out highly effectively and supported by valid evidence.			
1.3.47. 1	Faculties and study programmes must ensure that the Study Programme Management Unit has policies that prepare, guide and support students to ensure academic progress and promote student success in programme completion.	LAM EMBA C3b1	The Programme Coordinator has policies in place to prepare, guide and support students in order to ensure their academic progress and promote their success in completing the programme.	IKT	Monev	F/P
1.3.48. 1	Faculties and study programmes must ensure that the Study Programme Management Unit demonstrates the results of student participation in	LAM EMBA C3c1	The Programme Management Unit demonstrates the outcomes of student activities in participating in	IKT	Monev	F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	professional programmes, certification and/or licensing in the field of EMBA to enhance the quality of graduates in line with the study programme's graduate profile.		professional programmes, certification and/or licensing in the field of EMBA to improve the quality of graduates in line with the Programme's graduate profile.			
1.3.49. 1	Faculties and degree programmes must ensure that the Programme Management Unit reports on the results of evaluations of academic progress and student competencies, as well as the necessary follow-up measures to enhance student academic performance.	LAM EMBA C3c2	The Programme Management Unit must demonstrate the results of evaluations of students' academic performance and competencies, as well as the necessary follow-up measures to enhance students' academic performance.	IKT	Monev	F/P
1.3.50. 1	Study programmes must have a curriculum that is (a) comprehensive, covering: the PPG identity, an evaluation of the implementation of the previous curriculum, VMTS, graduate profiles, graduate learning outcomes (CPL), fields of study, a list of courses/workshops, and	LAM PPG 42	The curriculum must fulfil five elements: (a) it must be comprehensive, covering: the PPG identity, an evaluation of the implementation of the previous curriculum , VMTS, graduate profiles, graduate learning	ICT	Monev	P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	teaching materials (RPS, learning materials, assignment plans, assessment plans, assessment instruments, and assessment rubrics), (b) coherent, (c) up-to-date, (d) relevant, and (e) a boarding school curriculum is available.		outcomes (CPL), fields of study, a list of courses/workshops, and teaching materials (RPS, learning materials, assignment plans, assessment plans, assessment instruments, and assessment rubrics), (b) coherent, (c) up-to-date, (d) relevant, and (e) the residential education curriculum is available, accompanied by complete and valid evidence.			
1.3.51. 1	The study programme must implement the PPG stages comprising: (a) in-depth study of subject matter, (b) lesson planning and review, (c) peer teaching, (d) comprehensive examination, (e) field experience programme (PPL), and (f) the '' (teaching practice) to implement the boarding	PPG Duratio n 44	The successful completion of the PPG stages, comprising: (a) in-depth study of subject matter, (b) lesson planning and review, (c) peer teaching, (d) a comprehensive examination, (e) the field experience programme (PPL), and (f) the	IKT	Monev	P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICAT OR CODE
	school education curriculum.		implementation of the boarding school curriculum, accompanied by complete and valid evidence.			
1.3.52. 1	PPG micro/peer teaching (a) training in 8 teaching skills, (b) conducted in a micro-teaching laboratory or online, (c) concluded with a reflection activity, and (d) follow-up	LAM PPG 48	The implementation of PPG micro/peer teaching fulfils the 4 elements of the indicator, with a micro-teaching laboratory that is fully equipped, well-maintained, and easily accessible or conducted online	IKT	Monev	P
1.3.53. 1	DTPS/Mentor Teachers are required to provide educational internship supervision at partner schools with (a) adequate frequency, both in person and online, (b) well-documented, (c) meeting clinical supervision standards, (d) carrying out follow-up	LAM PPG 49	The implementation of educational internship supervision at partner schools meets the 4 elements of the indicator, with a frequency of attendance of $\geq 6$ times accompanied by complete and valid evidence.	IKT	Monev	P

## **H. STRATEGY FOR ACHIEVING STANDARDS**

Strategies for achieving the standard: the Vice-Rector, deans, heads of study programmes and heads of academic units or other unit heads conduct awareness-raising on the standards and oversee and evaluate each stage.

## **I. RELATED DOCUMENTS**

1. Education Guidelines.
2. Curriculum Development Guidelines.
3. Study Programme Curriculum.

## **J. REFERENCES**

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARD LEARNING PROCESS FORM**

Document Code : F-SPMI-UPGRIS-1.3

Effective Date : 31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

Name of Study Programme :
Faculty Name :
Date of Completion :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The delivery of the study programme's learning process has met the criteria of being interactive, holistic, integrative, scientific, contextual, thematic, effective, collaborative and student-centred, and has produced a graduate profile that aligns with the learning outcomes.	SNDikti APS			
2	There is a structured Semester Learning Plan (RPS) document, and its implementation is monitored for each course.	SN Dikti APS			
3	There is a Semester Learning Plan (SLP) document containing: Name of Study Programme, Course title, Course code, Semester, Number of credits, Name of Lecturer, Graduate learning outcomes assigned to the course, Planned final competencies at each stage of learning to fulfil graduate learning outcomes, Study	SN Dikti			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	materials related to the competencies to be achieved, Teaching Methods, Time Allotted to Achieve Competencies at Each Learning Stage, Student Learning Experiences as Reflected in the Description of Tasks to be Completed by Students Over One Semester, Criteria, Indicators, Assessment Weightings and List of References Used.				
4	The regular review, updating and approval of the Course Syllabus, in line with developments in science and technology.	SN Dikti			
5	The implementation of learning in the form of interaction between lecturers, students and learning resources within a specific learning environment.	SN Dikti APS			
6	The implementation of periodic monitoring and evaluation of the learning process to ensure that learning aligns with the Course Syllabus (RPS) in order to maintain and improve the quality of the learning process.	SN Dikti APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
7	Compliance with research standards in learning processes related to research.	SN Dikti			
8	The implementation of standards for community service within the learning process related to research.	SN Dikti			
9	The implementation of the learning process in each course with a systematically and structurally measured workload.	SN Dikti			
10	There is evidence that the learning process through curricular activities must be implemented by degree programmes and lecturers using one or more effective teaching methods appropriate to the characteristics of the course, in order to achieve specific competencies set out in the course as part of the fulfilment of graduate learning outcomes. These methods include group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods that can effectively	SN Dikti			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	support the achievement of graduate learning outcomes.				
11	Learning takes the form of research, design or development, which are student activities carried out under the supervision of lecturers, with the aim of fostering the development of attitudes, knowledge, skills and authentic experiences, as well as improving community welfare and national competitiveness.	SN Dikti			
12	Learning is carried out in the form of community service, design or development, which are student activities under the guidance of lecturers to enhance the development of attitudes, knowledge, skills and authentic experiences, as well as to improve community welfare and national competitiveness.	SN Dikti			
13	There are curriculum documents that facilitate the delivery of learning within and outside the study programme, in the form of: learning within other study programmes at the	SN Dikti			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	same higher education institution; learning within the same study programme at a different higher education institution; learning within other study programmes at a different higher education institution; and learning at non-higher education institutions. These are planned, implemented and evaluated on a regular basis each semester.				
14	Learning activities outside the degree programme are carried out on the basis of cooperation agreements between higher education institutions or other relevant educational institutions, and the completion of courses is recognised through a credit transfer mechanism that is planned, implemented and evaluated on a regular basis each semester.	SN Dikti			
15	The implementation of learning processes outside the study programme in the form of activities determined by the Ministry of Research, Technology and Higher Education and/or the university, under the guidance	SN Dikti			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	of lecturers, is carried out and evaluated periodically every semester.				
16	The delivery of learning in accordance with the academic workload of students in credit hours is determined in accordance with applicable academic regulations.	SN Dikti			
17	The teaching and learning process in a single semester shall last for at least 16 (sixteen) weeks, including mid-term and end-of-semester examinations.	SN Dikti LAMDIK LAMDIK S2			
18	The delivery of teaching and learning over one academic year consists of two odd and even semesters, as well as an intersemester period, conducted in an orderly, planned and controlled manner.	SN Dikti			
19	The Intersession is conducted over 8 weeks with a maximum student workload of 9 credits and students must meet the specified learning outcomes; it must be carried out in a structured, programmed and controlled manner if the intersession is delivered in the	SN Dikti			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	form of lectures, with a minimum of 16 (sixteen) face-to-face sessions, including the mid-term and final examinations for the intersession.				
20	The duration of the learning process shall not exceed 7 (seven) academic years for undergraduate programmes, with a minimum student workload of 144 (one hundred and forty-four) credit points; a maximum of 3 (three) academic years for professional programmes following completion of an undergraduate programme, with a minimum student study load of 24 (twenty-four) credits; a maximum of 4 (four) academic years for master's programmes, following completion of an undergraduate programme, with a minimum student study load of 36 (thirty-six) credits;	SN Dikti			
21	The implementation of professional programmes, which are advanced programmes that may or may not be separate from undergraduate programmes, in	SN Dikti			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	a structured, scheduled and monitored manner.				
22	The fulfilment of the duration and workload requirements for undergraduate students involves participating in the entire learning process within the degree programme in accordance with the standard duration of study, or participating in learning activities both within and outside the degree programme.	SN Dikti			
23	The fulfilment of the duration and study load in the learning process is carried out for a minimum of 4 semesters and a maximum of 11 semesters within the Study Programme; 1 semester or the equivalent of 20 ECTS credits outside the Study Programme at the same Higher Education Institution; a maximum of 2 semesters or the equivalent of 40 credits within the same study programme at a different higher education institution; learning within a different study programme at a different higher education institution; and learning	SN Dikti			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	outside the higher education institution.				
24	The delivery of the learning process, in the form of lectures, tutorials or seminars, comprises: 50 minutes of classroom-based learning per week per semester; 60 minutes of structured assignment work per week per semester; and 60 minutes of independent study per week per semester, all of which are conducted in a structured, scheduled and monitored manner.	SN Dikti			
25	The implementation of the learning process in the form of seminars or other similar formats consists of: learning activities of 100 minutes per week per semester; and independent study activities of 70 minutes per week per semester, carried out in a structured, scheduled and monitored manner.	SN Dikti			
26	The calculation of study load within a block, module or other system is determined in accordance with the requirements for achieving learning outcomes in a	SN Dikti			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	structured, scheduled and monitored manner.				
27	The implementation of learning activities in the form of practicals, studio practice, workshop practice, field practice, work placement, research, design or development, military training, student exchange, internships, entrepreneurship, and/or community service, totalling 170 minutes per week per semester , is carried out in a structured, scheduled and monitored manner.	SN Dikti			
28	Undergraduate students with high academic achievement (GPA of over 3) may, after completing two semesters in their first academic year, take a maximum of 24 credits per semester in the following semester.	SN Dikti			
29	The achievement of students with a Cumulative Grade Point Average (CGPA) of over 3.00 for undergraduate programmes and 3.50 for postgraduate programmes, whilst adhering to academic ethics.	SN Dikti			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
30	The availability of guidelines for the implementation of a lecturer assignment system based on needs, qualifications, expertise and experience.	APT			
31	The availability of valid evidence regarding the identification of learning strategies, methods, materials and assessment, as well as the implementation of a monitoring and evaluation system for the execution and quality of the learning process is guaranteed.	APT			
32	The availability and implementation of a monitoring and evaluation system for the delivery and quality of the learning process.	APT			
33	The availability of comprehensive and detailed formal policy documents and guidelines for integrating research and community engagement activities into learning.	APT			
34	Valid evidence is available regarding the implementation, evaluation, control, and continuous quality improvement of the	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	integration of research and community engagement activities into learning, as well as valid evidence that monitoring and evaluation of the integration of research and community engagement into learning have been carried out.				
35	The standards for research outcomes, research content, research processes and research assessment have been met in the research-related learning process.	APS			
36	The standards for Community Engagement (PkM) outcomes, content, processes and assessment have been met within the learning process related to Community Engagement ( ).	APS			
37	Learning has been implemented using methods, workload, time and models appropriate to the graduate learning outcomes planned for 75% to 100% of courses.	APS			
38	Practical learning hours are implemented for a minimum of	APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	20% of the total learning hours during the period of study.				
39	The implementation of monitoring and evaluation of the learning process, covering its characteristics, planning, delivery, the learning process itself, and the students' workload, in order to achieve the learning outcomes for graduates.	APS			
40	The availability of a quality assessment mechanism for the implementation of learning assessment (student learning processes and outcomes) to measure the achievement of learning outcomes based on the principles  assessment that includes: educational, authentic, objective, accountable, and transparent, carried out in an integrated manner.	APS			
41	There is valid evidence demonstrating the alignment of lecturers' assessment with appropriate assessment techniques and instruments to achieve learning outcomes.	APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
42	Mechanisms for the final project assessment process are in place and have been implemented.	LAM-Infokom LAM EMBA			
43	The implementation of academic supervision of micro-teaching in the micro-teaching laboratory, equipped with complete facilities, covering the following skills: opening and closing lessons, explaining, asking questions, introducing variations, providing reinforcement, managing the class, guiding discussions, and teaching small groups and individuals.	LAMDIK			
44	The implementation of academic mentoring regarding both academic and non-academic issues, at least carried out three times per semester and properly documented.	LAMDIK			
45	The implementation of internship supervision at least 3 times during one internship period.	LAMDIK			
46	The provision of at least 12 final project supervision sessions for	LAMDIK			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	students undertaking their final projects.				
47	The implementation of an academic atmosphere encompassing: (1) Forms of interaction between lecturers, students and learning resources; (2) Monitoring of the alignment of the process with the learning plan; (3) Stakeholder involvement in the curriculum evaluation and updating process; (4) The creation of an academic atmosphere through scheduled academic activities, carried out very effectively and supported by valid evidence.	LAM Infokom			
48	The Programme Coordinator has policies in place to prepare, guide and support students to ensure academic progress and promote student success in completing the programme.	LAM EMBA			
49	The implementation of the Study Programme Management demonstrates the outcomes of student participation in professional programmes, certification and/or licensing in the field of EMBA studies, with a view to	LAM EMBA			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	enhancing the quality of graduates in line with the Study Programme's graduate profile.				
50	The implementation of the Programme Coordinator demonstrates the results of the evaluation of students' academic performance and competencies, as well as the necessary follow-up measures to promote students' academic performance.	LAM EMBA			
51	The curriculum must fulfil five elements: (a) completeness, including: the PPG identity, an evaluation of the previous curriculum's implementation, VMTS, graduate profiles, graduate learning outcomes (GLOs), fields of study, a list of courses/workshops, and teaching materials (syllabi, learning materials, assignment plans, assessment plans, assessment instruments, and assessment rubrics), (b) coherent, (c) up-to-date, (d) relevant, and (e) the residential teacher training curriculum ( ) is available, accompanied by complete and valid evidence.	LAM PPG			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
52	The implementation of the PPG stages comprising: (a) in-depth study of subject matter, (b) lesson planning and review, (c) peer teaching, (d) comprehensive examination, (e) field experience programme (PPL), and (f) implementation of the boarding school curriculum, accompanied by complete and valid evidence.	LAM PPG			
53	The implementation of Micro/peer teaching in the PPG programme fulfils the four elements of the indicator, with a micro-teaching laboratory that is fully equipped, well-maintained, and easily accessible or available online	LAM PPG			
54	The implementation of educational internship supervision at partner schools meets the 4 elements of the indicator, with a frequency of attendance of $\geq 6$ times accompanied by complete and valid evidence.	LAM PPG			

Semarang, date of completion

Form Verifier,  
Head of LPM

Form Checker,  
Faculty Quality Assurance Unit

Form Filler,  
Head of Programme/Dean

Signature  
(Full Name)

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**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
ESTABLISHMENT OF THE LEARNING PROCESS DESIGN**

Document Code	:	SOP-SPMI-UPGRIS-1.3.1
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Formulation Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**ESTABLISHMENT OF THE LEARNING PROCESS DESIGN**

1. Objective : To ensure the quality of the learning process design at UPGRIS
2. Scope : The learning process design for all study programmes at UPGRIS
3. Standards
  - h. The Head of the Study Programme shall draw up the course allocation, lecture timetable, examination timetable, and list of lecturers and their respective classrooms at least one month before the start of the academic term.
  - i. The Vice-Rector issues a teaching assignment letter for each lecturer responsible for a course before lectures commence.
  - j. Lecturers prepare a learning process plan comprising the Syllabus, Course Contract and Lecture Journal.
4. Definition
  - e. The Learning Process Plan is the planning of the learning process, comprising the Course Syllabus, Course Contract and Course Journal.
  - f. A semester programme plan (RPS) is a learning process plan comprising a syllabus, learning outcomes and a lesson plan (RPP) which includes, at a minimum, learning objectives, teaching materials, teaching methods, learning resources and assessment of learning outcomes.
  - g. A syllabus is a learning plan for a specific subject and/or group of subjects/themes that covers competency standards, core competencies, key content/learning materials, learning activities, competency achievement indicators for assessment, assessment, time allocation and learning resources.
  - h. Learning objectives are the learning outcomes that learners are expected to demonstrate, possess or master after participating in a specific learning activity
  - i. Learning resources are tools that can be utilised for the purposes of the teaching and learning process, either directly or indirectly, in part or in full

## 5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Establishing quality standards for the learning process and instructing the Dean/Director of Postgraduate Studies	Vice-Rector
Dean/Director of Postgraduate Studies	At the start of the semester, the Vice-Dean I was instructed to coordinate with the Head of the Study Programme to disseminate the quality standards for the learning process to all lecturers, and the lecturers were to prepare the Learning Design Document ( ), including the Course Syllabus (RPS), Course Contract and Lecture Journal	Vice-Rector I
Head of Programme	Convening a lecturers' meeting to draft the learning plans and submitting these plans to the Dean for further action	Head of Programme
Dean/Director of Postgraduate Studies	Approving the syllabus for each course within the programme of study each semester	Dean/Director of Postgraduate Studies
Lecturers	Filling in the online learning plan on the website <a href="http://www.sip.upgris.ac.id/SPADA">www.sip.upgris.ac.id/SPADA</a>	

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. The Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

## 7. Work Instructions

No.	Details of Activities	Vice-Rector I	Dean/Director of Postgraduate Studies	Head of Programme	Lecturer
1	Establishing quality standards for the learning process and instructing the Dean/Director of Postgraduate Studies	1			
2	At the start of the semester, instruct the Vice-Dean I/Assistant Director to coordinate with the Head of Programme to disseminate the quality standards for the learning process to all lecturers, and for lecturers to prepare the Learning Design Document ( ) (RPS, Course Contract, Lecture Journal)		2		
3	Hold a lecturers' meeting to draft the learning plans and submit the proposals to the Dean for further action			3	
4	To draw up the syllabus for each module within the degree programme for each semester		4		
5	Filling in the online learning plan on the website <a href="http://www.sip.upgris.ac.id/SPADA">www.sip.upgris.ac.id/SPADA</a>				5

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPLEMENTATION OF LEARNING PROCESS EVALUATION**

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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPLEMENTATION OF THE LEARNING PROCESS**

1. Objectives : To ensure the quality of the learning process at UPGRIS
2. Scope : The learning process across all study programmes at UPGRIS
3. Standards
  - a. Lecturers responsible for courses attend coordination meetings for lecture preparation organised by the First Vice-Rector, the faculty, and the study programme to receive guidance on the lecture process.
  - b. The Head of Programme assigns lecturers to teach courses as determined by the Head of Programme and scheduled for online delivery via the SIA system at <http://simekar.upgris.ac.id>.
  - c. Lecturers in charge of courses are responsible for conducting the teaching process in the form of face-to-face sessions, structured assignments, and independent assignments in accordance with the credit hours of the courses they teach, based on UPGRIS educational guidelines.
  - d. The delivery of face-to-face learning begins with: 1) an introductory activity, 2) the main activity, and 3) a conclusion, in accordance with the lesson plan (RPP) prepared by each lecturer.
  - e. At the start of the lecture, the lecturer and students offered prayers for the students, lecturers, UPGRIS management and UPGRIS staff, asking for grace, blessings and favour as they carry out their duties in developing UPGRIS.
  - f. Lecturers check student attendance offline using the attendance register, complete the teaching log, and online via the SIP or SPADA 2 menu on the website <http://simekar.upgris.ac.id> during each face-to-face session.
  - g. Lecturers conduct lectures in the classroom and/or outside the classroom, including face-to-face activities, structured assignments, and independent assignments in accordance with the Lesson Plan (RPP) prepared by the lecturer in charge of the course.
  - h. Lecturers conduct face-to-face lectures in the classroom and/or outside the classroom, which are attended by students together with the lecturer in accordance with the time allocation based on the course credit hours (SKS) as stipulated and in accordance with UPGRIS educational guidelines.

- i. The course lecturer reflects on the delivery of each topic to assess learning outcomes in the teaching process, in accordance with the course syllabus (RPS) prepared by the lecturer.
- j. Lecturers draw conclusions regarding the learning outcomes achieved in each lesson plan, in accordance with the course syllabus prepared by the lecturer in charge.
- k. The Academic Affairs Office shall prepare the lecturer's attendance register, teaching log and student attendance register at least one week before the start of lectures.
- l. The Head of Administration ensures that the lecture rooms and other facilities are ready for use at least one day before lectures begin.

#### 4. Definition

- a. The teaching and learning process is the process of instruction carried out in the classroom or outside the classroom, comprising face-to-face activities, structured assignments, and independent tasks in accordance with the lesson plan prepared by the lecturer in charge of the course.
- b. Face-to-face teaching is the process of teaching within and/or outside the classroom, conducted by students together with lecturers in accordance with the time allocation based on the course credit hours (SKS) and in line with UPGRIS educational guidelines.
- c. Structured assignments are tasks and/or assignments set by the course lecturer, designed systematically in accordance with the structure of the teaching materials for a single semester, and aligned with the learning outcomes as set out in the syllabus and lesson plans prepared by the course lecturer.
- d. Independent assignments are tasks and/or assignments set by lecturers that must be completed independently by each student; these may take the form of case studies, projects, problem-solving exercises, problem postings, etc.
- e. The lecturer reflects on the delivery of the course and draws conclusions regarding learning outcomes achieved during the course, in accordance with the course syllabus prepared by the lecturer.
- f. Reflection is an activity carried out during the teaching and learning process in the form of written or oral (generally written) feedback from students to the lecturer, containing expressions of impressions, messages, hopes and constructive criticism regarding the learning they have received.
- g. A conclusion is an idea reached at the end of a discussion.

## 5. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
WR I, Dean, Director of Postgraduate Studies, Head of Programme	Lecturers responsible for courses attended a coordination meeting on lecture preparations organised by the Vice-Rector I, the faculties and the study programmes to receive guidance on the lecture process.	Vice-Rector I, Dean, Director of Postgraduate Studies, Head of Study Programme
Head of Study Programme	Assigns lecturers in accordance with the courses that have been determined and scheduled for online teaching via the website <a href="http://www.sia.upgris.ac.id/SPADA">www.sia.upgris.ac.id/SPADA</a> .	Head of Study Programme
Lecturers	Lecturers responsible for a course are tasked with conducting teaching activities in the form of face-to-face sessions, structured assignments, and independent assignments in accordance with the course credits (SKS) of the course they teach, based on UPGRIS educational guidelines.	Lecturer
Lecturer	The delivery of face-to-face teaching sessions begins with: 1) an introduction, 2) the main activity, 3) a conclusion, in accordance with the lesson plan (RPP) drawn up by the respective lecturers.	Lecturer in charge
Lecturer	The lecturer in charge checks student attendance both offline and online in accordance with the student attendance register, and completes the teaching log online via the website <a href="http://www.sip.upgris.ac.id">www.sip.upgris.ac.id</a> after each face-to-face session.	Lecturer

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

## 7. Work Instructions

No.	Details of Activities	Vice-Rector I	Dean/Director of Postgraduate Studies	Head of Programme	Lecturer
A	Coordination meeting for lecture preparation				
1	Vice-Rector I instructed lecturers to attend the university-level coordination meeting for lecture preparation	1			
2	Deans/Directors of Postgraduate Studies instruct lecturers to attend the faculty-level coordination meeting for lecture preparation		2		
3	The Head of the Study Programme instructs lecturers to attend the programme-level coordination meeting for lecture preparation			3	
4	Lecturers responsible for courses attend the coordination meeting for lecture preparation organised by the Vice-Rector I, the faculty, and the programme to receive guidance on the lecture process.				4
B	The delivery of lectures				
1	The Head of the Study Programme has assigned lecturers to teach the courses that have been designated and scheduled for online delivery via the website <a href="http://www.sia.upgris.ac.id/SPADA">www.sia.upgris.ac.id/SPADA</a> .			1	
2	Lecturers in charge of courses are responsible for conducting teaching activities in the form of face-to-face sessions, structured assignments, and independent assignments in accordance with the credit hours of the courses they teach, based on UPGRIS educational guidelines.				2

No.	Details of Activities	Vice-Rector I	Dean/Director of Postgraduate Studies	Head of Programme	Lecturer
3	At the start of the course, the course lecturer and students offer prayers for the students, lecturers, UPGRIS management, and UPGRIS staff, asking for grace, blessings and favour in carrying out their duties to develop UPGRIS.				<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">3</div> <div style="text-align: center; margin-top: 5px;">↓</div>
4	The delivery of face-to-face teaching and learning begins with: 1) an introductory activity, 2) the main activity, 3) a concluding activity in accordance with the lesson plan (RPP) drawn up by the respective lecturers.				<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">4</div> <div style="text-align: center; margin-top: 5px;">↓</div>
5	The lecturer and students reflect on the delivery of each topic to assess learning outcomes in the lecture process, in accordance with the course syllabus (RPS) prepared by the lecturer.				<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">5</div> <div style="text-align: center; margin-top: 5px;">↓</div>
6	The lecturer draws conclusions regarding each lesson plan based on the learning outcomes achieved during the teaching process, in accordance with the course syllabus prepared by the lecturer.				<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">6</div> <div style="text-align: center; margin-top: 5px;">↓</div>
7	The lecturer in charge checks student attendance offline using the attendance register, completes the teaching log, and does so online via the website <a href="http://www.sip.upgris.ac.id/SPADA">www.sip.upgris.ac.id/SPADA</a> every time a face-to-face session takes place.				<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; text-align: center; line-height: 30px;">7</div>

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
EVALUATION OF THE LEARNING PROCESS**

Document Code	:	SOP-SPMI-UPGRIS-1.3.3
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## SOP

### EVALUATION OF THE LEARNING PROCESS

1. Objective : To ensure that the learning process (preparation, planning, the learning process, mid-term and end-of-term examinations) comply with established standards
2. Scope : Preparation, planning, the learning process, and the evaluation of learning across all study programmes at UPGRIS
3. Standard
  - d. The Vice Dean /Academic Director/Head of Programme conducts an evaluation of the learning process at the end of each semester.
  - e. The Deputy Head of Faculty /Assistant Director/Head of Programme conducts student learning evaluations at least twice during the mid-semester and end-of-semester examinations.
  - f. The Deputy Head of Faculty I, the Director of Academic Affairs, and the Head of the Study Programme conduct a performance appraisal of lecturers at the end of each semester.
4. Definition:
  - i. Monitoring is the activity of observing the learning process throughout a semester without disrupting the continuity of the programme
  - j. An evaluation meeting is a forum organised by the Dean to identify issues arising in the learning process over the course of a semester, serving as a basis for improvements in the following semester
  - k. Student course evaluation is an assessment carried out by students of their respective course lecturers via the Course Evaluation Questionnaire (AEP) to gather feedback aimed at improving the quality of teaching for each lecturer
  - l. The termly learning assessment is an evaluation activity carried out by the Faculty's Quality Assurance Unit to monitor the actual state of the learning process
5. Procedures
  - a. General
    - 1) The evaluation is carried out through monthly monitoring, mid-semester and end-of-semester evaluation meetings (prior to the conduct of examinations)
    - 2) Monitoring can be carried out in person (to check teaching duration standards) and via documentation (to check the frequency of face-to-face sessions each month)

3) Student evaluation of lecturers is carried out using the Standardised Course Evaluation Questionnaire (AEP) developed by the Vice-Rector I

b. Procedures are based on the Work Instructions of each unit

Unit Section	Instruction	Person in Charge
Head of Programme	Conducting direct monitoring of each lecturer's teaching hours and reviewing documents to verify the frequency of face-to-face teaching	Dean/Director of Postgraduate Studies
Dean/Director of Postgraduate Studies	Conducting evaluations of the academic process, both prior to the Mid-Term Examination (MTE) and prior to the End-of-Semester Examination (ESO), to identify issues arising during the mid-term and throughout the semester	Dean/Director of Postgraduate Studies
Students	Conducting course evaluations of lecturers over the course of a semester using the Course Evaluation Questionnaire (AEP)	Head of Programme
UPM F/UPMPS	Conduct an evaluation of teaching materials (teaching components), including Lesson Plans, Teaching Materials, Teaching Journals, and Student Attendance Lists, and analyse them	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

## 7. Work Instructions

No.	Activity Details	Head of Programme	Dean/Director of Postgraduate Studies	Students	UPMF	LPM
1	The Head of Programme monitors the teaching processes and documentation of each lecturer	1	↓			
2	The Dean/Director of Postgraduate Studies evaluates academic processes, both prior to the Mid-Term Examination (MTE) and prior to the End-of-Semester Examination (ESO), to identify issues that have arisen during the semester		2	↓		
3	Students evaluate their lecturers' teaching performance over the course of a semester using the online Lecturer Service Questionnaire via the website <a href="http://www.sip.upgris.ac.id">www.sip.upgris.ac.id</a>			3		↓
4	The LPM evaluates the lecturer service questionnaires completed by students online via the website <a href="http://www.sip.upgris.ac.id">www.sip.upgris.ac.id</a>				↓	4
5	UPMF/UPMPS evaluates teaching documents (teaching components) including syllabuses, lesson plans, teaching materials, teaching journals, and student attendance records, and analyses them				5	

**STANDARD OPERATING PROCEDURE DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
CONTROL OF LEARNING PROCESS STANDARDS**

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**CONTROL OF LEARNING PROCESS STANDARDS**

9. Objective : To ensure the control of learning process standards in accordance with the learning outcomes contained in each course of the study programme curriculum

10. Scope : control of standard learning processes in accordance with the learning outcomes outcomes contained in each course of the study programme’s curriculum

11. Standards

The Dean/Director of Postgraduate Studies/Head of Study Programme monitors the learning process every semester

12. Definition

d. Monitoring of the learning process is an activity carried out systematically to monitor the learning process implemented in each course of the study programme curriculum in accordance with the specified learning outcomes

e. The learning process is the activity of delivering learning materials in face-to-face lectures, with the content of the materials reflecting the programme profile and referring to the established graduation competency standards

f. Learning outcomes are the competency targets that students must achieve in accordance with the specified course

13. Procedure

Department	Instructions	Person in Charge
Dean/Director of Postgraduate Studies	The Dean instructs the Vice-Dean I/Assistant Director to oversee the learning process	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director	The First Vice Dean/Assistant Director instructs the Head of Programme to oversee the learning process	Vice-Dean I/Assistant Director
Programme Coordinator	The Programme Coordinator oversees the learning process through group discussion forums organised into team-teaching groups based on subject clusters in accordance with the programme curriculum, with an auditor from SUPMPS	Head of Programme
Team teaching	The teaching team conducts discussions to monitor learning outcomes in line with the learning process within the course cluster.	Head of Programme

Department	Instructions	Person in Charge
Head of Programme	The Head of Programme holds a formal meeting to discuss the results of the monitoring of the learning process by the team teaching with SUPMPs auditors. The results of the monitoring of the learning process in relation to learning outcomes are submitted to the Dean for follow-up	Head of Programme
Dean/Director of Postgraduate Studies	The Dean analyses the findings regarding the level of achievement of the learning process based on the established learning outcomes and the issues that have arisen, to inform follow-up policy decisions	Dean/Director of Postgraduate Studies

#### 14. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. The Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

#### 15. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme/SUPMPS	Teaching Team
1	The Dean/Director of Postgraduate Studies instructs the First Vice Dean/Assistant Director to oversee the learning process	1			
2	The First Vice Dean /Assistant Director instructs the Head of Programme to oversee the learning process		2		
3	The Programme Coordinator oversees the learning process through group discussion forums organised into team-teaching groups based on			3	

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme/SUPMPS	Teaching Team
	subject clusters in accordance with the programme's curriculum, with SUPMPS auditors present				
4	The teaching team conducts discussions to monitor learning outcomes in line with the learning process within the course cluster.				↓ 4
5	The Head of Programme holds a formal meeting to discuss the results of the monitoring of the learning process by the team teaching with the SUPMPS auditor. The results of the monitoring of the learning process in relation to learning outcomes are submitted to the Dean for follow-up			5	
6	The Dean/Director of Postgraduate Studies analyses the findings regarding the level of achievement of the learning process based on the established learning outcomes and the issues that have arisen, to inform follow-up policy on improving the standards of learning content	6			

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPROVEMENT OF LEARNING PROCESS STANDARDS**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, BSc, MEd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Dr Endah Rita Sulistya Dewi, BSc, MSc	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, B.Ed., M.Eng., M.Ed.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## IMPROVEMENT OF LEARNING PROCESS STANDARDS

1. Objective : To achieve an improvement in the standards of the learning process in line with the learning outcomes contained in each course of the study programme curriculum
2. Scope : Improvement of learning process standards in line with the outcomes contained in each course of the study programme curriculum
3. Standard : The Dean/Director of Postgraduate Studies/Head of Study Programme monitors the learning process every semester
4. Definition
  - d. Improvement of learning process standards is a systematic activity undertaken to enhance the learning processes contained within each course in the study programme curriculum in accordance with the specified learning outcomes
  - e. The learning process involves the delivery of learning materials during face-to-face lectures, with the curriculum content reflecting the programme profile and aligning with the established graduation competency standards
  - f. Learning outcomes are the competency targets that students must achieve in accordance with the specified courses
5. Procedures

Work Unit	Work Instructions	Person in Charge
Dean/Director of Postgraduate Studies	The Dean instructs the Vice-Dean I/Assistant Director to improve the learning process	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director	The First Vice Dean/Assistant Director instructs the Head of Programme to improve the learning process	Dean/Director of Postgraduate Studies
Programme Coordinator	The Head of Programme is implementing improvements to the learning process through group discussion forums in the form of team-teaching groups organised by subject clusters in accordance with the programme's curriculum, with auditors from SUPMPS	Head of Programme
Team Teaching	Team teaching conducts discussions to improve learning outcomes in line with the learning process within subject clusters.	Head of Programme
Head of Programme	Holds a formal meeting to discuss the results of improvements to the learning process by the team	Head of Programme





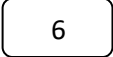
Work Unit	Work Instructions	Person in Charge
	teaching with SUPMPs auditors. The results of improvements to the learning process in line with learning outcomes are proposed to the Dean for follow-up	
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies establishes policies to address issues arising from monitoring results and to improve the standards of the learning process	Dean/Director of Postgraduate Studies

## 8. References

- i. Law No. 20 of 2003 on the National Education System;
- j. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- k. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- l. Statutes of UPGRIS;
- m. Academic Standards of UPGRIS; and
- n. UPGRIS Academic Quality Manual.

## 9. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme	Teaching Team
1	The Dean instructs the First Vice Dean/Assistant Director to improve the learning process	1			
2	The First Vice Dean/Assistant Director instructs the Head of Programme to improve the learning process		2		
3	The Head of the Study Programme is implementing improvements to the learning process through group discussion forums in the form of team-teaching groups organised by subject clusters in accordance with the study programme's curriculum, with auditors from SUPMPs			3	









No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme	Teaching Team
4	Team teaching conducts discussions to improve learning outcomes in line with the learning process within subject clusters.				
5	Hold a formal meeting to discuss the results of the improvement in the learning process by the team teaching with the SUPMPS auditor. The results of the improvement in the learning process in line with learning outcomes are proposed to the dean for follow-up				
6	The Dean/Director of Postgraduate Studies establishes policies to address issues arising from monitoring results and to improve the standards of the learning process				

**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
LEARNING ASSESSMENT STANDARDS**

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	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., ,M.Or.		31/03/2023	
Review	Dr Muniroh Munawar,S.Pi., M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

## **A. VISION AND MISSION**

### **VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To become a leading university with a distinct identity.

### **MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and outstanding leaders with a national character for the betterment of life and society.

## **B. SCOPE**

Learning assessment standards are the minimum criteria for assessing the learning process and outcomes of students in order to fulfil graduate learning outcomes. The assessment of the learning process and outcomes of students covers assessment principles, assessment techniques and instruments, assessment mechanisms and procedures, the implementation of assessment, assessment reporting and student graduation

## **C. RATIONALE FOR ESTABLISHING STANDARDS**

A lecturer is a professional educator, as defined in Government Regulation No. 37 of 2009 concerning teachers and lecturers. The competence of educators can be seen from the output and outcomes of graduates produced. Graduate output can be seen from the assessment of learning outcomes, which forms part of educational assessment. The success of UPGRIS graduates in achieving the desired graduate competencies is not only seen from graduate output, but is also determined by graduate outcomes. In assessing graduate outcomes, it is necessary to conduct graduate tracer studies and collaborate with stakeholders. In this way, assessments of graduate outcomes—such as comprehensiveness, the profile of the waiting period for first employment, and the alignment of the field of work with the field of study—can be used to improve the learning outcomes assessment process and to build networks.

#### **D. PURPOSE OF ESTABLISHING STANDARDS**

1. To serve as a guideline for the leadership of UPGRIS in establishing policies relating to the field of education
2. To serve as a guideline for the Academic Quality Assurance Agency (LPM) in evaluating and monitoring educational outcomes
3. To serve as a guideline for faculties and study programmes in setting educational achievement targets in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving educational outcomes

#### **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the educational standards
2. The First Vice-Rector is responsible for reviewing the draft educational standards
3. The Academic Senate is responsible for providing feedback on the draft educational standards
4. The Rector is responsible for approving the draft educational outcome standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing educational outcome standards
6. The LPM is responsible for monitoring educational outcome standards
7. Lecturers and students are responsible for the implementation and achievement of educational outcome standards

#### **F. GLOSSARY**

1. Implementing standards means operationalising provisions based on measures, specifications, and benchmarks as stated in the graduate competency standards, which must be adhered to, carried out, and fulfilled.
2. Learning assessment is a systematic process of evaluating students' learning outcomes using specific measures.

**G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT**

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
1.4.1.1	Universities, faculties and study programmes must ensure that learning assessment by lecturers/teams of lecturers is conducted in an integrated manner in accordance with the principles of educational value, authenticity, objectivity, accountability and transparency.	SN-Dikti P 22, APS 44.a	The implementation of learning assessment in accordance with the principles of educational, authentic, objective, accountable, and transparent assessment, carried out in an integrated manner.	IKU	Monev	U/F/P
1.4.2.1	Universities, faculties and degree programmes must ensure that assessment by lecturers or teams of lecturers—comprising observation, participation, performance, written tests, oral tests and questionnaires—is conducted transparently and must be evaluated regularly in accordance with and	SN-Dikti P 23 APS 44.b	The implementation of assessment using assessment techniques comprising observation, participation, performance, written tests, oral tests, and questionnaires must be conducted transparently and evaluated routinely in accordance with established procedures.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
	established procedures.					
1.4.3.1	Universities, faculties and degree programmes must ensure that learning assessment is carried out by lecturers or teams of lecturers in accordance with the learning assessment mechanism (academic guidelines), which includes the following activities: developing, presenting and agreeing upon the stages, techniques, instruments, criteria, indicators and weightings of the assessment in accordance with the learning plan ; conducting the assessment process in accordance with the stages, techniques, instruments, criteria, indicators, and weightings of assessment that incorporate the principles of assessment;	SN-Dikti P 24.1, APS 44.c	The implementation of learning assessment in accordance with the learning assessment mechanism (Academic Guidelines) which includes the following activities: devising, communicating, agreeing on the stages, techniques, instruments, criteria, indicators, and weightings of assessment in accordance with the learning plan; carrying out the assessment process in accordance with the stages, techniques, instruments, criteria, indicators, and weightings of assessment that incorporate assessment principles; providing feedback and opportunities for students to question the assessment results; and documenting the assessment of students' learning processes and outcomes in an accountable and transparent manner.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
	providing feedback and opportunities for students to question the assessment results; and documenting the assessment of students' learning processes and outcomes in an accountable and transparent manner.					
1.4.4.1	Universities, faculties and degree programmes must ensure that lecturers or teams of lecturers carry out the assessment of learning outcomes ( ) in accordance with the learning assessment procedures, which include the planning stage, the assignment of tasks or questions, performance observation, the feedback of observation results, and the awarding of final marks, which may be carried out through staged	SN-Dikti P 24, APS 44.b	The implementation of learning assessment in accordance with the learning assessment procedures set out at covers the stages of planning, setting tasks or questions, observing performance, providing feedback on observations, and awarding final marks, which may be carried out through formative assessment and/or re-assessment.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
	assessment or re-assessment.					
1.4.5.1	Universities, faculties and study programmes must ensure that learning assessment is in accordance with the Semester Learning Plan (RPS).	SN-Dikti P 25 LAMDIK 49	The implementation of learning assessment in accordance with the Semester Learning Plan (RPS).	IKU	Monev	U/F/P
1.4.6.1	Universities, faculties and degree programmes must ensure that learning assessment results awarded by lecturers or teams of lecturers are marked with the letter A, corresponding to a score of 4, which falls within the 'very' category. ; the letter AB corresponds to a score of 3.5 in the "more than good" category; the letter B corresponds to a score of 3 in the "good" category; the letter BC corresponds to a score of 2.5 in the "more than satisfactory" category; the letter C	SN-Dikti P 26, APS 44.b	The implementation of the provision of learning assessment results expressed in the letter range: A is equivalent to the number 4 and falls into the 'very good' category; AB is equivalent to a score of 3.5, classified as 'more than good'; the letter B is equivalent to a score of 3, classified as 'good'; letter BC is equivalent to a score of 2.5, categorised as 'more than adequate'; letter C is equivalent to a score of 2, categorised as 'adequate'; letter CD is equivalent to a score of 1, categorised as 'less than adequate'; or letter D is equivalent to a score of 1, categorised as 'poor'; or letter E is	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
	corresponds to a score of 2, falling into the 'sufficient' category; the letter CD corresponds to a score of 1, falling into the 'below sufficient' category; or the letter D corresponds to a score of 1, falling into the 'below sufficient' category; or the letter E corresponds to a score of 0, falling into the 'very poor' category.		equivalent to a score of 0, categorised as 'very poor'.			
1.4.7.1	Faculties and study programmes are required to conduct learning assessments at least twice per semester, namely mid-term and end-of-semester examinations, using a variety of assessment techniques and supported by comprehensive assessment tools available at , including syllabuses, test papers, assessment rubrics and answer keys.	LAMDIK 52	The implementation of learning assessments at least twice per semester, namely the Mid-Term Exam (UTS) and the Final Exam (UAS), using a variety of assessment techniques and supported by a complete set of materials including syllabi, test instruments, assessment rubrics and answer keys , achieving a minimum of 75% of the Total Teaching and Learning Activities (DTPS).	IKT	Monev	F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
1.4.8.1	Faculties and study programmes are required to conduct student satisfaction surveys regarding lecturers' teaching performance.	LAMDIK 59	The implementation of a comprehensive student satisfaction survey regarding lecturers' teaching services, including: the use of valid and user-friendly instruments; the survey being conducted every semester and fully documented; the results being analysed using appropriate scientific methods to inform decision-making; a review of the survey process and results; follow-up actions based on the results; and the publication of the results to ensure they are easily accessible to stakeholders.	ICT	AMI	F/P
1.4.9.1	Universities, faculties and study programmes are required to conduct student satisfaction surveys regarding academic administration services.	LAMDIK 60	The implementation of a comprehensive student satisfaction survey regarding academic administrative services, including: the use of valid and user-friendly instruments; conducting the survey every semester and ensuring complete data collection; analysing the results using appropriate scientific methods to inform	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
			decision-making; ; reviewing the survey process and results; taking follow-up action on the results; and publishing the results to ensure they are easily accessible to stakeholders.			
1.4.10.1	Universities, faculties and study programmes are required to conduct student satisfaction surveys regarding learning facilities and infrastructure.	LAMDIK 61	The implementation of a student satisfaction survey regarding comprehensive learning facilities and infrastructure, including: the use of valid and user-friendly instruments; the survey being conducted every semester and fully documented; the results being analysed using appropriate scientific methods to inform decision-making; a review of the survey process and results; follow-up actions based on the results; and the publication of the results to ensure they are easily accessible to stakeholders.	ICT	AMI	U/F/P
1.4.11.1	Faculties and degree programmes must ensure that the Programme Management Unit has policies, processes	LAM EMBA C3b2	The implementation of the Study Programme Management involves policies, processes and efforts to meet performance standards	IKT	Monev	F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
	<p>and measures in place to consistently meet performance standards in line with the programme's learning objectives a) Students are able to utilise the programme's teaching methods and pedagogy;</p> <p>b) Students are made aware at an early stage of issues regarding retention and academic progress, up to the consequences of expulsion, if necessary;</p> <p>c) Students are involved in all learning activities both on and off campus (government agencies/state-owned enterprises, the business world, business and professional associations) as part of efforts to enhance hard and soft skills in the field of EMBA studies;</p> <p>d) Students participate in Student</p>		<p>that are consistent with the Study Programme's learning objectives a) Students are able to utilise the Study Programme's teaching methods and pedagogy;</p> <p>b) Students are made aware at an early stage of retention and academic progression issues, up to the point of expulsion, if necessary;</p> <p>c) Students are involved in all learning activities both on and off campus (government agencies/state-owned enterprises, the business world, business and professional associations) as part of efforts to enhance hard and soft skills in the field of EMBA;</p> <p>d) Students participate in Student Activity Units (UKM) that align with the vision, mission, objectives and strategies.</p>			

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
	Activity Units (UKM) that align with the vision, mission, objectives and strategy.					
1.4.12.1	Universities, faculties and degree programmes are required to carry out assessments of the learning process and outcomes at least twice per semester, in accordance with the indicator of $\geq 75\%$ DTSP.	LAMDIK S2 38	The implementation of learning process and outcome assessments at least twice per semester, in accordance with the indicator $\geq 75\%$ DTSP.	IKT	Monev	U/F/P
1.4.13.1	Universities, faculties and study programmes must have valid evidence regarding the level of satisfaction and feedback from internal stakeholders regarding the establishment of a healthy and conducive academic atmosphere, surveyed using valid, reliable and user-friendly instruments and conducted annually, with the results	APT 41b	There is valid evidence regarding the level of satisfaction and feedback from internal stakeholders regarding the fostering of a healthy and conducive academic environment, surveyed using valid, reliable and user-friendly instruments on an annual basis, with the results (feedback) being acted upon in accordance with the strategic plan for the development of the academic environment.	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDICA TOR CODE
	(feedback) followed up in accordance with the strategic plan for the development of the academic atmosphere.					
1.4.14.1	DTPS PPG must carry out an assessment comprising of (a) knowledge assessment, (b) process assessment, (c) performance assessment, and (d) assessment of education in the dormitory.	LAM PPG 47	The assessment, comprising (a) knowledge assessment, (b) process assessment, (c) performance assessment, and (d) assessment of boarding school education, is carried out and supported by complete and valid evidence.	IKT	Monev	P

## H. STRATEGY FOR ACHIEVING STANDARDS

1. UPGRIS organises training for lecturers on assessment methods and mechanisms, assessment procedures and assessment instruments (e.g. Pekerti and AA training).
2. UPGRIS organises training for lecturers on academic guidance and counselling
3. UPGRIS holds lecturers' meetings to discuss the distribution of students' final grades, the determination of students' learning outcomes and the determination of students' graduation.
4. UPGRIS integrates assessment results into the Academic Information System.
5. Students can access their academic results for each semester via, using the Academic Information System.

## **I. RELATED DOCUMENTS**

1. Education Guidelines.
2. Curriculum Development Guidelines.
3. Study Programme Curriculum.

## **J. REFERENCES**

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARD LEARNING ASSESSMENT FORM**

Document Code	: F-SPMI-UPGRIS-1.4
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	
Name of Study Programme :				

Faculty Name	:
Date of Submission	:
Officer Filling in	:

No	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The implementation of learning assessment in accordance with the principles of educational value, authenticity, objectivity, accountability and transparency, carried out in an integrated manner.	SN-Dikti, APS			
2	The implementation of assessment using assessment techniques comprising observation, participation, performance, written tests, oral tests, and questionnaires in a transparent manner, which must be evaluated routinely in accordance with established procedures.	SN-Dikti APS			
3	The implementation of learning assessment in accordance with the learning assessment mechanism (Academic Guidelines), which includes the following activities: developing, communicating, and agreeing upon the stages, techniques, instruments, criteria, indicators, and weightings of assessment in accordance with the learning plan; carrying out the assessment process in accordance with the stages, techniques, instruments, criteria, indicators, and weightings of assessment that	SN-Dikti APS			

No	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	incorporate assessment principles; providing feedback and opportunities for students to question the assessment results; and documenting the assessment of students' learning processes and outcomes in an accountable and transparent manner.				
4	The implementation of learning assessment in accordance with the learning assessment procedures, which include the planning stage, the assignment of tasks or questions, performance observation, the feedback of observation results, and the awarding of final marks, which may be carried out through progressive assessment and/or re-assessment.	SN-Dikti APS			
5	The implementation of learning assessment in accordance with the Semester Learning Plan (RPS).	SN-Dikti			
6	The awarding of learning assessment results, expressed as follows: grade A is equivalent to a mark of 4 and falls into the 'very good' category; grade AB is equivalent to a mark of 3.5 and falls into the 'more than good' category; grade B is equivalent to a mark of 3 and falls into the 'good' category; letter BC is equivalent to a score of 2.5, categorised as 'more	SN-Dikti APS			

No	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	than adequate'; letter C is equivalent to a score of 2, categorised as 'adequate'; letter CD is equivalent to a score of 1, categorised as 'below adequate'; or letter D is equivalent to a score of 1, categorised as 'poor'; or letter E is equivalent to a score of 0, categorised as 'very poor'.				
7	The implementation of learning assessments at least twice per semester, namely the mid-term and final examinations, using a variety of assessment techniques and supported by comprehensive materials including syllabuses, test papers, assessment rubrics and answer keys, covering at least 75% of the DTSP.	LAMDIK			
8	The implementation of a comprehensive student satisfaction survey regarding lecturers' teaching services, including: the use of valid and user-friendly instruments; conducted every semester and fully recorded; analysed using appropriate scientific methods for decision-making; a review of the survey process and results; follow-up on the results; and publication of the results to ensure they are easily accessible to stakeholders.	LAMDIK			

No	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
9	The implementation of a comprehensive student satisfaction survey regarding academic administrative services, including: the use of valid and user-friendly instruments; the survey being conducted every semester and fully documented; the results being analysed using appropriate scientific methods to inform decision-making; a review of the survey process and results; follow-up actions based on the results; and the publication of the results to ensure they are easily accessible to stakeholders.	LAMDIK			
10	The implementation of a student satisfaction survey regarding comprehensive learning facilities and infrastructure, including: the use of valid and user-friendly instruments; the survey being conducted every semester and fully documented; the results being analysed using appropriate scientific methods to inform decision-making; the survey process and results being reviewed; the findings being acted upon; and the results being published to ensure they are easily accessible to stakeholders.	LAMDIK			

Semarang, date of completion

Form Verifier,  
Head of LPM

Form Checker,  
Faculty Quality Assurance  
Unit

Form Filler,  
Head of Programme/Dean

Signature  
(Full Name)

Signature  
(Full Name)

Signature  
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF LEARNING ASSESSMENT**

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**ESTABLISHMENT OF LEARNING ASSESSMENT**

1. Objective : To ensure the quality of learning assessment at UPGRIS
2. Scope : Learning assessment for all study programmes at UPGRIS
3. Standards
  - a. The study programme implements assessment principles
  - b. The study programme implements assessment techniques and instruments
  - c. The study programme implements assessment mechanisms and procedures
  - d. The study programme implements the assessment process
  - e. The study programme organises the reporting of assessment results in the form of student achievement qualifications
  - f. The study programme organises student graduation
4. Definition
  - j. Learning assessment is an assessment process carried out during each learning process, which may include daily assessments, assignment assessments, mid-term assessments and end-of-term assessments.
  - k. The assessment of learning for each course is a combination of daily assessments, assignment assessments, mid-term assessments and end-of-semester assessments as set out in the academic guidelines
5. Procedure

Department	Work Instructions	Person in Charge
Vice-Rector I	Establishing quality standards for learning assessment and instructing the Dean/Director of Postgraduate Studies to disseminate them	Vice-Rector
Dean/Director of Postgraduate Studies	At the start of the semester, instructs the Vice-Dean I to coordinate with the Head of Programme to disseminate the quality standards for learning assessment to all lecturers	Vice-Rector I
Vice-Dean I	Instructs the Head of Programme to disseminate the quality standards for learning assessment to lecturers	Dean/Director of Postgraduate Studies
Head of Programme	Convening a staff meeting to disseminate the quality standards for learning assessment	Head of Programme
Lecturers	Implementing quality standards for learning assessment in the courses they teach each semester	Head of Programme

6. Reference

- a. Law No. 20 of 2003 on the National Education System
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education
- d. Statutes of UPGRIS
- e. UPGRIS Education Standards
- f. UPGRIS Education Quality Manual

7. Work Instructions

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme
1	Vice-Rector I establishes quality standards for the assessment of learning and instructs the Dean/Director of Postgraduate Studies to disseminate them	1			
2	At the start of the semester, the Dean instructs the Vice-Dean I/Assistant Director to coordinate with the Head of Programme to disseminate the quality standards for learning assessment to all lecturers		2		
3	The First Vice Dean/Assistant Director instructed the heads of study programmes to disseminate the quality standards for learning assessment to lecturers			3	
4	The Head of Programme convenes a staff meeting to disseminate the quality standards for learning assessment				4
5	The Dean/Director of Postgraduate Studies applies the quality standards for learning assessment to the courses they teach each semester		5		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPLEMENTATION OF LEARNING ASSESSMENT**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPLEMENTATION OF LEARNING ASSESSMENT**

1. Objective : To ensure the quality of learning assessment at UPGRIS
2. Scope : Learning assessment across all study programmes at UPGRIS
3. Standards
  - a. The study programme implements assessment principles
  - b. The study programme implements assessment techniques and instruments
  - c. The study programme implements assessment mechanisms and procedures
  - d. The study programme implements the assessment process
  - e. The study programme organises the reporting of assessment results in the form of student achievement qualifications
  - f. The study programme organises student graduation
4. Definition
  - a. Learning assessment is an assessment process carried out during each learning process, which may include daily assessments, assignment assessments, mid-term assessments and end-of-term assessments.
  - b. The assessment of learning for each course is a combination of daily assessments, assignment assessments, mid-term assessments and end-of-semester assessments as set out in the academic guidelines
5. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the Dean/Director of Postgraduate Studies to carry out assessment in accordance with the established quality standards for learning assessment	Vice-Rector
Dean/Director of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director to carry out the assessment in accordance with the established quality standards for learning assessment	Vice-Rector I
Vice-Dean I	Instructs the Head of Programme to carry out assessments in accordance with the quality standards for the assessment of learning for lecturers	Dean/Director of Postgraduate Studies
Head of Programme	Convening a meeting of lecturers to discuss the technical aspects of implementing learning assessment in	Head of Programme

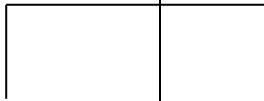
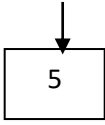
Work Unit	Work Instructions	Person in Charge
	accordance with the established quality standards for learning assessment	
Lecturers	Conducting assessment for each course taught in accordance with the established learning assessment quality standards	Head of Programme

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards;
- f. UPGRIS Education Quality Manual;

## 7. Work Instructions

No.	Details of Activities	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme
1	The First Vice-Rector instructs the Dean/Director of Postgraduate Studies to carry out assessments in accordance with the established quality standards for learning assessment	1			
2	The Dean/Director of Postgraduate Studies instructs the Vice-Dean I/Assistant Director to carry out assessments in accordance with the established quality standards for learning assessment		2		
3	The First Vice Dean/Assistant Director instructs the Head of Programme to carry out the assessment of lecturers in			3	

No.	Details of Activities	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme
	accordance with the quality standards for learning assessment				
4	The Head of Programme convenes a staff meeting to discuss the technical aspects of implementing the assessment of learning outcomes ( ) in accordance with the established quality standards for learning assessment				<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">4</div>
5	Lecturers carry out assessment for each course they teach in accordance with the established learning assessment quality standards				

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENT  
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SOP  
EVALUATION OF LEARNING ASSESSMENT**

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	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**EVALUATION OF LEARNING ASSESSMENT**

1. Objective : To ensure that the evaluation of learning assessments complies with established standards
2. Scope : Evaluation of learning across all study programmes at UPGRIS
3. Standard
  - a. The Vice Dean I/Assistant Director/Head of Programme conducts an evaluation of student assessment at the end of each semester.
  - b. The Vice Dean I/Assistant Director/Head of Programme conducts student learning assessment evaluations at least twice during the mid-semester and end-of-semester examinations.
  - c. The Deputy Head of Faculty I/Assistant Director/Head of Programme conducts an evaluation of lecturers' performance at the end of each semester.
4. Definition:
  - a. Learning assessment evaluation is an activity to monitor the learning process throughout a semester without disrupting the continuity of the programme
  - b. An evaluation meeting is a forum organised by the Dean to identify issues arising in the learning process over the course of a semester, serving as a basis for improvements in the following semester
  - c. Student course evaluation is an assessment carried out by students of their respective course lecturers via an online Lecturer Performance Service Questionnaire to gather feedback for the improvement of each lecturer's teaching quality
  - d. Semester-based learning assessment is an evaluation activity carried out by the Faculty Quality Assurance Unit to capture the actual state of the learning process
5. Procedures
  - a. General
    - 1) Learning assessment is carried out through monthly monitoring, mid-semester and end-of-semester evaluation meetings (prior to examinations)
    - 2) Learning assessment evaluations can be conducted in person (to monitor teaching duration standards) and via documentation (to monitor the frequency of face-to-face sessions each month)

- 3) Student evaluation of teaching performance is carried out using the online 'Lecturer Performance Service Questionnaire' instrument, which has been standardised by the Vice-Rector I/Deputy Director
- 4) The evaluation of learning assessment is carried out simultaneously by the UPMF/UPMPS of each faculty and the LPM.

## 6. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the Dean/Director of Postgraduate Studies to carry out an evaluation of the implementation of learning assessments conducted by lecturers in each course they teach	Vice-Rector
Dean/Director of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director to carry out an evaluation of the implementation of learning assessment conducted by lecturers in each course they teach	Vice-Rector I
Vice-Dean I/Assistant Director	Instructs the Head of Programme to carry out an evaluation of the implementation of learning assessment conducted by lecturers in each course they teach	Dean/Director of Postgraduate Studies
Head of Programme	To carry out an evaluation of the implementation of learning assessment in accordance with the established assessment standards	Head of Programme
UPMF/UPMPS/SUPMPS	Conduct an evaluation of the implementation of learning assessment in accordance with the established assessment standards and report the results to the Dean/Director of Postgraduate Studies/Head of Programme for follow-up	UPMF/UPMPS SUPMPS
Dean/Director of Postgraduate Studies, Head of Programme	Analysing the report on the evaluation of the implementation of learning assessment to take follow-up action	Head of Programme

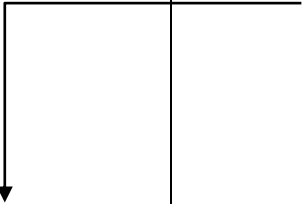
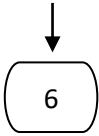
## 7. References

- a. Law No. 20 of 2003 on the National Education System
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System

- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education
- d. Statutes of UPGRIS
- e. UPGRIS Education Standards
- f. UPGRIS Education Quality Manual

8. Work Instructions

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	UPMF/UPMPS	Head of Programme
1	Vice-Rector I Instructs the Dean/Director of Postgraduate Studies to conduct an evaluation of the implementation of the learning assessment carried out by lecturers in each course they teach	1				
2	The Dean has instructed the First Vice Dean/Assistant Director to carry out an evaluation of the learning assessment procedures implemented by lecturers in each course they teach		2			
3	The First Vice Dean/Academic Director instructed the Head of Programme to carry out an evaluation of the implementation of learning assessments conducted by lecturers in each course they teach			3		
4	The Head of Programme carries out an evaluation of the					4

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	UPMF/UPMPS	Head of Programme
	implementation of learning assessment in accordance with the established assessment standards					
5	The UPMF/UPMPS/SUPMPS conducts an evaluation of the implementation of learning assessment in accordance with the established assessment standards and reports the results to the Dean/Head of Programme for follow-up				<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">5</div>	
6	The Dean analyses the report on the evaluation of the implementation of learning assessment to implement follow-up actions		<div style="text-align: center;">  </div>			

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
CONTROL OF LEARNING ASSESSMENT STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.4.4
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**CONTROL OF LEARNING ASSESSMENT STANDARDS**

1. Objective : To ensure the implementation of learning assessment standards in accordance the learning outcomes contained in each course of the study programme curriculum

2. Scope : control of learning assessment standards in accordance with the outcomes contained in each course of the study programme curriculum

3. Standard

The Dean/Director of Postgraduate Studies/Head of Study Programme oversees the assessment of learning outcomes every semester

4. Definition

g. Assessment control is a systematic activity carried out to monitor the learning assessment contained in each course of the study programme curriculum in accordance with the specified learning outcomes.

h. Learning assessment is an activity carried out by lecturers to assess students' learning outcomes in accordance with the course content, as an elaboration of the study programme profile, which refers to the established graduation competency standards.

i. Learning outcomes are the competency targets that students must achieve in accordance with the specified course.

5. Procedure

Department	Instructions	Person in Charge
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies instructs the Vice Dean I/Assistant Director to oversee the assessment of learning	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director	The First Vice Dean/Director of Postgraduate Studies instructs the Head of Programme to oversee the assessment of learning	First Vice Dean
Head of Programme	The Programme Coordinator carries out the monitoring of learning assessment through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme curriculum, with SUPMPS auditors	Head of Programme
Team teaching	Team teaching conducts discussions to monitor learning outcomes in line with learning assessments within subject clusters.	Head of Programme


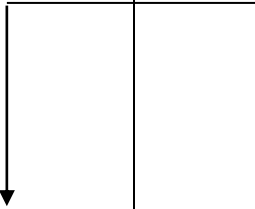
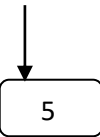
Department	Instructions	Person in Charge
Head of Programme	The Head of Programme holds a formal meeting to discuss the results of the monitoring of learning assessments by the team teaching with the SUPMPS auditor. The results of the monitoring of learning assessments in line with learning outcomes are submitted to the Dean for follow-up	Head of Programme
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies analyses the findings regarding the level of achievement in learning assessment based on the established learning outcomes and the issues that have arisen, to inform follow-up policy decisions	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

## 7. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Director	Head of Programme/SUPMPS	Teaching Team
1	The Dean/Director of Postgraduate Studies instructs the Vice-Dean I to oversee the assessment of learning	1	↓		
2	The First Vice Dean/Assistant Director instructs the Head of Programme to oversee the assessment of learning		2	↓	
3	The Head of Programme implements the monitoring of learning			3	↓

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Director	Head of Programme/SUPMPS	Teaching Team
	assessment through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the programme's curriculum, with SUPMPS auditors				
4	The team teaching group conducts discussions to monitor learning achievement levels in accordance with the assessment of learning outcomes ( ) within the subject clusters.				<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">4</div>
5	The Head of Programme holds a formal meeting to discuss the results of the learning assessment review conducted by the team teaching with the SUPMPS auditor. The results of the learning assessment review in line with learning outcomes are submitted to the Dean for follow-up				
6	The Dean/Director of Postgraduate Studies analyses the findings regarding the level of achievement in learning assessment based on the established learning outcomes and the issues that have arisen, to inform follow-up policy on improving learning assessment standards	<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">6</div>			

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPROVEMENT OF LEARNING ASSESSMENT STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.4.5
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Formulation Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPROVING LEARNING ASSESSMENT STANDARDS**

1. Objective : To achieve an improvement in learning assessment standards in accordance with the learning outcomes contained in each course of the study programme curriculum
2. Scope : Improvement of learning assessment standards in line with the outcomes contained in each course of the study programme’s curriculum
3. Standards : The Dean/Director of Postgraduate Studies/Head of Study Programme oversees the assessment of learning every semester
4. Definition
  - a. The improvement of learning assessment standards is a systematic activity carried out to enhance the learning assessment contained within each course of the study programme curriculum in accordance with the specified learning outcomes
  - b. Learning assessment is an activity carried out by lecturers to evaluate students’ learning outcomes in accordance with the course content, which elaborates on the study programme profile and refers to the established graduation competency standards
  - c. Learning outcomes are the competency targets that students must achieve in accordance with the specified courses
5. Procedure

Work Unit	Work Instructions	Person in Charge
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies instructs the Vice Dean I to implement improvements to the assessment of learning	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director	The First Vice Dean/Assistant Director instructs the Head of Programme to improve learning assessment	Dean/Director of Postgraduate Studies
Head of Programme	The Programme Coordinator implements improvements to learning assessment through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme curriculum, with SUPMPS auditors	Head of Programme
Team Teaching	Team teaching conducts discussions to improve learning outcomes in line with learning assessments within subject clusters.	Head of Programme
Head of Programme	Holding a formal meeting to discuss the results of the improvement in learning assessment by the team	Head of Programme

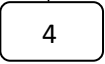
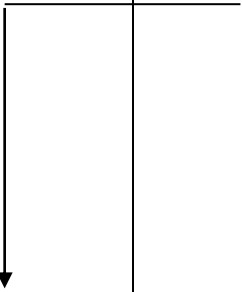

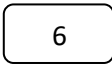
Work Unit	Work Instructions	Person in Charge
	teaching with the SUPMPS auditor. The results of the improvement in learning assessment in line with learning outcomes are proposed to the Dean for follow-up	
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies establishes policies to improve learning assessment standards and address issues arising from the monitoring results	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

## 7. Work Instructions

No.	Details of Activities	Dean/Director of Postgraduate Studies	Vice-Dean I/Deputy Director	Head of Programme	Teaching Team
1	The Dean/Director of Postgraduate Studies instructs the First Vice Dean /Assistant Director to improve the assessment of learning	1			
2	The First Vice Dean/Director of Postgraduate Studies instructs the Head of Programme to improve learning assessment		2		
3	The Programme Coordinator implements improvements to learning assessment through group discussion forums in the form of team-teaching groups based on			3	

No.	Details of Activities	Dean/Director of Postgraduate Studies	Vice-Dean I/Deputy Director	Head of Programme	Teaching Team
	subject clusters in accordance with the study programme curriculum, with SUPMPS auditors				
4	The team teaching group conducts discussions to improve learning outcomes in line with the learning assessment within the subject clusters.				
5	Hold a formal meeting to discuss the results of the improvement in learning assessment by the team teaching with the SUPMPS auditor. The results of the improvement in learning assessment in line with learning outcomes are submitted to the dean for follow-up				
6	The Dean/Director of Postgraduate Studies establishes policies to improve learning assessment standards and address issues arising from the monitoring results				

**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARDS FOR LECTURERS AND EDUCATIONAL STAFF**

Document Code	:	S-SPMI-UPGRIS-1.5
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

## **A. VISION AND MISSION**

### **VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To become a university of excellence with a distinct identity.

### **MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and leaders who are outstanding and possess a national character for the betterment of life and society.

## **B. SCOPE**

This section covers the minimum criteria regarding the qualifications and competencies of Lecturers and Educational Staff to deliver education in order to fulfil the learning outcomes of graduates at UPGRIS.

## **C. RATIONALE FOR ESTABLISHING STANDARDS**

In order to realise and achieve the vision, mission and objectives of educating students through excellent, ethical, intelligent, competitive and professional educational services, lecturers and educational staff who are themselves of high quality, ethical, professional and competent are required. To ensure that lecturers and educational staff are able to meet these criteria, minimum standards regarding academic qualifications and teaching competencies are required. Furthermore, to ensure the quality of the learning process in the classroom, lecturers must also possess the competence to deliver instruction, for example in selecting and using appropriate teaching methods and resources, presenting learning materials, encouraging student creativity, creating a conducive learning atmosphere in the classroom, and acknowledging and respecting each student as a unique individual with their own strengths and weaknesses. To achieve these objectives, specific measures, criteria, or specifications regarding the academic qualifications and competencies of lecturers and educational staff are required; these will serve as benchmarks for the recruitment, selection, and career development of lecturers and educational staff.

#### **D. PURPOSE OF ESTABLISHING STANDARDS**

1. To serve as a guideline for the leadership of UPGRIS in establishing policies relating to the field of education
2. To serve as a guideline for the Academic Quality Assurance Agency (LPM) in evaluating and monitoring educational outcomes
3. To serve as a guideline for faculties and study programmes in setting educational achievement targets in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving educational outcomes

#### **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the educational standards
2. The First Vice-Rector is responsible for reviewing the draft educational standards
3. The Academic Senate is responsible for providing feedback on the draft educational standards
4. The Rector is responsible for approving the draft educational outcome standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing educational outcome standards
6. The LPM is responsible for monitoring educational outcome standards
7. Lecturers and students are responsible for the implementation and achievement of educational outcome standards

#### **F. GLOSSARY**

1. Implementing standards means operationalising provisions based on measures, specifications, and benchmarks as stated in the graduate competency standards, which must be adhered to, carried out, and achieved.
2. Lecturers are professional educators and academics whose primary role is to transform, develop and disseminate knowledge, technology and the arts through education, research and community service.

3. Educational staff are members of the community who dedicate themselves and are appointed to support the delivery of education; their duties and functions include planning, administering, managing, developing, supervising, and providing technical services to support the educational process at UPGRIS.

#### G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
1.5.1.1	All lecturers on the study programme must hold at least a master's degree relevant to the study programme.	SN-Dikti P29.4	The requirement that lecturers hold at least a master's degree in the field most relevant to the study programme has been met.	IKU	Monev	U/F/P
1.5.2.1	At least 50% of the teaching staff on the study programme should hold a doctoral qualification to teach core modules for one academic year.	APS 18	Achievement of a minimum of 50% of DTSPS in each study programme holding a doctoral qualification to teach core courses for one academic year.	IKU	AMI	F/P
1.5.3.1	Study programmes should employ at least 2 lecturers with doctoral qualifications (PhD) and 5 lecturers with master's qualifications (MSc), guaranteed by the University, Faculty and Study Programme.	LAMD IK 26	The availability of at least 2 lecturers holding a PhD and 5 lecturers holding a Master's degree in each academic year.	ICT	AMI	U/F/P
1.5.4.1	At least 70% of the teaching staff in the study programme should hold the functional ranks of full professor, senior lecturer, and lecturer to teach core	APS 19	At least 70% of the teaching staff in each study programme must hold the functional ranks of professor, senior lecturer, and lecturer to teach core	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	programme courses for one academic year.		study programme courses for one academic year.			
1.5.5.1	Study programmes should employ at least five lecturers holding the academic ranks of professor and senior lecturer.	LAMD IK 27	The availability of at least 5 lecturers holding the academic ranks of full professor and senior lecturer for each academic year.	IKT	AMI	U/F/P
1.5.6.1	The university ensures that the number of permanent lecturers holding the functional rank of full professor is preferably at least 15% of the total number of permanent lecturers.	APT 22	Achievement of a minimum of 15% of the total number of permanent lecturers holding the functional rank of professor.	IKU	AMI	U/F/P
1.5.7.1	Lecturers must hold a teaching certificate or professional certificate relevant to their study programme and at a minimum of Level 8 (eight) on the National Qualifications Framework ( ).	SN Dikti P29.3 and LAMD IK 28	Achievement of a minimum of 80% of the total number of permanent lecturers holding a professional teaching certificate or professional certificate.	IKU	Monev	U/F/P
1.5.8.1	The ratio of permanent lecturers to students should ideally range from 1:15 to 1:25 for science and technology programmes, and from 1:25 to 1:35 for social sciences and humanities programmes.	APT, APS,	The ratio of permanent lecturers to students is met: 1:15 to 1:25 for science and technology programmes, and 1:25 to 1:35 for social sciences and humanities programmes.	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
1.5.9.1	Professional study programmes must employ lecturers holding a relevant professional certification, with at least 2 (two) years' work experience, and holding a minimum qualification of a master's degree or equivalent to level 8 (eight) of the KKNI.	SN Dikti P29.1 0.11	Fulfilment of professional programme lecturers with professional certification relevant to the study programme and possessing of at least 2 (two) years and hold a minimum qualification of a master's degree or equivalent to level 8 (eight) of the KKNI.	IKU	Monev	U/F/P
1.5.10.1	Lecturers on the master's programme should hold a doctoral degree or an applied doctorate relevant to the study programme.	SN Dikti P29.1 2	The requirement for lecturers in the master's programme with academic qualifications of a doctoral degree or a relevant applied doctorate in the field of the Study Programme.	IKU	Monev	U/F/P
1.5.11.1	Master's programmes must employ lecturers holding a relevant professional certification and possessing a qualification at least at level 9 of the KKNI.	SN Dikti P29.1 3	Compliance with the requirement for Master's programme lecturers to hold a relevant professional certification and possess a qualification of at least Level 9 (nine) of the KKNI.	IKU	Monev	U/F/P
1.5.12.1	The calculation of lecturers' workload must be based on their core activities (planning, implementing and monitoring the learning process; teaching;	SN Dikti P30.1 APS 22	Fulfilment of lecturers' workload based on their core activities (planning, implementation and control of the learning process; teaching; supervision and training; research; and	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	supervision and training; research; and community service), activities in the form of additional duties; and supporting activities.		community service), activities in the form of additional duties; and supporting activities, amounts to 12–16 credit hours per semester (EWMP).			
1.5.13. 1	The workload of lecturers acting as principal supervisors for structured research in connection with the preparation of dissertations, final projects, theses or design/art/other equivalent works should be limited to a maximum of 6 students.	SN Dikti P30.3  APS 21	Compliance with the workload of lecturers as principal supervisors in structured research for the preparation of dissertations/final projects, theses, or design/art/other equivalent forms should be a maximum of 6 students.	IKU	Monev	F/P
1.5.14. 1	The number of permanent lecturers in each study programme must be at least 60% (sixty per cent) of the total number of lecturers.	SN Dikti P31.3	At least 60% (sixty per cent) of the total number of lecturers in each degree programme must be permanent staff.	IKU	Monev	U/F/P
1.5.15. 1	The number of lecturers assigned to deliver teaching and learning activities in each study programme is at least 5 (five) and they possess expertise in a field of study corresponding to the discipline of the study programme.	SN Dikti P31.4. 7	The requirement that each Study Programme has at least 5 (five) lecturers assigned to deliver the learning process, who possess expertise in fields of study corresponding to the discipline of the Study Programme, is met.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
1.5.16. 1	The number of DTSP lecturers teaching core study programme courses over a one- d academic year must be at least 12 lecturers.	APS 17	The availability of DTSP lecturers teaching core programme courses for one academic year ( ) must be at least 12 lecturers.	IKU	AMI	F/P
1.5.17. 1	The number of DTSP lecturers in each study programme must be at least 90% of the total number of lecturers.	APT	Sufficient numbers of permanent lecturers in each study programme, namely at least 90% of the total number of lecturers.	IKU	AMI	U/F/P
1.5.18. 1	Study programmes must have educational staff who meet the required levels of adequacy and qualifications based on service needs and who support academic implementation, the functions of the administrative unit, and the development of the study programme.	APT 29, APS 31a	The availability of educational staff who meet the required standards and qualifications based on the needs of the study programme, and who support academic operations, the functions of the administrative unit, and the development of the study programme.	IKU	AMI	U/F/P
1.5.19. 1	Educational staff must hold an academic qualification of at least a Diploma 3 (three) degree, evidenced by a diploma, in accordance with the qualifications required for their core duties and functions, except for administrative staff, who must hold an academic qualification of at least	SN Dikti P32.1. 3	The requirement that educational staff hold a minimum academic qualification of a three-year diploma, evidenced by a certificate, in line with their core duties and functions, except for administrative staff, who must hold a minimum academic qualification of upper	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	upper secondary school or equivalent.		secondary school or equivalent.			
1.5.20. 1	Educational staff requiring specialised skills must hold a certificate of competence ( ) in accordance with their field of duty and expertise.	SN Dikti P32.4	Ensuring that educational staff requiring specialised skills must hold a competency certificate in accordance with their field of duty and expertise.	IKU	Monev	U/F/P
1.5.21. 1	Study programmes must have a sufficient number of laboratory assistants with qualifications appropriate to the laboratories for which they are responsible, as well as laboratory assistant certification and specific competency certification relevant to their areas of responsibility.	APS 31b	There are a sufficient number of laboratory assistants relative to the number of laboratories used by the study programme; their qualifications are appropriate to the laboratories for which they are responsible; and they hold laboratory assistant certificates and specific competency certificates relevant to their areas of responsibility.	IKU	AMI	F/P
1.5.22. 1	Lecturers should receive recognition from other institutions, with a minimum of one recognition per lecturer per year.	APT 28, APS 24	Achievement of the target number of lecturers receiving recognition from other institutions, with a minimum of one recognition per lecturer per year.	IKU	Monitorin g and Evaluation	F/P
1.5.23. 1	The UPPS must have and implement a human resources development plan that is consistent	APS 30	Availability and implementation of the UPPS human resources development plan in	IKU	AMI	F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	with the university's human resources development plan.		accordance with the university's human resources development plan.			
1.5.24. 1	DTPS staff must participate in continuing professional development activities, such as further study, postdoctoral research, academic recharging programmes (ARP), short courses, internships, training, certification, conferences, seminars, and workshops within the last 3 years.	LAMD IK 34	At least 60% of DTPS staff have participated in continuous professional development activities such as further studies, postdoctoral research, academic recharging programmes (ARP), short courses, internships, training, certification, conferences, seminars, and workshops over the past three years.	IKT	Monev	U/F/P
1.5.25. 1	Universities must have policies for the recruitment and selection of lecturers, including pedagogical competency assessments (subject-specific tests, peer teaching, and interviews); the awarding of incentives, sanctions and termination of employment for lecturers must be implemented consistently and well documented.	LAMD IK 25	Policies for the recruitment and selection of lecturers are in place and implemented, covering pedagogical competency tests (subject-specific ability tests, peer teaching, and interviews); rewards, sanctions and termination of employment for lecturers are carried out consistently and well documented.	IKT	Monev	U

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
1.5.26. 1	Universities must have comprehensive policies governing the recruitment and selection of academic staff, as well as policies on rewards, sanctions and termination of employment for academic staff; these must be implemented consistently and properly documented.	LAMD IK 35	Comprehensive policies on the recruitment and selection of academic staff, as well as on rewards, sanctions and termination of employment, are in place and implemented; these are carried out consistently and well documented.	IKT	Monev	U
1.5.27. 1	Universities, faculties and degree programmes are required to facilitate academic and non- e staff in participating in professional development activities such as postgraduate study, training courses, workshops, certification, work placements, or other forms of service improvement (excellent service) relevant to their core duties and responsibilities.	LAMD IK 37	The provision of opportunities for educational staff to participate in professional development activities such as postgraduate studies, training courses, workshops, certification, internships, or other improvements in public service (excellent service) relevant to their core duties and responsibilities is guaranteed by the University, Faculty and Study Programme.	IKT	AMI	U/F/P
1.5.28. 1	Universities, faculties and degree programmes are required to establish policies, guidelines and survey instruments to measure the satisfaction of lecturers and academic staff with human	LAMD IK 38, LAM- Infoko m 20	The availability and implementation of policies, guidelines and survey instruments regarding lecturer and academic staff satisfaction with human resource management, carried out routinely every	IKT	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	resources management; these must be implemented on a regular and ongoing basis each year, with the results reported and acted upon.		year on an ongoing basis, with the results reported and followed up.			
1.5.29. 1	Universities, faculties and study programmes are required to establish policies and guidelines for the career development of lecturers and educational staff, which are implemented consistently and well-documented.	LAME MBA K4.b, LAM- Infoko m 33.34	Policies and guidelines for the career development of lecturers and educational staff are in place and implemented consistently and are well documented.	ICT	AMI	U/F/P
1.5.30. 1	The university, faculties and study programmes are required to provide policies for the development of permanent lecturers (DTPR) accompanied by valid and comprehensive evidence.	LAM Infoko m 33	Availability of a policy for the development of permanent lecturers (DTPR) accompanied by valid and comprehensive evidence.	IKT	Monev	U/F/P
1.5.31. 1	The university, faculties and study programmes must provide a policy for the development of educational staff, accompanied by valid and comprehensive evidence.	LAM Infoko m 34	Availability of a staff development policy accompanied by valid and comprehensive evidence.	IKT	Monev	U/F/P
1.5.32. 1	Universities, faculties and degree programmes are required to provide	LAM Infoko m 35	The availability of a policy on the recognition of DTPR expertise, achievements	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	policies on the recognition of DTPR expertise, achievements and performance, accompanied by valid and comprehensive evidence.		and performance, accompanied by valid and comprehensive evidence.			
1.5.33. 1	Universities and faculties are required to provide comprehensive follow-up and implementation documents (revisions and recommendations) regarding the results of the evaluation of standard achievement (IKU and IKT) relating to human resources.	LAM Infoko m 41	Availability of comprehensive follow-up and implementation documents (revisions and recommendations) regarding the results of the evaluation of standard achievement (IKU and IKT) relating to human resources.	IKT	Monev	U/F
1.5.34. 1	Universities and faculties are required to ensure the implementation of an optimisation process that is highly effective (improvement, adjustment and alignment) with regard to standards (IKU and IKT) relating to human resources, accompanied by valid evidence.	LAM Infoko m 42	The highly effective implementation of the optimisation process (improvement, adjustment, and alignment) in accordance with standards (IKU and IKT) relating to HR, accompanied by valid evidence.	IKT	Monev	U/F
1.5.35. 1	Universities must: (a) have a policy on the recruitment of lecturers and academic support	LAMD IK S2 21	The following are in place: (a) having a policy on the recruitment of lecturers and academic support staff, (b)	ICT	Monev	U

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	staff, (b) disseminate this policy, (c) implement this policy, (d) evaluate the implementation of the policy, and (e) act on the results of the evaluation.		publicising the policy, (c) implementing the policy, (d) evaluating the implementation of the policy, and (e) acting on the results of the evaluation.			
1.5.36. 1	Faculties must have policies and guidelines on human resources recruitment that are implemented consistently and documented both manually and digitally.	LAM PPG 19	The availability of policies and guidelines on staff recruitment that are implemented consistently and documented both manually and digitally, accompanied by complete and valid evidence.	IKT	Monev	F
1.5.37. 1	A study programme must have a programme coordinator from among the permanent academic staff who meet the requirements set out at as follows: (1) A minimum of 5 (five) staff members, comprising at least 2 (two) with a doctoral qualification and the remainder with a master's qualification; (2) A minimum functional rank of Lecturer; (3) A background in education	LAM PPG 20	The requirement for programme coordinators is met by having 5 (five) home-based lecturers with doctoral qualifications, where one of their educational specialisations is in the field of education and their functional rank is at least Lecturer, with one of them being a Professor, accompanied by complete and valid supporting documentation.	IKT	Monev	P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	in one of the academic qualifications held.					
1.5.38. 1	Each study programme must have a programme coordinator for each field of study who meets the following requirements: (1) appointed by the faculty leadership; (2) comprising at least 2 (two) persons; (3) holding an academic qualification of at least a Master's degree or an Applied Master's degree, with a minimum academic rank of Lecturer in a field of study relevant to the proposed field of study; (4) lecturers in specialised/collaborative vocational fields of study must come from the faculty and from partner study programmes or higher education institutions and hold a certificate of competence; (5) lecturers in the field of study must be experienced and have previously undergone refresher training ( ) on PPG and the methodology of (clinical) supervision of practice in schools in accordance with the	LAM PPG 21	The fulfilment of the requirement for lecturers in the field of study is as follows: (1) appointed by the faculty management; (2) numbering more than 5 (five) persons; (3) two of whom hold a doctoral degree, with a minimum academic rank of lecturer in a field of study relevant to the proposed field of study and hold a teaching certificate; (4) Lecturers in specialised/collaborative vocational study programmes must be from the faculty and from partner study programmes or higher education institutions that hold a certificate of competence; (5) Lecturers in the study programme must be experienced and have previously received training (refresher courses) on PPG and (clinical) supervision methodology for school-based practice in accordance with the specific nature of the profession, accompanied by	ICT	Monitorin g and Evaluation	P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	specific nature of the profession.		complete and valid evidence.			
1.5.39. 1	Study programmes must have a ratio of the number of DBS to the number of students in each intake.	LAM PPG 22	Fulfilment of the DBS:student ratio = 1:1 – 1:5	IKT	Monev	P
1.5.40. 1	DPP and DBS participate in PPG lecturer competency development activities such as: clinical supervision; evaluation and feedback; motivation and emotional support; self-efficacy reflection; and building professional identity	LAM PPG 23	DPP and DBS have fulfilled the requirement that PPG lecturers have participated in competence development activities more than six times over the last three years in each field of study, accompanied by complete and valid evidence.	IKT	Monev	P
1.5.41. 1	The study programme must have a mentor teacher appointed by the PPG administrator based on a recommendation from the partner school/lab school and who meets the following qualifications/requirements: (1) holds at least a bachelor's degree or an applied bachelor's degree; (2) holds a professional teaching certificate; (3) hold a functional teaching position of at least Junior Teacher ( ); and (4) have an educational background in the same	LAM PPG 24	The requirement for at least 2 (two) mentor teachers (for a maximum of 20 PPG students), who meet the five criteria in the indicators and, among them, hold a master's degree and the functional rank of senior teacher, accompanied by complete and valid supporting documentation.	IKT	Monev	P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	field as the subject area taught, and the subject area taught by the students under their supervision, and have received training (refresher course) on PPG and Clinical Supervision (clinical) (There must be at least 2 (two) supervising teachers for each proposed field of study, and any increase in the number of students must maintain a ratio of 1 (one) supervising teacher for a maximum of 10 students). (5) have at least 10 years' experience as a teacher.					
1.5.42. 1	Mentor teachers participate in competency development training for mentor teachers organised by the PPG Study Programme, which includes (a) workshop mentoring, (b) PPL supervision, (c) classroom action research (PTK), and (d) other skills relevant to the role of a mentor teacher	LAM PPG 25	The requirement for mentor teachers to participate in competency development training as mentor teachers, covering elements a, b, c, and more than one type of indicator, is met, accompanied by complete and valid evidence.	IKT	Monev	P
1.5.43. 1	The duties of a dormitory supervisor are: 1) to assist students with their daily	LAM PPG 27	The fulfilment of duties by the dormitory supervisor includes a) implementing,	IKT	Monev	P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASURE MENT METHOD	INDIC ATOR CODE
	activities, 2) to implement curriculum residential education		b) monitoring, c) evaluating, and d) following up on the results of the evaluation regarding the implementation of residential education			

## H. STRATEGIES FOR ACHIEVING STANDARDS

1. Encouraging and providing the widest possible opportunities for lecturers to pursue further education up to doctoral level through internal scholarship programmes or external scholarships.
2. Develop a long-term career development blueprint for lecturers so that it is clear when a lecturer who has not yet met the above standards can be promptly supported and mentored by UPGRIS to achieve those standards
3. Organising periodic training for lecturers on teaching methods.
4. Develop training and guidelines on effective and appropriate teaching methods, to be distributed to lecturers.
5. Encouraging and providing the widest possible opportunities for academic staff to undertake further study in line with their core duties and functions.
6. Develop a long-term career development blueprint for educational staff so that it is clear when a member of staff who has not yet met the above standards can be promptly supported and mentored by UPGRIS to achieve those standards
7. To organise periodic training for educational staff in accordance with their core duties and functions.

## **I. RELATED DOCUMENTS**

1. YPLP PT PGRI Semarang Staff Regulations.
2. UPGRIS Statutes.
3. UPGRIS Master Development Plan (RIP).
4. UPGRIS Strategic Plan (Renstra) and Operational Plan (RENOP).
5. UPGRIS Organisational Structure and Governance (SOTK).

## **J. REFERENCES**

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS**  
**INTERNAL QUALITY ASSURANCE SYSTEM**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**STANDARD FORMS FOR LECTURERS AND EDUCATIONAL STAFF**

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Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
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Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

Name of Study Programme :
Faculty Name :
Date of Submission :
Officer Filling in :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Fulfilment of the requirement for lecturers to hold at least a master's degree in the field most relevant to the Programme.	SN-Dikti			
2	Achievement of a minimum of 50% of teaching staff in each study programme holding a doctoral qualification to teach core modules for one academic year.	APS			
3	The availability of at least 2 lecturers holding a PhD and 5 lecturers holding a Master's degree in each academic year.	LAMDIK			
4	At least 70% of the teaching staff in each study programme must hold the functional academic ranks of professor, senior lecturer, and lecturer to teach core courses in the study programme for one academic year.	APS			
5	The availability of at least 5 lecturers holding the functional ranks of full professor and senior lecturer for each academic year.	LAMDIK			
6	The proportion of permanent lecturers holding the functional rank of full professor must be at least 15% of the total number of permanent lecturers.	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
7	At least 80% of all permanent lecturers hold a professional teaching certificate or equivalent professional qualification.	SN Dikti			
8	The ratio of the number of permanent lecturers to the number of students is met: 1:15 to 1:25 for science and technology study programmes; 1:25 to 1:35 for social sciences and humanities study programmes.	APT, APS,			
9	Fulfilment of the requirement for lecturers in professional programmes with professional certification relevant to the study programme and having of at least 2 (two) years and holding a minimum qualification of a master's degree or equivalent to level 8 (eight) of the KKNI.	SN Dikti			
10	Fulfilment of lecturers for the master's programme who hold an academic qualification at doctoral level or a relevant applied doctorate in a field relevant to the study programme.	SN Dikti			
11	The requirement for Master's programme lecturers to hold a relevant professional certification and possess a qualification at least at Level 9 of the KKNI.	SN Dikti			
12	Fulfilment of lecturers' workload based on core lecturing activities	SN Dikti APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	(planning, implementation, and control of the learning process; teaching; supervision and training; research; and community service), activities in the form of additional duties; and supporting activities, amounting to 12–16 credit hours per semester (EWMP).				
13	The fulfilment of a lecturer's workload as the principal supervisor for structured research in connection with the preparation of a dissertation, final project, thesis, or design/art/other equivalent works, with a maximum of 6 students.	SN Dikti APS			
14	The requirement for the number of permanent lecturers in each study programme to be at least 60% (sixty per cent) of the total number of lecturers.	SN Dikti			
15	The number of lecturers assigned to deliver teaching and learning activities in each study programme must be at least 5 (five) persons, and they must possess expertise in a field of study corresponding to the discipline of the study programme.	SN Dikti			
16	There must be at least 12 DTSP lecturers teaching core programme courses over the course of one academic year.	APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
17	Sufficient numbers of permanent lecturers in each study programme, namely at least 90% of the total number of lecturers.	APT			
18	The availability of support staff meeting the required levels of adequacy and qualifications based on the service needs of the study programme, and supporting academic operations, the functions of the administrative unit, and the development of the study programme.	APT, APS			
19	Educational staff must hold a minimum academic qualification of a three-year diploma, evidenced by a certificate, in line with their core duties and functions, except for administrative staff, who must hold a minimum academic qualification of upper secondary school or equivalent.	SN Dikti			
20	Educational staff requiring specialised skills must hold a certificate of competence in accordance with their field of duty and expertise.	SN Dikti			
21	There must be a sufficient number of laboratory assistants relative to the number of laboratories used by the study programme; their qualifications must be appropriate to the laboratories for which they are responsible; and they must hold laboratory assistant	APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	certificates and specific competency certificates relevant to their duties.				
22	Achieving a minimum of one recognition per lecturer per year from other institutions.	APT, APS			
23	The availability and implementation of an UPPS human resources development plan that aligns with the university's human resources development plan.	APS			
24	The implementation of at least 60% of DTSP staff participating in professional such as further studies, postdoctoral research, academic recharging programmes (ARP), short courses, internships, training, certification, conferences, seminars, and workshops over the past three years.	LAMDIK			
25	Recruitment and selection policies for lecturers are in place and implemented, covering pedagogical competence tests (subject-specific tests, peer teaching, and interviews); rewards, sanctions and termination of employment for lecturers are applied consistently and properly documented.	LAMDIK			
26	Comprehensive recruitment and selection policies for educational staff are in place and	LAMDIK			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	implemented, including rewards, sanctions and termination of employment for educational staff, which are consistently applied and well documented.				
27	The University, the Faculty and the Study Programme guarantee that educational staff are provided with the opportunity to participate in professional development activities such as postgraduate studies, training courses, workshops, certification, work placements, or other forms of service improvement (excellent service) relevant to their core duties and responsibilities.	LAMDIK			
28	The availability and implementation of policies, guidelines and survey instruments regarding lecturer and educational staff satisfaction with human resource management, carried out routinely every year on an ongoing basis, with results reported and followed up.	LAMDIK, LAM-Infokom			
29	Policies and guidelines for the career development of lecturers and educational staff are available and implemented consistently and well-documented.	LAMEMB A LAM-Infokom			

Semarang, date of completion

Form Verifier,  
Head of LPM

Form Checker,  
Faculty Quality Assurance Unit

Form Filler,  
Head of Programme/Dean

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(Full Name)

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(Full Name)

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(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF STANDARDS FOR LECTURERS AND EDUCATIONAL STAFF**

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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
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Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**ESTABLISHMENT OF STANDARDS FOR LECTURERS AND EDUCATIONAL STAFF**

1. Objective : To establish standards for lecturers and educational staff to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Standards of competence for lecturers and educational staff at UPGRIS
3. Standards
  - a. Lecturers must possess academic qualifications, teaching competencies, and the ability to deliver education in accordance with applicable regulations
  - b. Lecturers are required to carry out the three pillars of higher education and the duty of setting a good example in accordance with applicable regulations.
  - c. Lecturers must possess expertise in a field of study that corresponds to the academic discipline of their degree programme.
  - d. Lecturers shall conduct training activities, workshops, seminars, exhibitions, and act as speakers, etc.
  - e. Educational support staff must possess academic qualifications and competencies, as well as the ability to manage educational administration in the context of educational services.
4. Definition
  - a. A lecturer is a professional educator and scholar whose primary duties are to transform, develop and disseminate knowledge, technology and the arts through education, research and community service.
  - b. Educational staff are members of the community who have dedicated themselves and been appointed to support the delivery of education; their duties and functions include planning, administration, management, development, supervision and technical support to underpin the educational process at UPGRIS.

## 5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the First and Second Vice-Rectors to form a team to draft standards for lecturers and educational staff	Rector
Vice-Rectors I and II	Form a drafting team for lecturer and educational staff standards	Rector
Drafting Team	Conducting a Focus Group Discussion (FGD) by inviting relevant parties to draft standards for lecturers and educational staff	Vice-Rectors
Drafting Team	Convening a meeting to discuss the draft standards for lecturers and educational staff, and drafting the standards for lecturers and educational staff to be submitted to the First and Second Vice-Rectors for further action	Vice-Rectors
Vice-Rectors I and II	Submitting the draft standards for lecturers and educational staff to the Vice-Rector for further action	Vice-Rector
Rector	The Vice-Rector submits the draft standards for lecturers and academic staff to the Chair of the University Senate for consideration at a University Senate meeting	Rector
University Senate	Convening a Senate meeting to consider draft standards for lecturers and academic staff, and submitting the outcome of the deliberations to the Vice-Rector for consideration in the finalisation of the standards	Chair of the University Senate
Rector	Establishing the standards for lecturers and academic staff to be implemented	Rector
Foundation	Issuing a decision letter appointing staff regarding accepted lecturers and academic support staff	Foundation

## 6. Reference

- a. Law No. 20 of 2003 on the National Education System;
- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;

- f. Academic Standards of UPGRIS; and
- g. UPGRIS Academic Quality Manual.

7. Work Instructions

No	Details of Activities	Rector	Vice-Rector	Editorial Team	University Senate	Foundation
1	The Rector has instructed Vice-Rectors I and II to form a drafting committee for lecturer and academic staff standards	1				
2	Vice-Rectors I and II formed a drafting team for lecturer and educational staff standards		2			
3	The Drafting Team organised a Focus Group Discussion (FGD) by inviting relevant parties to draft the standards for lecturers and educational staff			3		
4	The Drafting Team held a meeting to discuss the draft standards for lecturers and educational staff, and to finalise the draft standards for submission to the First and Second Vice-Rectors for further action			4		
5	The First and Second Vice-Rectors shall submit draft standards for lecturers and academic staff to the Rector for further action		5			
6	The Rector submits the draft standards for lecturers and academic staff to the Chair of the University Senate for consideration at a University Senate meeting	6				
7	The Chair of the Senate convenes a Senate meeting to consider the draft standards for lecturers and academic staff and submits the results of the deliberations to the Rector as a basis for the final decision				7	
8	The Rector establishes the standards for lecturers and educational staff to be implemented	8				
9	Issue letters of appointment for lecturers and academic support staff who have been accepted					9

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPLEMENTATION OF STANDARDS FOR LECTURERS AND EDUCATIONAL STAFF**

Document Code	:	SOP-SPMI-UPGRIS-1.5.2
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPLEMENTATION OF STANDARDS FOR LECTURERS AND EDUCATIONAL STAFF**

1. Objective : To ensure the implementation of standards for lecturers and to support the fulfilment of the three pillars and duties at UPGRIS.
2. Scope : Implementation of standards for lecturers and educational staff at UPGRIS.
3. Standards
  - a. Lecturers must possess academic qualifications, teaching competencies, and the ability to deliver education in accordance with applicable regulations
  - b. Lecturers are required to carry out the three pillars of higher education and the duty of setting a good example in accordance with applicable regulations.
  - c. Lecturers must possess expertise in a field of study that corresponds to the academic discipline of their degree programme.
  - d. Lecturers conduct training activities, workshops, seminars, exhibitions, and act as speakers, etc.
  - e. Educational support staff must possess academic qualifications and competencies, as well as the ability to manage educational administration in the context of educational services.
4. Definition
  - a. A lecturer is a professional educator and scholar whose primary duties are to transform, develop, and disseminate knowledge, technology, and the arts through education, research, and community service.
  - b. Educational staff are members of the community who have dedicated themselves to and been appointed to support the delivery of education; their duties and functions include planning, administration, management, development, supervision and technical support to underpin the educational process at UPGRIS.
5. Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the First and Second Vice-Rectors to implement standards for lecturers and academic staff in the recruitment of staff	Rector
Vice-Rector II	Form a staff recruitment team in accordance with the established standards for lecturers and educational staff	Rector

Recruitment Team	Conducting staff recruitment at the University of Indonesia in accordance with the established standards for lecturers and educational staff	Vice-Rector II
Recruitment Team	Conducting the selection of lecturers and academic support staff in accordance with the established standards for lecturers and academic support staff	Vice-Rector II
Recruitment Team	Analysing the results of the selection of lecturers and academic staff and submitting the analysis to the Vice-Rector II	Vice-Rector II
Vice-Rector II	Submit the results of the analysis of the selection of lecturers and educational staff to the Rector for further action	Rector
Rector	The Rector submits the results of the selection analysis of lecturers and academic staff to the Chair of the University Senate for consideration at the University Senate meeting	Rector
University Senate	Convening a Senate meeting to review the results of the standard selection process for lecturers and academic staff, and submitting the minutes of the review meeting to the Vice-Rector for consideration in the appointment process	Chair of the University Senate
Rector	Appointing lecturers and educational staff accepted following the recruitment process and proposing to the foundation to obtain a letter of appointment as staff	Rector
The Foundation	Issues letters of appointment for the lecturers and academic staff who have been accepted	Foundation

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS; and
- g. UPGRIS Academic Quality Manual.

## 7. Work Instructions

No	Details of Activities	Rector	Vice-Rector	Recruitment Team	University Senate	Foundation
1	The Vice-Rector instructs Vice-Rector I and II to implement standards for lecturers and academic staff in the recruitment of staff	1				
2	The Vice-Rectors form a staff recruitment team in accordance with the established standards for lecturers and academic staff		2			
3	The recruitment team conducts the recruitment of staff at the State Institute of Technology in accordance with the established standards for lecturers and educational staff			3		
4	The recruitment team conducts selection procedures for lecturers and academic staff in accordance with the established standards for lecturers and academic staff			4		
5	The recruitment team analyses the results of the selection process for lecturers and academic staff and submits the analysis to the Vice-Rector II			5		
6	Submit the results of the analysis of the selection of lecturers and educational staff to the Vice-Rector for further action		6			
7	The Rector submits the results of the selection analysis of lecturers and academic staff to the Chair of the University Senate for consideration at the University Senate meeting	7				
8	The Chair of the Senate convenes a Senate meeting to consider the results of the standard selection process for lecturers and academic staff, and submits the minutes of the deliberations to the Vice-Rector for consideration in the appointment process				8	
9	The Rector appoints the lecturers and educational staff accepted following the recruitment process and submits a proposal to the Foundation to obtain a letter of appointment as staff members	9				
10	The Foundation issues letters of appointment for the lecturers and academic staff who have been accepted					10



**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
STANDARD EVALUATION OF LECTURERS AND EDUCATIONAL STAFF**

Document Code	:	SOP-SPMI-UPGRIS-1.5.3
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**STANDARD EVALUATION OF LECTURERS AND EDUCATIONAL STAFF**

1. Objective : To establish standardised evaluation of lecturers and educational staff to support the fulfilment of the three pillars of higher education and educational duties in accordance with current demands
2. Scope : Standard evaluation of lecturers and educational staff at UPGRIS
3. Standards
  - a. Lecturers must possess academic qualifications, teaching competencies, and the ability to deliver education in accordance with applicable regulations
  - b. Lecturers must carry out the three pillars of higher education and exemplary conduct in accordance with applicable regulations.
  - c. Lecturers must possess expertise in a field of study corresponding to the discipline of their academic programme.
  - d. Lecturers conduct training sessions, workshops, refresher courses, exhibitions, and act as speakers, etc.
  - e. Educational staff must possess academic qualifications and competencies, as well as the ability to manage educational administration in the context of educational services.
4. Definition
  - a. Lecturers are professional educators and scholars whose primary duties are to transform, develop and disseminate knowledge, technology and the arts through education, research and community service.
  - b. Educational staff are members of the community who have dedicated themselves and been appointed to support the delivery of education; their duties and functions include planning, administration, management, development, supervision and technical support to underpin the educational process at UPGRIS
5. Standard Operating Procedures

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the First and Second Vice-Rectors to carry out an evaluation of standards for lecturers and academic staff in the recruitment of staff	Rector
Vice-Rectors I and II	To carry out the evaluation of standards for lecturers and educational staff in accordance with current requirements	Rector

Vice-Rectors I and II	Report the results of the evaluation of lecturers and academic staff in accordance with current standards to the Vice-Rector for further action	Rector
Rector	The Rector analyses the results of the evaluation of lecturers and educational staff against current standards as a basis for control measures	Rector

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS; and
- g. UPGRIS Academic Quality Manual.

## 7. Work Instructions

No	Details of Activities	Rector	Vice-Rector
1	The Vice-Rector has instructed Vice-Rector I and II to carry out an evaluation of the standards for lecturers and academic staff in the recruitment of staff	1	
2	Vice-Rectors I and II carry out the evaluation of standards for lecturers and educational staff in accordance with current requirements		2
3	Vice-Rectors I and II report the results of the evaluation of lecturers and academic staff in accordance with current standards to the Rector for further action		3
4	The Vice-Rector analyses the results of the evaluation of lecturers and academic staff against current standards as a basis for performance management	4	

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP DOCUMENTS OF THE INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
CONTROL OF STANDARDS FOR LECTURERS AND EDUCATIONAL STAFF**

Document Code	:	SOP-SPMI-UPGRIS-1.5.4
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## CONTROL OF STANDARDS FOR LECTURERS AND EDUCATIONAL STAFF

1. Objective : To ensure the implementation of standards for lecturers and to support the fulfilment of the three pillars of higher education and academic duties in accordance with current requirements
2. Scope : Standard control of lecturers and educational staff at UPGRIS
3. Standards
  - a. Lecturers possess academic qualifications and teaching competencies, as well as the ability to deliver education in accordance with applicable regulations
  - b. Lecturers are required to carry out the three pillars of higher education and the duty of setting a good example in accordance with applicable regulations.
  - c. Lecturers must possess expertise in a field of study corresponding to the discipline of their academic programme.
  - d. Lecturers shall conduct training activities, workshops, seminars, exhibitions, and act as speakers, etc.
  - e. Educational staff must possess academic qualifications and competencies, as well as the ability to manage educational administration in the context of educational services.
4. Definition
  - a. Lecturers are professional educators and scholars whose primary role is to transform, develop and disseminate knowledge, technology and the arts through education, research and community service.
  - b. Educational staff are members of the community who dedicate themselves and are appointed to support the delivery of education; their duties and functions include planning, administering, managing, developing, supervising, and providing technical support to underpin the educational process at UPGRIS.
5. Procedures

Work Units	Work Instructions	Person in Charge
Rector	Instructs the First and Second Vice-Rectors to implement standards for lecturers and academic staff in the recruitment of staff	Rector
Vice-Rectors I and II	Implementing quality control for lecturers and academic staff in accordance with current standards for lecturers and academic staff	Vice-Rector

Work Units	Work Instructions	Person in Charge
Vice-Rectors I and II	Reporting the results of the monitoring of standards for lecturers and educational staff in accordance with current standards to the Rector for follow-up	Rector
Rector	The Rector analyses the results of the monitoring of standards for lecturers and educational staff in accordance with current standards for lecturers and educational staff as a basis for decision-making	Rector

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS; and
- g. UPGRIS Academic Quality Manual.

## 7. Work Instructions

No	Details of Activities	Rector	Vice-Rector
1	The Rector instructed Vice-Rectors I and II to implement standards for lecturers and academic staff in the recruitment of staff	1	
2	Vice-Rectors I and II implement standards for lecturers and academic staff in accordance with current requirements		2
3	The First and Second Vice-Rectors report the results of the monitoring of lecturer and academic staff standards, in accordance with current requirements, to the Rector for further action		3
4	The Rector analyses the results of the monitoring of lecturer and academic staff standards in accordance with current requirements as a basis for decision-making	4	

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP DOCUMENTS OF THE INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
IMPROVEMENT OF STANDARDS FOR LECTURERS AND EDUCATIONAL STAFF**

Document Code	:	SOP-SPMI-UPGRIS-1.5.5
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPROVING THE STANDARDS OF LECTURERS AND EDUCATIONAL STAFF**

1. Objective : To achieve an improvement in the standards of lecturers and to support the fulfilment of the three pillars of higher education and academic duties in accordance with current demands
2. Scope : Improvement of standards for lecturers and educational staff at UPGRIS
3. Standards
  - a. Lecturers must possess the necessary academic qualifications, teaching competencies and the ability to deliver education in accordance with applicable regulations
  - b. Lecturers must carry out the three pillars of higher education and the duty of setting a good example in accordance with applicable regulations.
  - c. Lecturers must possess expertise in a field of study corresponding to the discipline of their study programme.
  - d. Lecturers undertake training activities, workshops, seminars, exhibitions, and act as speakers, etc.
  - e. Educational support staff must possess academic qualifications and competencies, as well as the ability to carry out educational administration in the context of educational services.
4. Definition
  - a. Lecturers are professional educators and scholars whose primary role is to transform, develop and disseminate knowledge, technology and the arts through education, research and community service.
  - b. Educational staff are members of the community who dedicate themselves and are appointed to support the delivery of education; their duties and functions include planning, administering, managing, developing, supervising, and providing technical support to underpin the educational process at UPGRIS.
5. Procedures

Work Units	Work Instructions	Person in Charge
Rector	Instructs the First and Second Vice-Rectors to implement the raising of standards for lecturers and academic staff in staff recruitment	Rector

Vice-Rectors I and II	To implement improvements to the standards for lecturers and educational staff in line with current requirements	Vice-Rector
Vice-Rectors I and II	Reporting the results of the improvement of standards for lecturers and educational staff in accordance with current standards to the Rector for follow-up	Rector
Rector	The Rector analyses the results of the improvement in standards for lecturers and educational staff in accordance with current requirements for lecturers and educational staff as a basis for control measures	Rector

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS; and
- g. UPGRIS Academic Quality Manual.

## 7. Work Instructions

No	Details of Activities	Rector	Vice-Rector
1	The Rector instructed Vice-Rectors I and II to implement measures to raise standards for lecturers and academic staff in staff recruitment	1	
2	Vice-Rectors I and II are implementing the enhancement of standards for lecturers and educational staff in accordance with current requirements		2
3	The First and Second Vice-Rectors reported to the Rector on the results of efforts to raise standards for lecturers and academic staff in line with current requirements, with a view to further action		3
4	The Rector analyses the results of the improvement in standards for lecturers and educational staff in line with current requirements as a basis for decision-making	4	

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP DOCUMENTS OF THE INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
RECRUITMENT OF EDUCATIONAL STAFF**

Document Code	:	SOP-SPMI-UPGRIS-1.5.6
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**RECRUITMENT OF EDUCATIONAL STAFF**

1. Purpose of the Procedure : This procedure has been established to ensure that the recruitment process for teaching staff proceed in accordance with the standards for teaching staff
2. Scope : This procedure applies to the recruitment process carried out by the relevant departments, from the degree programmes up to the University
3. Standards
  - a. Academic qualifications  
Lecturers at UPGRIS must hold a minimum academic qualification of a Master's degree (S2) for undergraduate programmes and a Doctorate (S3) for postgraduate programmes.
  - b. Pedagogical competence  
Lecturers at UPGRIS are required to undertake functional training in teaching, covering at least Pekerti, Applied Approach (AA) and Student-Centred Learning (SCL) in 2014
  - c. Personal Competence  
Lecturers at UPGRIS possess integrity and good character, thereby serving as role models for the entire academic community.
  - d. Professional Competence  
Lecturers at UPGRIS are required to hold a teaching certificate and/or professional certification issued by an association as recognition of their professional status by 2015
  - e. Social Competencies  
Lecturers at UPGRIS must demonstrate social awareness and interpersonal skills, both within the university and in the wider community
4. Recruitment Standards for Teaching Staff
  - 1) The recruitment of teaching staff must take into account the needs, as well as the necessary qualifications and competencies
  - 2) The recruitment process for teaching staff must be conducted using an adequate internal control system

- 3) The selection of teaching staff is carried out in stages
- 4) The selection of teaching staff is carried out by a team based on the Rector's Decree

#### 5. Definition of terms

In this procedure, the following terms are defined as

- a. Recruitment is the process of selecting teaching staff organised by the higher education institution
- b. Educational staff are qualified and competent personnel serving as teachers, educational staff, counsellors, mentors, learning mentors, senior trainers, tutors, instructors, facilitators, and other titles appropriate to their specialisation, who participate in the delivery of education
- c. The selection panel is a team appointed by the rector to conduct the recruitment process, test candidates, and assess them

#### 6. Procedure

##### **Analysis of Educational Staff Requirements**

- a. The Head of the Study Programme conducts a review of the rationalisation of teaching staff and students, as well as the academic qualifications of teaching staff
- b. If the rationalisation and academic qualifications have not yet been met, the Head of the study programme shall propose to the Dean/Director of Postgraduate Studies that additional teaching staff be appointed
- c. The faculty leadership conducts a review to ascertain the details of teaching staff availability and estimates regarding rationalisation and academic qualifications
- d. The Dean/Director of Postgraduate Studies proposes to the Rector that teaching staff be recruited based on the analysis carried out by the faculty leadership.

##### **Publicity and Announcement**

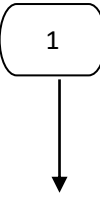

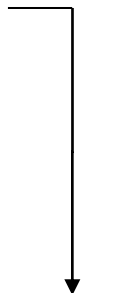
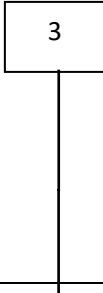

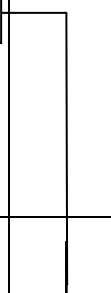

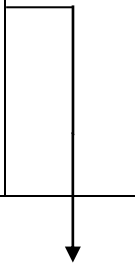
- a. The Rector, through the Vice-Rector II and the Human Resources Department, follows up on the proposal from the Dean/Director of Postgraduate Studies within a maximum of two weeks to carry out outreach and announce the recruitment of teaching staff.
- b. Recruitment is advertised through local and/or national media to ensure accountability and transparency.

- c. The Human Resources Department conducts a review of applicants to be forwarded to the selection stage and reports to the Rector via the Vice-Rector II, with a copy to the relevant Dean/Director of Postgraduate Studies

### **Implementation**

- a. The Rector forms a selection panel comprising university leadership, Deans/Directors of Postgraduate Studies, and heads of study programmes.
- b. The selection process consists of three stages, namely: a) administrative screening; b) a written test comprising an aptitude test and a subject-specific test; c) a microteaching test; and d) an interview.
- c. The test schedule is drawn up by the Human Resources Department
- d. The administrative selection is carried out by the selection panel in accordance with the established criteria for administrative requirements
- e. Candidates for teaching positions who are declared successful proceed to the next stage, the written test
- f. For the written test stage, the questions are set by the selection panel, along with the marking criteria, which serve as the basis for the selection results
- g. Prospective teaching staff who pass the written test and the microteaching test
- h. The interview is conducted with the involvement of representatives from the foundation, university management, and the relevant Dean/Director of Postgraduate Studies
- i. The selection panel has announced the results of the teaching staff selection process via the Human Resources Department, inviting successful candidates to sign a declaration of willingness and commitment to serve as teaching staff at UPGRIS

7. Work Instructions

No	Activity details	Head of Programme	Dean/Director of Postgraduate Studies	Rector/Vice-Rector II	Human Resources Department	Selection Panel	Prospective Academic Staff	Foundation Representatives/University Management
1	The Head of the Study Programme conducts a review of the rationalisation of teaching staff and students, as well as the academic qualifications of teaching staff							
2	If the rationalisation and academic qualifications have not been met, the Head of the Study Programme shall propose to the Dean/Director of Postgraduate Studies to increase the number of teaching staff							
3	Faculty/postgraduate management conducts a review to ascertain the details of teaching staff availability and estimates regarding rationalisation and academic qualifications							
4	The Dean/Director of Postgraduate Studies proposes to the Vice-Rector that teaching staff be recruited based on the analysis carried out by the faculty leadership.							
5	The Rector, through the Vice-Rector II and the Human Resources Department, shall follow up on the proposal from the Dean/Director of Postgraduate Studies within a maximum of two weeks to							

No	Activity details	Head of Programme	Dean/Director of Postgraduate Studies	Rector/Vice-Rector II	Human Resources Department	Selection Panel	Prospective Academic Staff	Foundation Representatives/University Management
	conduct outreach and announce the recruitment of academic staff							
6	The Personnel Department announces that recruitment is published via local and/or national media to ensure accountability and transparency				6			
7	The Human Resources Department conducts an inventory of applicants to be forwarded to the selection stage and reports this to the Rector via the Vice-Rector II, with a copy to the relevant Dean/Director of Postgraduate Studies				7			
8	The Rector forms a selection panel comprising university leadership, the Dean/Director of Postgraduate Studies, and the Head of the Study Programme			8				
9	The Selection Panel has determined that the testing process will be conducted in three stages, as outlined at : a) administrative screening; b) a written test comprising an academic aptitude test and a subject-specific proficiency test; c) a microteaching test; and d) an interview					9		

No	Activity details	Head of Programme	Dean/Director of Postgraduate Studies	Rector/Vice-Rector II	Human Resources Department	Selection Panel	Prospective Academic Staff	Foundation Representatives/University Management
10	The Personnel Department draws up the test schedule				↓ 10			
11	The Selection Team conducts administrative screening in accordance with the established administrative criteria				→	11		
12	Candidates for teaching staff who have passed proceed to the next stage of the selection process ( ) for the written test					↓	12	
13	The selection panel prepares the questions for the written test stage, along with the marking criteria to serve as a reference for the selection results					13		
14	Prospective teachers who have passed the written test and the microteaching test					→	14	
15	Members of the foundation/university management conduct an interview, involving the relevant Dean/Director of Postgraduate Studies						→	15
16	The selection panel announces the results of the academic staff selection via the Human Resources Department, inviting successful candidates to sign a declaration of willingness and commitment to serve as academic staff at UPGRIS					↓	16	

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
RECRUITMENT OF EDUCATIONAL STAFF**

Document Code	:	SOP-SPMI-UPGRIS-1.5.7
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**RECRUITMENT OF ACADEMIC STAFF**

1. Purpose of the Procedure: This procedure has been established to ensure that the recruitment process for lecturers proceeds in accordance with the standards for academic staff
2. Scope: This procedure applies to the recruitment process for educational staff carried out by the relevant units from the academic programme up to the university
3. Academic
  - a. Academic qualifications
    - 1) Librarian  
Librarians at UPGRIS must hold a minimum of a D III qualification in library science and/or possess a library proficiency certificate issued in 2015
    - 2) Laboratory Technicians  
Laboratory assistants at UPGRIS must hold a minimum of a D III qualification in their respective fields of expertise as of 2015
    - 3) Administrative staff  
Administrative staff at UPGRIS must hold a minimum of a D III qualification and possess expertise in the field of administration as of 2015
    - 4) Technicians  
Technicians at UPGRIS must hold a minimum of a D III qualification in their respective fields of expertise as of 2015
    - 5) Security staff  
Cleaning staff at UPGRIS must have a minimum of a secondary school qualification or equivalent by 2015
  - b. Pedagogical Competence  
Support staff at UPGRIS are required to attend training courses that support the performance of their duties.
  - c. Personal Competence  
Educational staff at UPGRIS possess integrity and good character, enabling them to serve as role models for the entire academic community.
  - d. Professional Competence

Educational staff at UPGRIS are required to hold a professional certification as a form of recognition of their professional status by 2015

e. Social Competence

The academic staff of UPGRIS must demonstrate sensitivity and good social interaction within both internal and external environments

f. Recruitment and Selection Standards for Educational Staff

5) The recruitment of academic staff must take into account the needs, as well as the necessary qualifications and competencies

6) The recruitment process for educational staff must be carried out with an adequate internal control system

7) The selection of educational staff is carried out in stages and at different levels

4. Definition of terms


In this procedure, the following terms are defined as

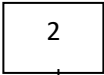
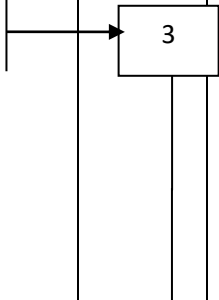
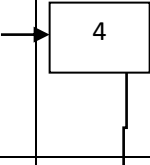
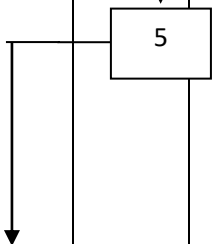
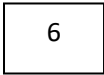
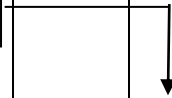
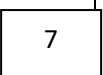
a. Recruitment is the process of selecting educational staff organised by

b. Educational staff are employees who carry out core duties and functions relating to the provision of facilities, service guidelines and procedures, registration and re-registration, student study planning services, teaching services, course evaluation, and other academic administrative services that form part of the academic administration of their work unit.

c. The selection panel is a team appointed by the rector to conduct the recruitment process, test candidates and assess them

5. Work Instructions

No	Activity details	Relevant Unit	Rector / Vice-Rector II	Personnel Department	Selection Committee	Prospective Academic Staff	Foundation Representatives / University Management
1	The relevant unit conducts an analysis of educational staff requirements based on priority, needs, and the required workload	<div style="border: 1px solid black; border-radius: 15px; width: 30px; height: 30px; text-align: center; margin: 0 auto;">1</div> 					

No	Activity details	Relevant Unit	Rector / Vice-Rector II	Personnel Department	Selection Committee	Prospective Academic Staff	Foundation Representatives / University Management
2	If rationalisation and the availability of the desired educational staff ( ) are limited, additional educational staff may be recruited by submitting a proposal to the Rector						
3	The Rector, through the Vice-Rector II and the Human Resources Department, shall follow up on proposals from the relevant units within two weeks at the latest to facilitate dissemination and announcement						
4	The Human Resources Department announces the recruitment, which is published via the media						
5	The Human Resources Department conducts a review of applicants to be forwarded to the selection stage and reports to the Rector via the Vice-Rector II, with copies sent to the relevant units						
6	The Rector, through the Vice-Rector II, forms a selection panel.						
7	The selection panel has determined that the selection process will consist of three stages: a) administrative screening, b) a written test in the form of a scholastic aptitude test, and c) an interview						

No	Activity details	Relevant Unit	Rector / Vice-Rector II	Personnel Department	Selection Committee	Prospective Academic Staff	Foundation Representatives / University Management
8	The Personnel Department draws up the test schedule			8			
9	The selection panel conducts the administrative screening in accordance with the established criteria for administrative requirements				9		
10	Candidates for educational staff who have passed proceed to the next stage of the written test						10
11	The selection panel prepares the written test, along with the assessment criteria to serve as a reference for the selection results				11		
12	Prospective teachers who have passed the written test will take the interview					12	
13	Foundation representatives/University management conduct interviews with prospective teaching staff						13
14	The selection panel announces the results of the academic staff selection via the Human Resources Department, inviting successful candidates to sign a declaration of willingness and commitment to serve as academic staff at UPGRIS				14		

**STANDARD OPERATING PROCEDURE DOCUMENT  
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**APPROVAL SHEET FOR SOP SPMI DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
DEVELOPMENT OF TEACHING AND NON-TEACHING STAFF**

Document Code	:	SOP-SPMI-UPGRIS-1.5.8
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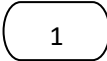
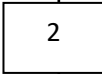


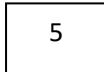
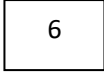
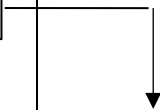
PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector for Academic Affairs and Collaboration	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

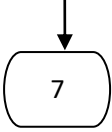
**SOP**  
**DEVELOPMENT OF EDUCATIONAL AND SUPPORT STAFF**

1. Purpose of the Procedure : This procedure has been established to ensure that training and skills development activities for teaching and non-teaching staff/employees of UPGRIS can be conducted in accordance with the standards for teaching and non-teaching staff
2. Scope : This procedure applies to internship/training activities and skills of teaching and non-teaching staff organised by faculties and/or the rectorate to develop competencies in the field of educational process management
3. Standards  
Teaching and non-teaching staff must undertake professional development through training and skills development activities
4. Definition of terms  
In this procedure, 'development' refers to the process of enhancing competencies in the management of teaching and non-teaching staff
5. Procedure
  - a. Planning
    - 1) Work units within the of UPGRIS conduct a needs analysis of lecturers and staff to support their performance in the management of the educational process.
    - 2) The results of the needs analysis are submitted to the management for further supervision and action in the form of recommendations.
    - 3) Should new competencies and developments be required in educational management, the development of teaching and non-teaching staff may take the form of work placements, or courses/training/skills development.
  - b. Implementation
    - 1) The work unit proposes recommendations for the development of teaching and non-teaching staff to the Rector's Office for follow-up
    - 2) The Rectorate of prepares and establishes administrative arrangements (MOUs, institutional fees, programme follow-up) for internship activities and/or courses/training once an agreement has been reached between both parties.

- 3) The Rectorate of is compiling a list of teaching and non-teaching staff to participate in the development programme. The Rectorate is liaising between the teaching and non-teaching staff and the institutions where the placements/courses/training take place.
- 4) Upon completion of the internship/course/training at , interns are required to submit a report to the institution where the internship/course/training took place and to PGRI SEMARANG, and subsequently disseminate the findings to other teaching and non-teaching staff

#### 6. Work Instructions

No	Activity details	Work Unit	Rector's Office	Support Staff
1	Work units within the of UPGRIS conduct an analysis of the needs of lecturers and staff to support their performance in the management of education.			
2	The results of the needs analysis were submitted to the management for review and further action in the form of recommendations			
3	Should new competencies and developments be required in educational management, the professional development of teaching and non-teaching staff may take the form of work placements or courses/training			
4	The relevant unit submits recommendations regarding the development of teaching and non-teaching staff to the rectorate for further action			
5	The Rector's Office of the State Polytechnic of East Java ( ) prepares and draws up the necessary administrative documents (MOUs, institutional fees, programme follow-up) for work placements and/or courses/training once an agreement has been reached between both parties			
6	The Rectorate of compiles a list of teaching and non-teaching staff to participate in the development programme. The Rectorate facilitates communication between the non-teaching			

No	Activity details	Work Unit	Rector's Office	Support Staff
	staff ( ) and the institutions hosting the internships/courses/training			
7	Upon completion of the placement/course/training, participants are required to submit a report to the institution where the placement/course/training took place and to PGRI SEMARANG, and subsequently disseminate the findings to other educational staff			

**STANDARD OPERATING PROCEDURE DOCUMENT  
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UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
SELECTION OF HIGH-ACHIEVING EDUCATIONAL STAFF**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**SELECTION OF HIGH-ACHIEVING EDUCATIONAL STAFF**

1. Purpose of the Procedure: This procedure has been drawn up to ensure that the selection process for high-achieving teaching staff can proceed in accordance with the standards for teaching staff
2. Scope : This procedure applies to the selection process for carried out by UPGRIS
3. Academic
  - a. Academic Qualifications

Lecturers at UPGRIS must hold a minimum academic qualification of a Master's degree (S2) for Bachelor's (S1) programmes and a Doctorate (S3) for Master's programmes.
  - b. Pedagogical competence

Lecturers at UPGRIS must undergo functional lecturer training covering at least Pekerti, Applied Approach (AA),
  - c. Personal Competence

Lecturers at UPGRIS possess integrity and good character, enabling them to serve as role models for the entire academic community.
  - d. Professional Competence

Lecturers at UPGRIS are required to hold a teaching certificate and/or professional certification issued by an association as a form of recognition of their professional status as lecturers in 2015
  - e. Social Competence

Lecturers at UPGRIS must possess social sensitivity and interaction skills, both within the internal and external environments
  - f. Recruitment Standards for Teaching Staff
    - 1) The recruitment of teaching staff must take into account the needs as well as the necessary qualifications and competencies
    - 2) The recruitment process for teaching staff must be conducted using an adequate internal control system
    - 3) The selection of teaching staff is carried out in stages

4) The selection of teaching staff is carried out by a team based on the Rector's Decree

2. Definition of terms

In this procedure, the following terms are defined as

- a. Educational staff are those who are qualified and competent to serve as teachers, lecturers, counsellors, mentors, learning mentors, training officers, tutors, instructors, facilitators, and other titles appropriate to their specialisation, and who participate in the delivery of education.
- b. High-achieving educational staff are academic administrative staff who, over the past 3 (three) years, have achieved outstanding and commendable results.
- c. The selection committee is a team appointed by the rector to conduct the selection process for each study programme.

3. Work Instructions

No	Activity details	Rector	Department	Election Committee
1	The Vice-Rector, through the selection committee, has announced the schedule for the selection of outstanding teaching staff in each department within UPGRIS	1		
2	Each department nominates one person to be registered as a candidate for the outstanding academic staff award based on the established standards and criteria		2	
3	The selection committee compiles a list of participants who meet the established standards and criteria to become permanent nominees			3
4	The Election Committee invites participants to take part in the selection assessment in accordance with the procedures set out in the information session.			4
5	The Election Committee carried out the final assessment in accordance with , using the established criteria and standards.			5
6	The Selection Committee determines the winner from among the participants in the outstanding teaching staff category			6
7	The Rector approved the winners of the award for outstanding educators	7		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
SELECTION OF HIGH-ACHIEVING EDUCATIONAL STAFF**

Document Code	:	SOP-SPMI-UPGRIS-1.5.10
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**SELECTION OF HIGH-ACHIEVING EDUCATIONAL STAFF**

1. Purpose of the Procedure: This procedure has been established to ensure that the selection process for high-achieving educational staff is conducted in accordance with educational staff standards
2. Scope: This procedure applies to the selection process for educational staff conducted by the university
3. Standards
  - a. Academic qualifications
    - 1) Librarian  
Librarians at UPGRIS, must hold at least a Diploma III in Library Science and/or a library proficiency certificate as of 2015
    - 2) Laboratory Technicians  
Laboratory assistants at UPGRIS must hold a minimum of a D III qualification in their relevant field of expertise by 2015
    - 3) Administrative staff  
Administrative staff at UPGRIS must hold a minimum of a D III qualification and possess expertise in the field of administration as of 2015
    - 4) Technicians  
Technicians at UPGRIS must hold a minimum of a D III qualification in their respective fields of expertise as of 2015
    - 5) Cleaning staff  
Cleaning staff at UPGRIS must have a minimum of a secondary school qualification or equivalent by 2015
  - b. Pedagogical Competence  
Educational staff at UPGRIS must undertake training programmes that support the implementation of their duties .
  - c. Personal Competence  
Educational staff at UPGRIS possess integrity and good character, thereby serving as role models for the entire academic community.

d. Professional Competence

Educational staff at UPGRIS are required to hold a certificate of expertise in the field of as a form of recognition of their professional status in 2015

e. Social Competence

Educational staff at UPGRIS must demonstrate good social awareness and interaction within both internal and external environments

f. Selection Criteria for High-Achieving Educational Staff

- 1) The recruitment of academic staff must take into account the needs, as well as the necessary qualifications and competencies
- 2) The recruitment process for educational staff must be conducted using an adequate internal control system
- 3) The selection of educational staff is carried out in stages

4. Procedure

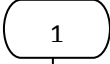


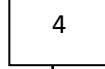
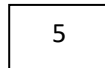
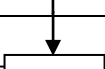
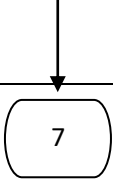
A. Registration

1. The Rector, through the selection committee, announces the schedule for the selection of high-performing educational staff in each department within the UPGRIS.
2. Each department nominates one person to be registered as a candidate for the award for outstanding educational staff, in accordance with the established standards and criteria
3. The selection committee compiles a list of participants who meet the established standards and criteria to become permanent nominees.

B. Implementation

1. The committee invites participants to the selection assessment process in accordance with the procedures set out in the briefing.
2. The committee conducts the final assessment in accordance with the established criteria and standards.
3. The committee decides on the winner from among the participants in the outstanding educational staff category
4. The Rector designates the winners of the outstanding educational staff award.

5. Work Instructions

No	Details of the event	Rector	Department	Election Committee
1	The Rector, through the election committee, announces the schedule for the election of high-achieving academic staff in each department within the UPGRIS			
2	Each department nominates one person to be registered as a candidate for the outstanding academic staff award based on the established standards and criteria			
3	The selection committee compiles a list of participants who meet the established standards and criteria to become permanent nominees			
4	The Election Committee invites participants to take part in the selection assessment in accordance with the procedures set out in the information session			
5	The Election Committee carried out the final assessment in accordance with the established criteria and standards			
6	The Selection Committee determines the winner from among the high-achieving educational staff participants			
7	The Rector designates the winners of the outstanding educational staff award			

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
TRAINING DISPATCH**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
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	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**TRAINING DELIVERY**

1. Objective : To ensure that the training delivery process complies with the academic standards and regulations in force at UPGRIS or in accordance with the grant provider’s requirements.
2. Scope : The dispatch of training for lecturers and administrative staff within UPGRIS for the purpose of human resource development
3. Definition
  - a. In-house training programmes are training initiatives based on human resource development analyses and funded from the budget of UPGRIS
  - b. External training programmes are training initiatives based on human resource analysis, where the costs are covered by the organising institution or funded through grants allocated by the UPGRIS
4. Procedure
  - a. Internal (initiated by the UPGRIS and funded from the UPGRIS budget)

Work Unit/Department	Work Instructions	Person in Charge
HR Evaluation Team	To conduct a review of the current state of human resources, including both lecturers and administrative staff	Rector
HR Evaluation Team	Compiling a table, prioritising development needs based on specific considerations, and drafting the Terms of Reference	Vice-Rector
Vice-Rector II	Conducting research, benchmarking, and drafting a Memorandum of Understanding (MoU) with prospective training providers	Rector
Vice-Rector II	Conduct negotiations regarding plans for human resource development activities	Vice-Rector
HR evaluation team	Collecting participant data, verifying it, and selecting prospective training participants	Rector
HR Evaluation Team	Providing explanations and guidance to candidates and preparing the technical arrangements for departure	Rector
Training participants	Conducting training activities	Rector

Work Unit/Department	Work Instructions	Person in Charge
Training participants	Preparing an accountability report and submitting it to the General Affairs Department (Collector Credit Point/CCP)	Rector

b. External (either as an external participant or as part of a grant programme)

Work Unit/Department	Work Instructions	Person in charge
General Admissions Department	To administer incoming correspondence regarding training offers and forward them to the Rector	Vice-Rector II
Rector	Forward to the Head of Bureau/Dean/Director of Postgraduate Studies to inform administrative staff of the subject of the letter	Rector
Head of Bureau/Dean/Director of Postgraduate Studies	Appoint staff for training in accordance with the requirements and criteria set by the organising institution	Rector
General Admissions Section	Issue a Letter of Assignment and forward it to the Vice-Rector II for a request for travel expenses	Vice-Rector II
Lecturers/administrative staff	Carrying out training duties	Vice-Rector
Lecturers/administrative staff	Preparing a written accountability report to the Rector as evidence of human resource development	Rector
Rector	Request trained lecturers/administrative staff to disseminate information to the wider academic community	Rector

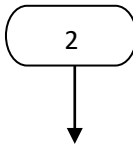
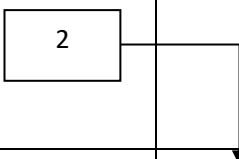
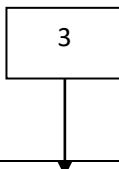
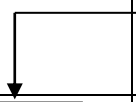

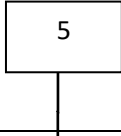
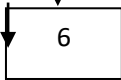

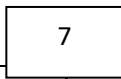
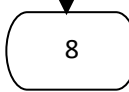
5. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Government Regulation No. 19 of 2005 on National Education Standards;
- c. Statutes of UPGRIS;
- d. UPGRIS Strategic Plan;
- e. UPGRIS Operational Plan;
- f. Master Plan for the Development of UPGRIS;

- g. Academic Standards of UPGRIS; and
- h. UPGRIS Staff Regulations.

6. Work Instructions

a. (initiated by UPGRIS and funded by UPGRIS)

No	Details of activities	HR Evaluation Team	Vice Rector II	Training Participants
1	The Human Resources Evaluation Team is conducting a review of the current state of human resources, including both academic staff and administrative staff			
2	The HR Evaluation Team tabulated and prioritised development needs based on specific considerations and drafted the Terms of Reference			
3	The Vice-Rector II conducts research, benchmarking, and drafts a Memorandum of Understanding (MoU) with the prospective training provider			
4	Vice-Rector II conducts negotiations regarding plans for human resource development activities			
5	The HR Evaluation Team collects participant data, verifies it, and selects prospective training participants			
6	The Human Resources Evaluation Team provided explanations and guidance to the candidates and made the necessary arrangements for their departure			
7	Training participants carried out the training activities			
8	Training participants prepare an accountability report and submit it to the General Affairs Department (Collector Credit Point/CCP)			

External (based on a request as an external participant or due to a grant programme)

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**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
PROMOTION OF EDUCATIONAL AND SUPPORT STAFF**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
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	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**PROMOTION OF EDUCATIONAL AND SUPPORT STAFF**

1. Purpose

1. To provide guidelines for the process of applying for promotion for teaching and non-teaching staff at UPGRIS
2. To provide guidelines to ensure that the process of applying for promotion for teaching and non-teaching staff at UPGRIS is conducted in accordance with applicable regulations

2. Scope

The Standard Operating Procedures (SOP) for the promotion of teaching and non-teaching staff at the UPGRIS include:

- a. Technical procedures for submitting applications for promotion of teaching and non-teaching staff at UPGRIS
- b. The departments or units involved in the promotion application process for teaching and non-teaching staff at UPGRIS
- c. Procedures and requirements for the promotion of teaching and non-teaching staff at UPGRIS

3. Standards

- a. Educational and administrative staff applying for promotion must hold a DP3 (Performance and Work Assessment Form) with a good average rating
- b. Educational staff who have fulfilled the three pillars of higher education and met the supporting criteria in accordance with the Credit Point Assessment (PAK) regulations set by the Directorate General of Higher Education (DIKTI) may apply for a promotion
- c. Educational support staff who have completed four years of service shall automatically receive a promotion, taking into account the DP3

4. Definition

1. A promotion for educators is a recognition awarded for their work performance and service to the nation
2. A promotion for support staff is a recognition awarded for their work performance and service to the nation

## 5. Procedure

### a. Promotion of educators

- 1) Lecturers wishing to apply for a promotion must submit a proposal to the Rector via the Dean or Director of Postgraduate Studies.
- 2) The Vice-Rector instructs the Chair of the PAK (Credit Point Allocation) team, via the Head of the Personnel Department, to review the files together with the PAK Secretary and team members.
- 3) The PAK Chair provides the corrected results to the relevant lecturer for revision.
- 4) Once corrected, the documents are returned to the PAK team leader.
- 5) If the PAK team's Head of s has re-examined the documents and deems them to comply with the applicable regulations or requirements, they are returned to the Rector via the Head of the Personnel Office.
- 6) The Rector forwards the files containing proposals for the promotion of teaching staff to the Regional Office for Higher Education (Kopertis).

### b. Promotion of educational staff

Employees who have been in service for four years, or who have served for three years and ten months, shall have their promotion proposed by the Head of Human Resources to the Rector, taking into account the DP3.

## 6. General Provisions

1. Lecturer certification is a right for all permanent lecturers at UPGRIS who have met the applicable requirements
2. Lecturer certification is carried out through a competency test to obtain a teaching certificate.
3. The competency test referred to in point 2 takes the form of an online assessment comprising personal details with uploaded supporting documents, a personal statement, a TOEP/TOEFL test, and a TPA test.
4. The portfolio assessment referred to in point 3 is carried out to determine recognition of lecturers' professional competence, in the form of an assessment of a collection of documents describing:
  - a. academic qualifications and performance in relation to the *Tri Dharma* of Higher Education;

- b. perceptual assessments by superiors, peers, students and the lecturer themselves regarding the possession of pedagogical, professional, social and personal competencies; and
- c. a personal statement regarding the lecturer's contribution to the implementation and development of the higher education institution.

7. References

1. Law No. 20 of 2003 on the National Education System
2. Law No. 14 of 2005 on Teachers and Lecturers
3. Government Regulation of the Republic of Indonesia No. 37 of 2009 on Lecturers
4. Regulation of the Minister of National Education of the Republic of Indonesia No. 47 of 2009 on the Certification of Educators for Lecturers
5. Decision of the Minister of National Education of the Republic of Indonesia No. 48 of 2009 concerning Guidelines for the Assignment of Study Leave for Civil Servants within the Ministry of National Education
6. Ministry of Education Regulation No. 17 of 2010 on the Prevention and Combating of Plagiarism in Higher Education.

8. Work Instructions

a. Promotion of educators

No	Details of activities	Lecturers	Rector/Dean /Director of Postgraduate Studies	Head of Personnel	PAK Team
1	Lecturers seeking a promotion submit a proposal to the Rector via the Dean/Director of Postgraduate Studies	1	↓		
2	The Rector issues instructions to the chair of the PAK team (Credit Point Determination)		2	↓	
3	Through the Head of the Personnel Department to review the files together with the PAK Secretary and team members			3	
4	The PAK Chair provides the corrected results to the relevant lecturer for revision			→	4

No	Details of activities	Lecturers	Rector/Dean /Director of Postgraduate Studies	Head of Personnel	PAK Team
5	The lecturer revises the corrected work and submits it back to the Head of the PAK	5			
6	If the PAK team's Head of the Academic Affairs Office ( ) has re-examined the documents and deemed them to comply with the applicable regulations or requirements, they are returned to the rector via the Head of the Personnel Office				6
7	The Rector forwards the file containing the proposal for the promotion of teaching staff to the Regional Office for Higher Education		7		

b. Promotion of educational staff

No	Details of activities	Head of the Personnel Department	Rector
1	Proposing a promotion for staff who have been employed for 4 years to the Rector, taking into account the DP3	1	
2	The Rector approves		2

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
LECTURER WORKLOAD (BKD)**

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	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**LECTURER WORKLOAD (BKD)**

1. Purpose : This procedure aims to ensure that the assessment of lecturers' workload (BKD) is conducted objectively, transparently, fairly, and proportionately in accordance with their academic activities and the structural roles/positions they hold.
2. Scope : The BKD procedure covers the criteria, weightings, and methods of BKD assessment within the environment of the UPGRIS
3. Academic
  - a. Academic qualifications  
Lecturers at UPGRIS, must hold a minimum academic qualification of a Master's degree (S2) for diploma/vocational programmes and a Bachelor's degree (S1) as of 2014.
  - b. Pedagogical competence  
Lecturers at UPGRIS must undertake functional lecturer training covering at least the Pekerti and Applied Approach (AA)
  - c. Personal Competence  
Lecturers at UPGRIS must possess integrity and good character, so that they can serve as role models for the entire academic community.
  - d. Professional Competence  
Lecturers at UPGRIS must hold a teaching certificate and/or professional certification issued by an association as recognition of their professional status as lecturers by 2015
  - e. Social Competence  
Lecturers at UPGRIS must demonstrate social sensitivity and interact effectively, both within the internal and external environments
4. Definition  
The Lecturer's Workload (BKD) is a quantitative parameter used to measure a lecturer's workload over a specific period (once per semester), taking into account several variables/components related to the three pillars of higher education—namely education/teaching, research, and community service—as well as supporting activities and the workload associated with the structural positions they hold.
5. Procedure

- a. The LPM establishes a BKD assessment timeline, compiles a list of BKD assessors, and coordinates with the UPMF
  - b. The LPM, together with the UPMF, disseminates information regarding the timeline, the Standard Operating Procedure (SOP) for the BKD assessment, and how to complete the BKD form within the designated software
  - c. Permanent lecturers complete the BKD software via the website <https://sister.upgris.ac.id>
  - d. During the assessment of the BKD report, each BKD assessor evaluates/examines the BKD report documentation (report forms and physical evidence)
  - e. If the BKD report still does not meet the acceptance criteria, the BKD assessor notes the necessary comments regarding the fulfilment of the acceptance criteria on both the BKD report form and the Minutes of Proceedings
  - f. After the UPMF has compiled the Faculty-level reports and these have been signed by the Dean/Director of Postgraduate Studies, the BKD reports for each Faculty are submitted to the LPM
  - g. The LPM carries out the compilation at University level
  - h. The LPM verifies lecturers who have not yet met the acceptance criteria and those who have not yet completed the BKD form in order to provide recommendations.
  - i. The Vice-Rector signed the university-level compilation and followed up on the recommendations from the LPM
  - j. The LPM submits the BKD documents to the LLDIKTI Region VI
6. General Provisions
- a. The BKD assessment applies to all permanent lecturers employed by the foundation, Full Professors, and civil servant lecturers (PNS) seconded to UPGRIS
  - b. The BKD assessment is conducted every semester in January (for the even-numbered semester) and July (for the odd-numbered semester)
  - c. Activities reported during the odd-semester reporting period cover the months of August to January; whilst the even-semester reporting period covers the months of February to July
  - d. The BKD assessment is carried out by assessors who hold a permanent Assessor Registration Number (NIRA) and/or a special NIRA for BKD assessment

- e. The BKD report is assessed by two assessors; assessors are not permitted to assess one another
- f. The Full Professor's BKD is assessed by assessors who hold the title of Full Professor
- g. The components assessed in the BKD comprise: workload in the field of education and teaching (including supervision) (IK1); workload in the field of research and scholarly work (scientific development) (IK2); workload in the field of community service (IK3); and workload in supporting fields along with workload as a structural official (additional duties of lecturers) (IK4)
- h. The weighting of the four BKD components mentioned in point "g" is equivalent to the Semester Credit System (SKS) load, subject to the provisions as explained in the BKD Rubric
- i. In addition to what is explained in the "Explanation" menu, if there are more than one such activity (e.g. N activities), then the BKD weighting =  $N \times$  the number of credit points (on a parallel basis)
- j. Every lecturer holding a teaching certificate, Professor, and civil servant lecturer seconded to UPGRIS must fulfil their BKD requirements within one semester, with a minimum of 12 SKS and a maximum of 16 SKS, comprising the four performance components as mentioned in point "g", with the following composition:
- k. IK 1 + IK 2: a minimum of 9 SKS, and IK 3 + IK 4: a minimum of 3 SKS
- l. Reports on the type of supporting physical evidence for activities must be detailed and specific; for example, if the physical evidence consists of a decree or a letter of assignment, the number must be stated; if the physical evidence consists of a journal, the name of the journal, the ISBN and the volume number must be stated
- m. Full Professors are specifically required to undertake the following activities: writing a book, producing a scholarly work, **or** disseminating ideas, with the BKD weighting as explained in the Rubric
- n. Before completing the BKD form, all lecturers are expected to familiarise themselves with the latest BKD Rubric, which can be downloaded from Dikti
- o. Specific matters not covered by these procedures will be addressed in a separate quality document.

## 7. References

- a. Law No. 14 of 2003 on Teachers and Lecturers;

- b. Government Regulation No. 37 of 2009 on Lecturers;
- c. Government Regulation No. 41 of 2009 on Professional Allowances for Teachers and Lecturers, Special Allowances for Teachers and Lecturers, and Honorary Allowances for Professors; and
- d. The latest Workload Rubric for Lecturers and Evaluation of the Implementation of the Tridharma of Higher Education.

8. Work Instructions

No	Activity	Lecturer	LPM	Assessor	Dean/Director of Postgraduate Studies / UPMF/UPMPS	Rector	LLDIKTI
1	The LPM draws up a timeline for BKD assessment, compiles a list of BKD assessors, and coordinates with the UPMF/UPMPS		1				
2	The Student Press Association (LPM), in collaboration with the University Press Association (UPMF) and the University Press Student Council (UPMPS), is publicising the timeline, the Standard Operating Procedure (SOP) for the BKD assessment, and how to complete the BKD form within the designated software				2		
3	Permanent lecturers complete the BKD software, print, and sign the BKD forms	3					
4	Permanent lecturers contact the designated assessor to request a signature			4			



No	Activity	Lecturer	LPM	Assessor	Dean/Director of Postgraduate Studies / UPMF/UPMPS	Rector	LLDIKTI
5	During the assessment of the BKD report, each BKD assessor evaluates/examines the BKD report documents (report forms and physical evidence)			5			
6	If the BKD report meets the acceptance criteria and each BKD assessor has signed the BKD report form, the lecturer must then submit two hard copies and one soft copy of the BKD report—which has been completed and signed by the assessors—for compilation at Faculty level				6		
7	If the BKD report still does not meet the acceptance criteria, the BKD assessor shall note the necessary comments regarding the fulfilment of the acceptance criteria on both the BKD report form and the Minutes of Proceedings			7			
8	After the UPMF has compiled the Faculty-level report and it has been signed by the Dean/Director of Postgraduate Studies, the BKD report for				8		

No	Activity	Lecturer	LPM	Assessor	Dean/Director of Postgraduate Studies / UPMF/UPMPS	Rector	LLDIKTI
	each Faculty is submitted to the LPM						
9	The LPMU carries out the compilation at University level		9 ↓				
10	The LPM verifies lecturers who have not yet met the acceptance criteria and those who have not yet completed the BKD form in order to provide recommendations.		10			↓	
11	The Rector signs the university-level compilation and follows up on the recommendations from the LPMU					11 ↓	
12	The LPMU submits the BKD documents to Kopertis						→ 12

**Appendix: Rubric for Lecturers' Workload and Evaluation of Higher Education Institutions' Dharma Implementation**

No	Field of Education & Teaching	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
1.	Delivering lectures at undergraduate and postgraduate levels to groups of up to 40 students for one semester, comprising one hour of face-to-face teaching per week plus one	1	*	Start Date	1	ST/SK, Student Attendance

No	Field of Education & Teaching	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
	hour of independent study and one hour of structured activities					
2.	Delivering lectures at undergraduate and postgraduate level to groups of up to 25 students for one semester, comprising one hour of face-to-face teaching per week, plus one hour of independent study and one hour of structured activities	1	*	Date of activity evidence	1 year	ST/SK, Student attendance
3.	Lecture and practical assistance for groups of up to 25 students, for 1 semester, 2 hours of face-to-face teaching per week	1	*	Date of activity	1 year	Evidence of activity & student attendance
4.	Supervision of the structured work placement for each group of up to 25 students,	1	*	Date of activity evidence	1 year	Proof of activity approved by supervisor
5.	Scheduled seminars for each class of up to 25 students over one semester, with one hour of face-to-face teaching per week	1	*	Date of proof of attendance	1 year	Seminar attendance records are submitted to the supervisor
6.	Supervision & final projects for S0 and S1 students, with a maximum of 6 students per semester = 1 credit	1	*	Date of activity evidence	1 year	Proof of supervision approved by supervisor
7.	Supervision of a Master's thesis for a maximum of 2 students over 1 semester	1	*	Date of proof of activity	1 year	Evidence of supervision approved by supervisor
8.	Supervision of PhD dissertations for a maximum of 2 students for 1 semester	1	*	Date of proof of activity	1 year	Proof of supervision approved by supervisor
9.	Study requirements for a PhD and/or Master's degree	12	*	ST	1 year	KTM or other documentation

No	Field of Education & Teaching	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
10.	Assignment to undertake non-degree training for the development of professional competencies (in line with the field of study) or pedagogical competencies, e.g. AA, Pekerti, etc.	6	*	Date of completion of the requirement to obtain a certificate	2 years	ST & certificate
11.	Examining final projects for 4 students over 1 semester	1	*	Date of ST	1st year	ST
12.	Supervising lecturers of a lower rank (maximum 4 lecturers)	1	*	ST Date	1 year	ST
13.	Developing teaching and learning materials (syllabuses, lesson plans, curriculum guidelines, etc.) either in groups or independently, the results of which are used in teaching activities (including the outcomes of action research and modelling) Chairperson = 60% Members = 40%	2	*	Date of ST	1st	ST & relevant supporting documents
14.	Carrying out secondment and faculty exchange activities; therefore, credit points are adjusted according to the lecturer's activities at the host institution (1 month = max. 2 credit points, depending on the activity)	5	*	Date of ST	1 year	ST & relevant evidence (detachment work plan)
14.	Supervising the compilation of lecturers' portfolios, maximum 8 lecturers	1	*	ST Date	1 year	ST/SK
15.	Academic supervision of students (Academic Advisor) 6 students 1 semester	2				Evidence of mentoring activities approved by the supervisor

No	Field of Education & Teaching	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
17.	Compiling Practical/Workshop/Studio Guidelines	2	*			Documentary Evidence
18.	Developing a Periodic Lecturer Work Plan	1	*			Documentary Evidence
19.	Delivering a scholarly lecture	1	*			Evidence of activities approved by the supervisor

\* 2010–2011 = 100%; 2012 = 80%; from 2013 onwards = 50%

No	Research & Development Activities	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
1.	Involvement in a research project or the creation of an artistic or technological work carried out by the group (approved by the head and recorded): Chairperson = 2; members = 1	3	*	Date of completion of research	2 years	Research report & certificate from the research institution
2.	Conducting research or creating an independent piece of art or technology (approved by the head of department and recorded)	4	*	Date of completion of research	2 years	Research report & certificate from the Research Institute
3.	Writing a scientific paper	7	*	Publication date	3 years	Document
4.	Write a book manuscript title to be published within a maximum of 4 semesters (approved by the head of department and recorded) with an ISBN (no ISBN = maximum 2 credits)	3	*	Publication date or publishing contract	2 years	Book & ST from management
	Write one international book manuscript (in a foreign language and distributed internationally in	5	*	Publication date or	2 years	Book & ST from the editor

No	Research & Development Activities	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
	at least 3 countries), approved by management and recorded			publishing contract		
5.	Translate or adapt one book manuscript to be published within a maximum of 4 semesters (approved by the head of department and recorded)	2	*	Sda	2 years	Sda
6.	Editing one book title to be published within a maximum of 4 semesters (approved by the head of department and recorded)	2	*	Sda	2 years	Sda
7.	Presenting at a scientific conference: <ul style="list-style-type: none"> <li>- first author at an international conference</li> <li>- first author on an invitation at the national level</li> <li>- first author on a free paper</li> <li>- co-author</li> </ul>	5 4 3 1	*	Date of proof of	1 year	Decision and proof of activity approved by superior
8.	Writing a scientific journal article					
	Published in a non-accredited journal (chairperson = 60%)	3	*	Publication date	1 year	Journal or letter from the journal & manuscript
	Published in an accredited journal (chairperson = 60%)	5	*	Publication date	2 years	Journal or letter from the journal & manuscript
	Published by an internationally accredited journal (in an international language)	7	*	Publication date	3 years	Journal or letter from the journal and manuscript
9.	Obtaining a patent					
	Simple patent	3	*	Date of patent certificate	1 year	Patent certificate

No	Research & Development Activities	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
	Standard patent	4	*	Patent certificate date	2 years	Patent certificate
	International patent (minimum 3 countries)	5	*	Patent certificate date	3 years	Patent certificate
10.	As an assessor for lecturers' workload and the evaluation of the implementation of the three pillars of higher education institutions for up to 8 lecturers (none) – printing error.	1	*	Date of proof of activity	1 year	Decision and proof of activity approved by superior
11.	Unpatented work - international - national - local	3 2 1				Decision and proof of work approved by the head
12.	Preparing Teaching Materials/Lecture Notes/Modules	2	*	Date of activity evidence	1 year	Document

\* 2010–2011 = 100%; 2012 = 80%; from 2013 onwards = 50%

No	Community Service Activities	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
1	2	3	4	5	6	7
1.	One activity per semester (approved by management and recorded)	1	*	Date of activity	1st	ST leadership & proof of activity
2.	Creating / writing a community service project	2	*	Date:	1 year	ST leader & proof of activity
3.	PPM work as a module or teaching material not published but used by students	2				
4.	Providing training/counselling/workshops to the community	2 1	*			ST leader & proof of activities

No	Community Service Activities	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
1	2	3	4	5	6	7
	- international level - national					
5.	Holding a leadership position within a government institution or as a state official, thereby requiring exemption from their regular post	1	*			ST leadership & evidence of activities
6.	Implementing the development of educational and research outcomes that can be utilised by the public		*			ST pimp & evidence of activities
7.	Providing services to the community or undertaking other activities that support the implementation of general government duties and development in accordance with the relevant field of study or as assigned	1	*			ST pimp & evidence of activities
8.	Producing/writing a community service publication: 1 complete title with an ISBN - 1 title: editor and contributors; editor 60%, contributors 40%	3	*			ST pimp & proof of writing

No	Supporting Activities	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
1.	Guidance & Counselling for every 6 students	2	*	Start date of semester	1st year	Evidence of Guidance Attendance of students in guidance
2.	Head of Student Affairs Unit	1	*	Date of Decree	During tenure + 1 year	Decision
3.	Head of internal social organisation	1	*	Date of Decree	sda	Decision

No	Supporting Activities	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
4.	Chair, Secretary and Members of the University Senate	2	1xR	Date of Decree	sda	Decision
5.	Chair, Secretary and Members of the Faculty Senate	1	1xR	Date of Decree	sda	Decision
6.	Head of Programme	2	1xR	Date of Decree	sda	Decision
7.	Ad Hoc Committee (committee members must have completed at least one semester)	2	1xR	Date of Decision	sda	Decision
8	Serves as a Serdos Assessor, BKD Assessor, AMAI Auditor, SPI Auditor, and Programme Accreditation Assessor	2				
9.	Student counselling: 6 students per semester	1		Date of Appointment	sda	List of counselling sessions
10.	Supervising student activities: 1 Student Activity Unit (SAU) per semester	1		Decree		Decree
11.	Holding the position of: Rector/Vice-Rector /Dean/Director of Postgraduate Studies / Vice Dean/Assistant Director / Head of UPT/Head of Study Programme / Department Programme Secretary	6 5 4 3 2 1				Assignment Letter
12.	Serving as a committee member or board member in a government agency - central level - first-tier local level	2 1 1			In accordance with the Decree	Assignment Decree

No	Supporting Activities	Max. Credits		TMBP	MKBP	EVIDENCE
		R	KR			
	- second-tier local level					
13.	Active in the management of an Association / Professional Organisation - at international level - national level	2 1.5				Membership card / details
14.	Being a member of the national delegation at an international meeting	2			1	ST & schedule / invitation
15.	Playing an active role in the Scientific Meeting	1		ST		Evidence
16.	Received an Award	2		Decree		Evidence of the award
17.	Writing a paper for public consumption	1			1 year	Documentary evidence
18.	Achievements in the field of OR/Humanities	2			1 year	Evidence (medals, certificates, etc.)
19.	Permanent committee chairperson (committee members must have served for at least 2 semesters) for:				1 year	
	University level equivalent to 2 credits	2	1xR	Date of Decree	Sda	Decision
	Faculty level is equivalent to 2 credits	2	1xR			
	Department level is equivalent to 1 credit	1	1xR			

**EXPLANATION OF THE SECTION, METHOD OF CALCULATING THE MAXIMUM CREDITS**

No	EDUCATION & TEACHING ACTIVITIES	EXPLANATION
1.	Delivering lectures/tutorials	<p><b>For S0 and S1:</b>            1–40 students = 100% × course credit hours: number of contact hours / proportional to number of students            41–80 students = 150% × course credits: proportional to the number of lecturers            81–120 students = 200% × course credits: proportional to the number of lecturers            121–160 students = 250% × course credits: proportional to the number of lecturers            161–200 students = 300% × course credits: proportional to number of lecturers            201–240 students = 350% × course credits: proportional to the number of lecturers            241–260 students = 400% × course credits: proportional to the number of lecturers            261–300 students = 450% × course credits: proportional to the number of lecturers</p> <p><b>For Master’s and PhD programmes:</b>            1–25 students = 100% × course credits: proportional to the number of lecturers            26–50 students = 150% × course credits: proportional to the number of lecturers</p>
2	Lecture or practical assistance	<p>1–25 students = 100% × Practical Course Credits: proportional to the number of lecturers</p> <p>If there are 3 practical classes @ 20 students each for a 1-credit practical module, then:            - 3x1: proportional to the number of lecturers providing practical assistance</p>
3.	Supervision of structured work placements (PKL; Community Service; DPL; Academic Event Coordinator; Faculty Leadership Expert Staff; etc.) is equivalent to 50 hours per semester	1 credit = 50 working hours per semester
4	Scheduled seminars: maximum 25 students	Structured/scheduled seminars accompanied by supervision, not part of lectures/practicals:

No	EDUCATION & TEACHING ACTIVITIES	EXPLANATION
	per semester, 1 hour of face-to-face contact per week	Proposal seminars, final project research results seminars per semester = 1 to a maximum of 25 students; more than 25 are counted in multiples
5.	Supervision of final projects for S0 and S1: maximum 6 students per semester = 1 credit	Thesis supervision (main or co-supervisor: both counted as 1 credit for 6 students; any additional students are calculated proportionally based on the number of supervising lecturers Thesis/TA supervision credit = number of students ÷ 6 × 1 credit Thesis examination credit = number of students ÷ 6 × 0.5 credits Examining proposals for BSc, MSc, PhD, and Qualification = 1 credit
6.	Supervision of Master's theses: maximum 3 students per semester	Specialist (Sp) equivalent to Master's: Thesis supervision = number of students supervised: 3 × 1 credit Thesis examination = number of students : 3 x 0.5 credits
7.	Dissertation supervision: maximum 2 students	Dissertation supervision credit = number of students: 2 x 1 credit Dissertation examination credit = number of students: 2 x 0.5 credits
8.	Lecturer Professionalism Training (including PEKERTI-AA)	Face-to-face sessions = 2 credits AA+ independent assignments @ = 2 credits (approved by the organiser) Over 960 hours = 6 credits; 641–960 hours = 5 credits; Between 481 and 640 hours = 4 credits; Between 161 and 480 hours = 3 credits; Between 81 and 160 hours = 2 credits; Between 30 and 80 hours = 1 credit
No	RESEARCH ACTIVITIES	EXPLANATION
1.	Involvement in 1 group research project (approved by the head of department and recorded)	1 research project totalling 3 credits - Principal investigator = 2 credits - Member = 1 credit point divided among the lecturers If a lecturer is the principal investigator in 2 research projects, the value is 2 x 2 credits x 60% = 2.4 credits
2.	Independent research (approved by the head of department and recorded)	1 research title = 4 credits

No	EDUCATION & TEACHING ACTIVITIES	EXPLANATION
3.	Writing one book title to be published within four semesters (approved by the head of department and recorded)	<p>1 complete book title with an ISBN / a contract from a publisher = 3 credits</p> <p>1 book title/teaching material, with an editor: Editor = <math>60\% \times 3</math> credits = 1.8 credits; each chapter contributor = <math>40\% \times 3</math> = 1.2 credits</p> <p>1 title of book/teaching material, with an editor: Editor <math>60\% \times 3</math> credits = 1.8 credits; contributor to 1 complete book, not per chapter = <math>40\% \times 3</math> = 1.2 credits</p> <p>International book (min. 3 countries, international language) = 5 full credits.</p> <p>Writing modules/lecture notes/teaching materials used by students = 2 full credits</p>
4.	Translating or adapting 1 book manuscript to be published, max. 4 semesters (approved by management & recorded)	<p>One manuscript s in full = 2 credits</p> <p>If more than one person is involved in a single title:  Chair/Editor = <math>60\% \times 2</math> = 1.2 credits  Member = <math>40\% \times 2</math> = 0.8 credits</p>
5.	Editing one book manuscript to be published within a maximum of 4 semesters (approved by the head and recorded)	<p>1 book manuscript title edited for a full credit = 2 credits</p> <p>If there is more than one person, the credit points are divided: the chairperson receives 1 credit point and each member receives 1 credit point</p>
6.	Writing in a scientific journal - manuscript accepted - manuscript reviewed - manuscript accepted for publication	<p>Calculation:</p> <p>Accepted by the editorial board = 20%</p> <p>Reviewed = 40%</p> <p>Accepted = 60%</p> <p>Published = 100%</p>
No.	FIELD OF COMMUNITY SERVICE	EXPLANATION
1.	Community Service Work used as unpublished teaching materials/modules for students	Proportional to the number of lecturers
No	SUPPORTING FIELDS	EXPLANATION
1.	Ad Hoc Committee	

No	EDUCATION & TEACHING ACTIVITIES	EXPLANATION
	<ul style="list-style-type: none"> <li>- university level</li> <li>- Faculty/Department Level</li> </ul>	Chair/Coordinator, patron, adviser, director, person in charge, secretary = 2; members = 1 Chair/Coordinator, Patron, Advisor, Director, Person in Charge, Secretary = 1; Members = 0.5
2.	Assessor / Auditor <ul style="list-style-type: none"> <li>- National level</li> <li>- university level</li> </ul>	2 credits 1 credit
3.	Becoming a member of a government body or agency	Central-level chairperson = 2; members = 1 Regional Chair = 1; members = 0.5
4.	Professional Association	International-level executive = 2; members = 1 National-level executive = 1.5; members = 1
5.	Serving as an international delegate representing the country	Chairperson = 2; members = 1
6.	Receiving an award	International = 2; National = 1
7.	Achievements in the field of OR / Humanities	International = 2 National = 1

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
Lecturer Certification**

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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **SOP**

### **Lecturer Certification**

#### 1. Purpose

- a. To provide guidelines for the lecturer certification (Serdos) application process at UPGRIS
- b. To provide guidelines to ensure that the lecturer certification application process at UPGRIS proceeds in accordance with applicable regulations

#### 2. Scope

The Standard Operating Procedure (SOP) for Lecturer Certification (Serdos) covers:

- a. Technical procedures for lecturer certification applications at UPGRIS
- b. The departments or units involved in the Serdos application process at UPGRIS

#### 3. Procedures and requirements for submitting a Serdos application at UPGRIS Standards

##### 1. Academic qualifications

Lecturers at UPGRIS must hold a minimum academic qualification of a Master's degree (S2) for diploma/vocational programmes and a Bachelor's degree (S1) as of 2014.

##### 2. Pedagogical competence

Lecturers at UPGRIS must undertake functional lecturer training, comprising at least the Pekerti and Applied Approach (AA) modules

##### 3. Personal Competence

Lecturers at UPGRIS must possess integrity and good character, so that they can serve as role models for the entire academic community.

##### 4. Professional Competence

Lecturers at UPGRIS must hold a teaching certificate and/or professional certification issued by an association as recognition of their professional status as lecturers by 2015

##### 5. Social Competence

Lecturers at UPGRIS must demonstrate social awareness and interact effectively, both within the university and with the wider community

#### 4. Definition

- a. Lecturer certification (Serdos) is the awarding of a teaching certificate to lecturers.
- b. The Serdos programme is an initiative to improve the quality of national education and enhance lecturers' welfare by encouraging them to continuously develop their professionalism.

- c. The teaching certificate awarded to lecturers through the certification process serves as formal recognition of lecturers as professionals within the higher education sector.
- d. PDPT stands for Higher Education Data Centre
- e. PTU stands for Proposing Higher Education Institution
- f. PTPS stands for Higher Education Institution Conducting Certification
- g. PSD stands for the Lecturer Certification Committee
- h. DYS stands for Certified Lecturer

## 5. Procedure

### a. Dikti

- 1) Based on the data in the PDPT database, Dikti notifies and uploads data on prospective DYS candidates online via the PDPT website (or equivalent) in the current year to each PTU. For prospective DYS candidates from higher education institutions organised by the community/private sector (PTS), the notification is addressed to the PTS via the LLDIKTI account in the PDPT, which can be downloaded by the PTU via the PDPT website
- 2) The PTU carries out the validation process by updating the data of prospective DYS candidates. Updates may be made by (a) removing prospective DYS candidates whose lecturers have passed away, retired, etc., (b) updating the master data of prospective DYS candidates, (c) updating the master data of lecturers not yet included in the D-1 data. All such updates are carried out online and in accordance with the provisions of the Directorate General of Higher Education (Dikti) c.q. PDPT.
- 3) Data on prospective DYS candidates that has been validated by the PTU within the deadline set by Dikti is hereinafter referred to as D-2 data. The DYS data within the D-2 data becomes the data on DYS candidates.
- 4) Dikti, based on national allocation considerations, criteria and priority scales in accordance with applicable regulations and legislation, ranks the data in the D-2 dataset and determines the number and names of definitive DYS candidates for each public higher education institution (PTU) under the Ministry of Research, Technology and Higher Education ( ) (D-3 data). Meanwhile, for private higher education institutions (PTS), the allocation of the number and names of DYS candidates is determined for each Regional Office for Higher Education (Kopertis) and its respective PTS.

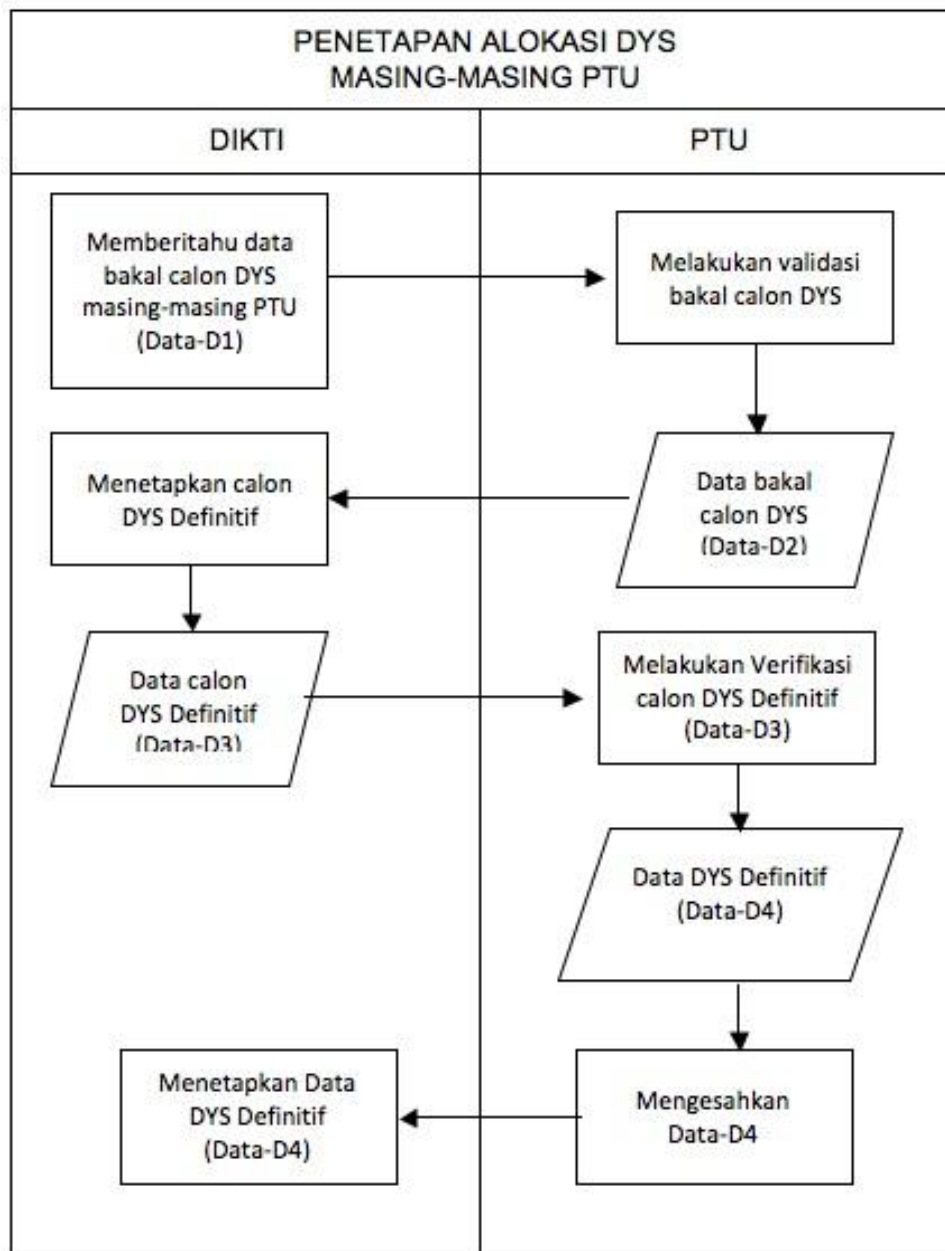
- 5) Dikti uploads D-3 data to the serdos website, which can be accessed via <http://serdos.dikti.go.id>. The number of definitive DYS candidates in accordance with the national allocation consists of the number of permanent candidates plus reserve candidates for each certification period.
- 6) The PTU downloads the D-3 data and carries out verification by (a) removing prospective DYS candidates based on strategic considerations by the PTU management, and (b) adding and/or validating data on fields of study/sub-fields of study. The complete verified data is approved by the PTU management by clicking the 'APPROVE' button on the Serdos website (D-4 data).
- 7) Dikti verifies rank data based on the latest Promotion Decree (for civil servant DYS) or Inpassing Decree (for non-civil servant DYS) and determines the number and names of definitive DYS for each PTU based on the D-4 data approved by the PTU.

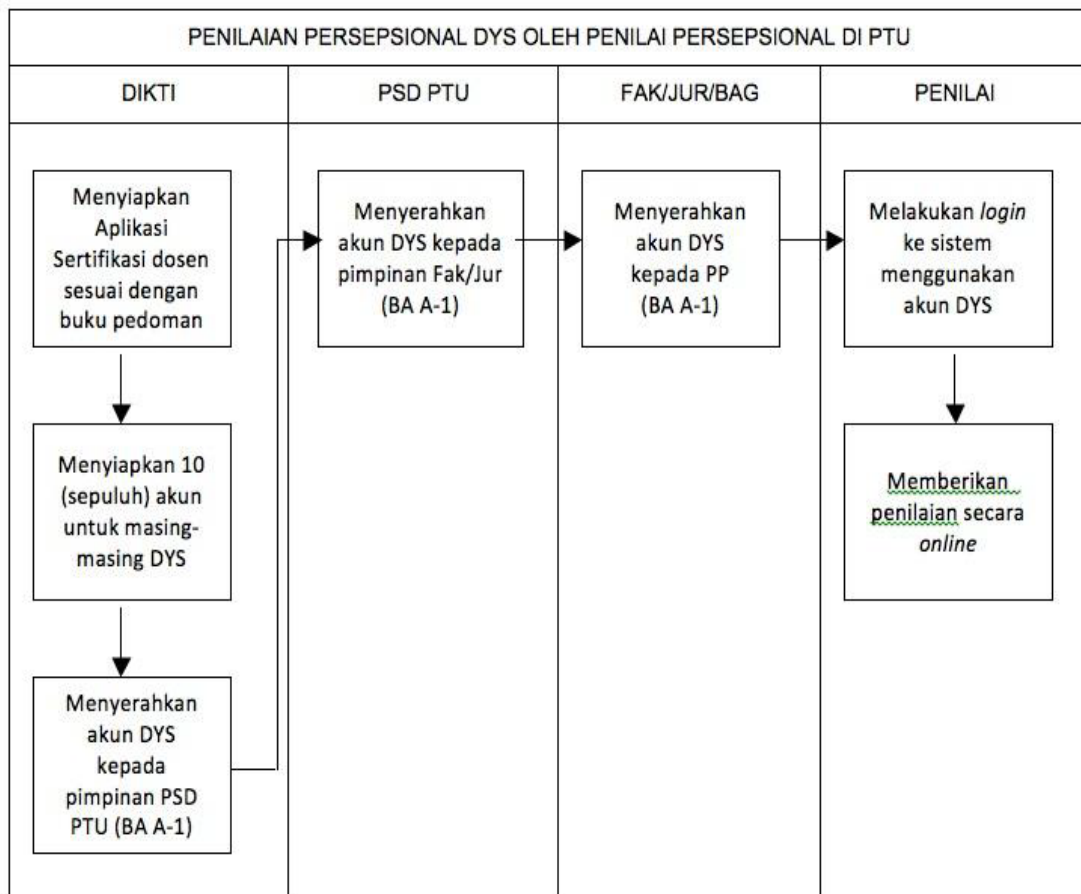
## 6. Workflow

### a. Proposing Higher Education Institution (UPGRIS)

- 1) The PSD from each PTU conducts outreach to all senior management, DYS, and prospective perceptual assessors (PP) regarding the procedures for implementing the integrated Serdos.
- 2) The PSD coordinates with the Heads of Faculties/Heads of Study Programmes to appoint a personal assessor (PP) for each DYS.
- 3) The PSD hands over the DYS accounts to the Heads of Faculty/Programme Directors within their respective departments, accompanied by the BA A-1 minutes of meeting. Following the same procedure, the Heads of Faculty/Programme Directors hand over the accounts to the Perceptual Assessors (PP) using the BA A-1 form.
- 4) Perceptual Assessors conduct assessments online

Workflow





b. Certified Lecturers (DYS)

To complete the data entry online, lecturers are requested to open the guide “lecturer certification administration system”, which can be accessed via the address: <http://serdos.dikti.go.id>.

The procedure to be followed by the DYS is as follows:

- 1) Complete the form with a Curriculum Vitae (CV)
- 2) Complete and validate personal details
- 3) Upload a passport-sized photo of yourself for the certificate
- 4) Completing the Self-Perception Assessment
- 5) Compiling and writing the Self-Description document/narrative
- 6) Uploading the Portfolio Document Approval Form

7. General Provisions

- a. Lecturer certification is a right for all permanent lecturers at UPGRIS who have met the applicable requirements

- b. Lecturer certification is carried out through a competency test to obtain a teaching certificate.
- c. The competency test referred to in point 2 is conducted in the form of a portfolio assessment.
- d. The portfolio assessment referred to in point 3 is carried out to determine recognition of lecturers' professional competence, in the form of an assessment of a collection of documents describing:
  - e. Academic qualifications and performance in relation to the *Tri Dharma* of Higher Education;
  - f. Perceptual assessments by superiors, peers, students and the individual regarding the possession of pedagogical, professional, social and personal competencies; and
  - g. A personal statement regarding the lecturer's contribution to the implementation and development of the university.

#### 8. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 14 of 2005 on Teachers and Lecturers;
- c. Government Regulation of the Republic of Indonesia No. 37 of 2009 on Lecturers;
- d. Ministry of Education and Culture Regulation No. 47 of 2009 on Educator Certification for Lecturers;
- e. Decision of the Minister of National Education of the Republic of Indonesia No. 48 of 2009 on Guidelines for the Assignment of Study Leave for Civil Servants within the Ministry of National Education; and
- f. Ministry of Education and Culture Regulation No. 17 of 2010 on the Prevention and Combating of Plagiarism in Higher Education.

**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARDS FOR LEARNING FACILITIES AND INFRASTRUCTURE**

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	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

## **A. VISION AND MISSION**

### **VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To become a leading university with a distinct identity.

### **MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

To implement the Four Pillars of the University (education, research, community service, and exemplary conduct) to shape intellectuals and outstanding leaders with a national character for the betterment of life and society.

## **B. SCOPE**

This section covers the minimum criteria for facilities and infrastructure in accordance with the requirements of the learning content and processes, with a view to fulfilling graduate learning outcomes. These quality standards are formulated on the basis of the National Standards for Higher Education as set out in Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education. The indicators used to measure the achievement of quality standards for learning facilities and infrastructure are derived from the SN DIKTI and from the BAN-PT accreditation assessment indicators, for both institutions and study programmes.

## **C. RATIONALE FOR ESTABLISHING THE STANDARDS**

Regulation Government No. 19 of 2005 on National Education Standards (SNP) has highlighted the importance of continuous quality improvement. Quality assurance should encompass all processes in education, including the facilities and infrastructure required to support education. UPGRIS's vision and mission also require adequate facilities and infrastructure as learning resources to enhance educational services, research, and community engagement. Although it possesses competent teaching and support staff, and high-quality student intake, without adequate facilities and infrastructure—particularly lecture halls, learning resources and teaching aids, well-equipped laboratories, communication facilities

(internet and so on), and a library stocked with textbooks, teaching materials, and journals (both national and international)—educational services, research activities, and community engagement (including industry and institutional partnerships) will not be optimised. Consequently, UPGRIS’s mission cannot be properly fulfilled, and its vision will not be realised.

#### **D. PURPOSE OF ESTABLISHING STANDARDS**

1. To serve as a guideline for the leadership of UPGRIS in establishing policies relating to the field of education
2. To serve as a guideline for the Academic Quality Assurance Agency (LPM) in evaluating and monitoring educational outcomes
3. To serve as a guideline for faculties and study programmes in setting educational achievement targets in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving educational outcomes

#### **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the education standards
2. The First Vice-Rector is responsible for reviewing the draft educational standards
3. The Academic Senate is responsible for providing feedback on the draft educational standards
4. The Rector is responsible for approving the draft educational outcome standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing educational outcome standards
6. The LPM is responsible for monitoring educational outcome standards
7. Lecturers and students are responsible for the implementation and achievement of educational out standards

#### **F. GLOSSARY**

1. The UPGRIS Internal Quality Assurance System, hereinafter abbreviated as SPMI UPGRIS, is a systematic activity to improve the quality of higher education in a planned and sustainable

manner at UPGRIS.

2. Implementing standards involves putting into practice the provisions based on measurements, specifications and benchmarks as set out in the standard regarding graduate competencies, which must be adhered to, carried out and achieved.
3. Standards for learning facilities and infrastructure are minimum criteria regarding facilities and infrastructure in accordance with the needs of the learning content and process in order to fulfil graduate learning outcomes.
4. Learning facilities are all equipment, materials, and furnishings directly used in the educational process to support the achievement of predetermined learning objectives.
5. Learning resources include teaching aids, which are tools that can be used directly in the learning process, such as printed books, modules, practical equipment and stationery.
6. Teaching aids are educational aids in the form of objects that can make learning more concrete. 5. Learning facilities are all basic equipment that indirectly supports the implementation of the educational process. Learning facilities can also be defined as indirect tools used to achieve educational objectives, such as classrooms, school buildings, sports fields, canteens, places of worship and so on.

#### G. STANDARD STATEMENTS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
1.6.1.1	Universities, faculties and study programmes must provide learning facilities comprising furniture; educational equipment; educational media; books, e-books and repositories; information and communication technology facilities; experimental instrumentation; sports facilities; arts facilities; general	SN DIKTI P34.1	The availability of learning resources comprising furniture; educational equipment; educational media; books, e-books and repositories; information and communication technology resources; experimental apparatus; sports facilities; arts facilities; general facilities; consumables; and facilities	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	facilities; consumables; and maintenance, safety and security facilities.		and resources for maintenance, health and safety.			
1.6.2.1	Universities, faculties and study programmes are required to provide learning facilities comprising, at a minimum: land; classrooms; a library; laboratories/studios/workshops/production units; sports facilities; arts facilities; student activity rooms; administrative offices; staff rooms; administrative offices; and general facilities including roads, water, electricity, and voice and data communication networks.	SN DIKTI P35. 1 - 2	The minimum learning facilities available shall consist of land; classrooms; a library; laboratories/studios/workshops/production units; sports facilities; arts rooms; student activity rooms; management offices; staff rooms; administrative offices; and general facilities including roads, water, electricity, and voice and data communication networks.	IKU	Monev	U/F/P
1.6.3.1	The university must provide a comfortable and healthy site to support the learning process, with ownership, building use rights, or usage rights in the name of the governing body.	SN DIKTI P36.1	Suitable and healthy premises are available to support the learning process, held under freehold, leasehold or right-of-use titles in the name of the governing body.	IKU	Monev	U/F/P
1.6.4.1	Universities must provide facilities and infrastructure accessible to students with special needs, comprising at least Braille labels and audio information; ramps for wheelchair users; tactile paving ( ) and guiding blocks on paths or corridors within	SN DIKTI P39.2	The provision of facilities and infrastructure accessible to students with special needs, comprising at a minimum: Braille labels and audio information; ramps for wheelchair users; tactile paving (guiding blocks) on paths or	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	the campus; campus or building maps in the form of raised maps; and toilets or bathrooms for wheelchair users.		corridors within the campus; campus or building maps in the form of raised-relief maps; and toilets or bathrooms for wheelchair users.			
1.6.5.1	Universities are required to provide relevant and up-to-date facilities and infrastructure to support learning, research, community engagement, and to enhance the academic environment and facilitate the needs of those with special needs in accordance with SN-DIKTI.	APT P37a APS 37	The availability of relevant and up-to-date facilities and infrastructure to support learning, research, community engagement, and to enhance the academic environment and accommodate students with special needs in accordance with SN-DIKTI.	IKU	AMI	U/F/P
1.6.6.1	Universities must have an information system for administrative services that has been proven effective in meeting the following criteria: covering academic, financial, human resources, and facilities and infrastructure (assets) services; easily accessible to all work units within the institution; comprehensive and up-to-date; all types of services are integrated and used for decision-making; and all integrated services are evaluated periodically, with the results acted upon to	APT P37b and LAMD IK S2 37	The availability of an information system for administrative services that has proven effective in meeting the following aspects: covering academic, financial, human resources, and facilities and infrastructure (assets) services; easily accessible to all work units within the institution; comprehensive and up-to-date; all types of services are integrated and used for decision-making; and all integrated services are evaluated periodically, with the results followed up	IKU	Monev	U/F

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	improve the information system.		to improve the information system.			
1.6.7.1	The university must have an information system for learning, research, and PkM programmes that have proven effective in meeting the following criteria: the availability of e-learning services, library resources (e-journals, e-books, e-repositories, etc.), and ease of access for the academic community; furthermore, all types of services must be evaluated on a regular basis and the results acted upon to improve the information system.	APT P37c	The availability of an information system for learning, research, and PkM services that has been proven effective in fulfilling the following aspects: availability of e-learning services, library resources (e-journals, e-books, e-repositories, etc.), ease of access for the academic community, and all types of services are evaluated periodically, with the results acted upon to improve the information system.	IKU	Monev	U/F
1.6.8.1	Universities are required to draw up policies, strategic plans and operational plans relating to learning that are accessible to the academic community and stakeholders, and which can serve as guidelines for study programmes in implementing their annual learning programmes.	LAMD IK 44	The availability of policies, strategic plans, and operational plans related to learning that are accessible to the academic community and stakeholders, and which can serve as guidelines for study programmes in implementing learning programmes each year, accompanied by valid documentary evidence.	IKT	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
1.6.9.1	The Faculty demonstrates the adequacy and development plans for facilities and infrastructure to serve students, lecturers and support staff, in accordance with SN-Dikti and in line with its vision, mission, objectives and strategies.	LAME MBA K5.b2	The adequacy and development plans for facilities and infrastructure to serve students, lecturers and educational staff, in accordance with SN-Dikti and aligned with the vision, mission, objectives and strategies, are supported by comprehensive documentation.	IKT	AMI	F
1.6.10.1	Universities, faculties and degree programmes are required to manage facilities and infrastructure, and ensure their adequacy to support the learning, research and community engagement processes, including laboratories, hardware, software, bandwidth and library resources, in a highly effective manner.	LAM INFOK OM 46b	The management of facilities and infrastructure, as well as their adequacy to support the learning, research and community engagement processes, including laboratories, hardware, software, bandwidth and library materials, is carried out very effectively and supported by valid evidence.	ICT	AMI	U/F/P
1.6.11.1	Faculties and study programmes are required to conduct regular evaluations of policies and the achievement of standards (IKU and IKT) in order to identify good practices, poor practices and new practices relating to governance, administration and collaboration, including satisfaction surveys of	LAM INFOK OM 20	The implementation of regular and highly effective evaluations of policies and the achievement of standards (IKU and IKT) so that good practices, poor practices and relating to Governance, Administration and Cooperation, including	ICT	AMI	F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	lecturers, academic staff and students regarding the organisational governance of faculties and study programmes.		surveys of lecturer, academic staff and student satisfaction with the governance of faculty and study programme organisations.			
1.6.12.1	Universities and faculties must ensure the availability of comprehensive follow-up and implementation documents (revisions and recommendations) regarding the results of the evaluation of compliance with standards (IKU and IKT) relating to finance, facilities and infrastructure.	LAM Infoko m 48	Availability of comprehensive follow-up and implementation documents (revisions and recommendations) regarding the results of the evaluation of standard achievement (IKU and IKT) relating to finance, facilities, and infrastructure.	IKT	Monev	U/F
1.6.13.1	Universities and faculties must ensure the highly effective implementation of optimisation processes (improvement, adjustment, and alignment) regarding standards (IKU and IKT) related to finance, facilities, and infrastructure, accompanied by valid evidence.	LAM Infoko m 49	The highly effective implementation of the optimisation process (improvement, adjustment, and alignment) against standards (IKU and IKT) relating to finance, facilities, and infrastructure, supported by valid evidence.	ICT	Monev	U/F
1.6.14.1	Universities, faculties and study programmes must ensure that all aspects and the quality of software fully meet the standards.	LAM Infoko m 117	The fulfilment and implementation of all aspects and the quality of the software must fully meet the standards, accompanied by valid and comprehensive evidence	ICT	Monitori ng and Evaluatio n	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
			covering: (1) Implementation guidelines. (2) A list of courses related to the main project. (3) The ‘ ’ software application resulting from the project. This project may form part of the regular curriculum or the Merdeka Belajar-Kampus Merdeka (MBKM) curriculum.			
1.6.15.1	Faculties and study programmes must have general educational facilities comprising (a) offices (b) classrooms (c) laboratories (d) libraries (e) staff rooms that are of high quality and well-maintained.	LAM PPG 35	The availability of general educational facilities comprising elements a, b, c, d, and e that are adequate, of high quality, functional, well-maintained, and easily accessible, accompanied by complete and valid evidence.	IKT	Monev	F/P
1.6.16.1	Universities, faculties and study programmes must have the following key facilities: a) microteaching learning laboratories, b) ICT-integrated learning resource centres, c) student halls of residence or equivalent, d) partner schools laboratories and/or schools .	LAM PPG 36	The availability of key infrastructure, including a, b, c and d, which is adequate, of high quality, functional, well-maintained, easily accessible and up-to-date, accompanied by comprehensive and valid evidence.	ICT	M&E	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
1.6.17.1	The faculty must provide schools for PPL activities that allow each student to participate at least twice a week, and the schools must be well-accredited.	LAM PPG 38	The provision of partner schools for each student to teach at least twice a week and >80% of schools are accredited A, accompanied by complete and valid evidence.	IKT	Monev	F
1.6.18.1	The faculty must provide access to references relevant to PPG activities, such as textbooks, teaching guides, and the curriculum.	LAM PPG 39	The availability of relevant reference materials for PPG activities, both online and offline, comprehensive in scope (covering both domestic and international sources), and up-to-date, accompanied by complete and valid evidence.	ICT	Monev	F
1.6.19.1	Faculties must have (a) a computer network connected to a wide area network/the internet, (b) e-learning facilities used via , and (c) a sufficient number of licensed software .	LAM PPG 40	The availability of (a) a computer network connected to a wide area network/the internet, (b) e-learning facilities that are used effectively and (c) licensed software that can be accessed and used effectively, accompanied by complete and valid evidence.	ICT	Monev	F

## H. STRATEGY FOR ACHIEVING STANDARDS

1. The Rector shall issue written guidelines on the formulation, dissemination, provision and review of facilities and infrastructure for the learning process.
2. The Rector appoints the Vice-Rector for Finance to identify the requirements for learning

process facilities and infrastructure as a reference for the provision of learning process facilities at the end of each financial year.

3. UPGRIS leadership maintains continuous coordination with unit heads.
4. Develop a comprehensive campus spatial plan for 4 locations (Jl. Dr. Cipto, Jl. Sriwijaya, Jl. Bendan Dhuwur, Jl. Gajah Raya).
5. Explore external funding sources through partnerships with banks to provide financing via a system of low-interest, long-term instalments.
6. Procuring space by constructing new buildings efficiently.
7. Implementing an optimal construction system using various models such as turnkey contracts, self-management, management fee arrangements and others.

## **I. RELATED DOCUMENTS**

1. UPGRIS Asset Information System (facilities and infrastructure).
2. UPGRIS Organisational Structure and Governance (SOTK).

## **J. REFERENCES**

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARD FORM FOR LEARNING FACILITIES AND INFRASTRUCTURE**

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Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

Name of Study :
Programme
Name of Faculty :
Date of Submission :
Appointing Officer :

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Availability of learning facilities comprising furniture; educational equipment; educational media; books, e-books and repositories; information and communication technology facilities; experimental instrumentation; sports facilities; arts facilities; general facilities; consumables; and maintenance, safety and security facilities.	SN DIKTI			
2	The minimum learning facilities available shall consist of land; classrooms; a library; laboratories/studios/workshops /production units; sports facilities; arts rooms; student activity rooms; management offices; staff rooms; administrative offices; and general facilities including roads, water, electricity, and voice and data communication networks.	SN DIKTI			
3	Land that is comfortable and healthy to support the learning process is available, with ownership rights, building use	SN DIKTI			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	rights, or a right of use under a ‘‘ in the name of the organising body.				
4	The provision of facilities and infrastructure accessible to students with special needs, comprising at a minimum Braille labels and audio information; ramps for wheelchair users; tactile paving on paths or corridors within the campus; campus or building maps in the form of raised maps; and toilets or bathrooms for wheelchair users.	SN DIKTI			
5	The availability of relevant and up-to-date facilities and infrastructure to support learning, research, community engagement, and to enhance the academic atmosphere and facilitate students with special needs in accordance with SN-DIKTI.	APT, APS			
6	The availability of an information system for administrative services that has proven effective in meeting the following aspects: covering academic, financial, human resources, and facilities and infrastructure (assets) services; easily accessible to all work units	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	within the institution; comprehensive and up-to-date; all types of services have been integrated and are used for decision-making; and all integrated services are evaluated periodically, with the results acted upon to improve the information system.				
7	The availability of an information system for teaching, research and community engagement services has proven effective in meeting the following criteria: the availability of e-learning services and library resources (e-journals, e-books, e-repositories, etc.), ease of access for the academic community, and the fact that all types of services are evaluated on a regular basis, with the results acted upon to improve the information system.	APT			
8	The availability of policies, strategic plans, and operational guidelines related to learning that are accessible to the academic community and stakeholders, and which can serve as a guide for study programmes in implementing annual learning programmes,	LAMDIK			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	accompanied by valid documentary evidence.				
9	The availability of adequate facilities and infrastructure, along with a development plan, to serve students, lecturers and educational staff, in accordance with SN-Dikti and aligned with the university's vision, mission, objectives and strategies, supported by comprehensive documentation.	LAMEMBA			
10	The management of facilities and infrastructure is effectively implemented, and their adequacy in supporting the learning process, research and community engagement (PkM) – including laboratories, hardware, software, bandwidth and library resources – is demonstrated with valid evidence. Library resources are managed very effectively and supported by valid evidence.	LAM INFOKOM			
11	The implementation of regular and highly effective evaluations of policies and the achievement of standards (IKU and IKT) so as to identify good practices, poor practices and new practices relating to governance, administration and cooperation, including satisfaction surveys of	LAM INFOKOM			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	lecturers, academic staff and students regarding the governance of the faculty and study programmes.				

Semarang, date of completion

Form Verifier,  
Head of LPM

Form Checker,  
Faculty Quality Assurance Unit

Form Filler,  
Head of Programme/Dean

Signature  
(Full Name)

Signature  
(Full Name)

Signature  
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF STANDARDS FOR LEARNING FACILITIES AND INFRASTRUCTURE**

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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**ESTABLISHMENT OF STANDARDS FOR LEARNING FACILITIES AND INFRASTRUCTURE**

1. Objective : To establish standards for learning facilities and infrastructure to Support the achievement of the three pillars and duties at UPGRIS
2. Scope : The establishment of standards for educational facilities and infrastructure at UPGRIS
3. Standards
  - a. Adequate, high-quality educational facilities (offices, staff rooms, classrooms, lecture theatres)
  - b. Sufficient water, electricity and fire extinguisher facilities
  - c. Comprehensive, high-quality and adequate support facilities to meet students' needs
  - d. Integrated waste management and laboratory waste management facilities
  - e. Library facilities with a collection of books relevant to the field and in sufficient numbers
  - f. High-quality laboratory facilities ( )
  - g. Academic activity facilities (lectures/practicals/final-year research projects/student seminars/undergraduate examinations) supported by adequate equipment
  - h. An easily accessible tool for managing data and information on the delivery of academic programmes within study programmes
4. Definition
  - a. Facilities and infrastructure are tools or components that play a vital role in the success and smooth running of a process, including within the field of education.
5. Procedure

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice-Rector II to form a team to draft standards for facilities and infrastructure	Rector
Vice-Rector II	Forms a drafting team for standards of facilities and infrastructure	Rector
Drafting Team	Conducting a Focus Group Discussion (FGD) by inviting relevant parties to draft the standards for facilities and infrastructure	Vice-Rector
Drafting Team	Convening a meeting to discuss the draft standards for facilities and infrastructure, and drafting the standards for facilities and infrastructure to be submitted to the Vice-Rector II for further action	Vice-Rector

Work Unit	Work Instructions	Responsible Party
Vice-Rector II	Submitting the draft standards for facilities and infrastructure to the Vice-Rector for further action	Vice-Rector
Vice-Rector	The Vice-Rector submits the draft standards for facilities and infrastructure to the Chair of the University Senate for consideration at a University Senate meeting	Rector
University Senate	Convenes a Senate meeting to consider the draft standards for facilities and infrastructure and submits the results of the deliberations to the Rector for consideration in the final decision	Chair of the University Senate
Rector	Establishing the standards for facilities and infrastructure that will apply	Rector
Foundation	Issuing a decision regarding the standards for facilities and infrastructure	Foundation

## 6. Reference

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

## 7. Work Instructions

No	Details of Activities	Rector	Vice-Rector	Drafting Team	Senate	Foundation
1	The Vice-Rector instructed Vice-Rector II to form a drafting committee for standards of facilities and infrastructure	1	↓			
2	The Vice-Rector II formed a drafting team for standards of facilities and infrastructure		2	↓		
3	The Drafting Team organised a Focus Group Discussion (FGD) by inviting relevant parties to draft the standards for facilities and infrastructure			3		
4	The Drafting Team held a meeting to discuss the draft standards for facilities			4		

No	Details of Activities	Rector	Vice-Rector	Drafting Team	Senate	Foundation
	and infrastructure, and to prepare a draft of the standards for facilities and infrastructure to be submitted to the Vice-Rector II for further action					
5	The Vice-Rector II submits the draft standards for facilities and infrastructure to the Chancellor for further action		5			
6	The Rector submits the draft standards for facilities and infrastructure to the Chair of the University Senate for consideration at a University Senate meeting	6				
7	The Chair of the Senate convenes a Senate meeting to consider the draft standards for facilities and infrastructure and submits the outcome of the deliberations to the Vice-Rector for consideration in the decision-making process				7	
8	The Rector establishes the standards for facilities and infrastructure that will come into force	8				
9	Issuing a decision regarding facilities and infrastructure					9

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
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Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPLEMENTATION OF STANDARDS FOR FACILITIES AND INFRASTRUCTURE**

1. Objective : To ensure the implementation of standards for educational facilities and infrastructure to support the achievement of the three pillars and duties at UPGRIS
2. Scope : Implementation of educational facilities and infrastructure standards at UPGRIS
3. Standards
  - a. Adequate, high-quality educational facilities (offices, staff rooms, classrooms, lecture theatres)
  - b. Sufficient water, electricity and fire extinguisher facilities
  - c. Comprehensive, high-quality and sufficient support facilities to meet students' needs
  - d. Integrated waste management and laboratory waste management facilities
  - e. Library facilities with a collection of books relevant to the field and in sufficient numbers
  - f. High-quality laboratory facilities
  - g. Facilities for academic activities (lectures/practicals/final-year research projects/student seminars/undergraduate examinations) supported by adequate equipment
  - h. An easily accessible tool for managing data and information on the delivery of academic programmes within study programmes

4. Definition

Facilities and infrastructure are tools or components that play a vital role in the success and smooth running of a process, including within the field of education.

5. Procedure

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice-Rector II to implement standards for facilities and infrastructure	Rector
Vice-Rector II	Instructs the BAUK department to implement the established standards for facilities and infrastructure	Rector
BAUK	Submit the results of the analysis of the implementation of facilities and infrastructure standards to the Vice-Rector II for follow-up	Vice-Rector II
Rector	The Rector follows up on the results of the analysis of the implementation of facilities and infrastructure standards	Rector

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. The Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

## 7. Work Instructions

No	Details of Activities	Rector	Vice-Rector	BAUK
1	The Rector instructs the Vice-Rector II to implement standards for facilities and infrastructure	1		
2	The Vice-Rector II instructs the BAUK department to implement the established standards for facilities and infrastructure		2	
3	BAUK submits the results of the analysis of the implementation of the standards for facilities and infrastructure to the Vice-Rector II for follow-up			3
4	The Vice-Rector follows up on the results of the analysis of the implementation of facilities and infrastructure standards	4		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
STANDARD EVALUATION OF FACILITIES AND INFRASTRUCTURE**

Document Code	:	SOP-SPMI-UPGRIS-1.6.3
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**STANDARD EVALUATION OF FACILITIES AND INFRASTRUCTURE**

1. Objective : To ensure the implementation of standardised evaluation of educational facilities and infrastructure to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Evaluation of educational facilities and infrastructure standards at UPGRIS
3. Standards
  - a. Adequate and high-quality educational facilities (offices, staff rooms, classrooms, lecture halls)
  - b. Sufficient water, electricity and fire extinguisher facilities
  - c. Comprehensive, high-quality and sufficient support facilities to meet students' needs
  - d. Integrated waste management and laboratory waste management facilities
  - e. Library facilities with a collection of books relevant to the field and in sufficient numbers
  - f. High-quality laboratory facilities
  - g. Facilities for academic activities (lectures, practical sessions, final-year research projects, student seminars and undergraduate examinations) are supported by adequate equipment
  - h. Facilities for managing data and information regarding the delivery of academic programmes within the study programme that are easily accessible
4. Definition
  - a. Facilities and infrastructure are tools or components that play a vital role in the success and smooth running of a process, including within the field of education.
5. Procedure

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice-Rector II to evaluate the standards of facilities and infrastructure	Rector
Vice-Rector II	Instructs the BAUK department to evaluate the established standards for facilities and infrastructure	Rector
BAUK	Report the results of the evaluation of facilities and infrastructure standards to the Vice-Rector II for follow-up	Vice-Rector II
Vice-Rector	The Rector is following up on the analysis of the evaluation results regarding facilities and infrastructure standards	Rector

6. Reference

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

7. Work Instructions

No	Details of Activities	Rector	Vice-Rector II	BAUK
1	The Rector instructed the Vice-Rector II to evaluate the standards of facilities and infrastructure	1		
2	The Vice-Rector II instructs the BAUK department to evaluate the established standards for facilities and infrastructure		2	
3	BAUK reports the results of the evaluation of facilities and infrastructure standards to the Vice-Rector II for further action			3
4	The Vice-Rector follows up on the analysis of the evaluation results of facilities and infrastructure standards	4		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
CONTROL OF FACILITIES AND INFRASTRUCTURE STANDARDS**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**STANDARDS CONTROL FOR FACILITIES AND INFRASTRUCTURE**

1. Objective : To ensure the standardisation of educational facilities and infrastructure to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Standardised management of educational facilities and infrastructure at UPGRIS
3. Standards
  - a. Adequate and high-quality educational facilities (offices, staff rooms, classrooms, lecture halls)
  - b. Sufficient water, electricity and fire extinguisher facilities
  - c. Comprehensive, high-quality and sufficient support facilities to meet students' needs
  - d. Integrated waste management and laboratory waste management facilities
  - e. Library facilities with a collection of books relevant to the field and in sufficient numbers
  - f. High-quality laboratory facilities
  - g. Facilities for academic activities (lectures, practical sessions, final-year research projects, student seminars and undergraduate examinations) are supported by adequate equipment
  - h. Facilities for managing data and information regarding the delivery of academic programmes within the study programme that are easily accessible
4. Definition
  - a. Facilities and infrastructure are tools or components that play a vital role in the success and smooth running of a process, including within the field of education.
5. Procedure

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice-Rector II to oversee standards for facilities and infrastructure	Rector
Vice-Rector II	Instructs the BAUK department to oversee the standards of facilities and infrastructure that have been established	Rector
BAUK	Report the results of the analysis of the control of standards for facilities and infrastructure to the Vice-Rector II for follow-up	Vice-Rector II

Work Unit	Work Instructions	Responsible Party
Vice-Rector	The Vice-Rector follows up on the analysis of the results of the standard control of facilities and infrastructure	Rector

## 6. Reference

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

## 7. Work Instructions

No	Details of Activities	Rector	Vice-Rector II	BAUK
1	The Rector instructs the Vice-Rector II to oversee the standards of facilities and infrastructure	1	↓	
2	The Vice-Rector II instructs the BAUK department to ensure compliance with the established standards for facilities and infrastructure		2	↓
3	BAUK reports the results of the analysis of the control of facilities and infrastructure standards to the Vice-Rector II for follow-up	↓		3
4	The Vice-Rector follows up on the analysis of the results of the standard control of facilities and infrastructure	4		

**STANDARD OPERATING PROCEDURE DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPROVEMENT OF FACILITIES AND INFRASTRUCTURE STANDARDS**

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	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPROVEMENT OF FACILITIES AND INFRASTRUCTURE STANDARDS**

1. Objective : To achieve an improvement in the standards of educational facilities and infrastructure to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Improvement of educational facilities and infrastructure standards at UPGRIS
3. Standards
  - a. Adequate and high-quality educational facilities (offices, staff rooms, classrooms, lecture halls)
  - b. Sufficient water, electricity and fire extinguisher facilities
  - c. Comprehensive, high-quality and sufficient support facilities to meet students' needs
  - d. Integrated waste management and laboratory waste management facilities
  - e. Library facilities with a collection of books relevant to the field and in sufficient numbers
  - f. High-quality laboratory facilities
  - g. Facilities for academic activities (lectures, practical sessions, final-year research projects, student seminars and undergraduate examinations) are equipped with adequate resources
  - h. Facilities for managing data and information regarding the delivery of academic programmes within the study programme that are easily accessible
4. Definition
  - a. Facilities and infrastructure are tools or components that play a vital role in the success and smooth running of a process, including within the field of education.
5. Procedure

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice-Rector II to improve the standard of facilities and infrastructure	Rector
Vice-Rector II	Instructs the BAUK department to improve the standards of facilities and infrastructure as set out	Rector
BAUK	Report the results of the analysis on the improvement of facilities and infrastructure standards to the Vice-Rector II for further action	Vice-Rector II
Vice-Rector	The Vice-Rector follows up on the analysis of the results of improvements to facilities and infrastructure	Rector

6. Reference

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector	BAUK
1	The Rector instructed the Vice-Rector II to improve the standards of facilities and infrastructure	1		
2	The Vice-Rector II instructs the BAUK department to improve the standards of facilities and infrastructure as set out		2	
3	BAUK reports the results of the analysis on the improvement of facilities and infrastructure standards to the Vice-Rector II for further action			3
4	The Vice-Rector follows up on the analysis of the results of the improvement of facilities and infrastructure standards	4		

**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARDS FOR LEARNING MANAGEMENT**

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	Fajar Cahyadi, S.Pd., M.Pd		31/03/2023	
	Setiyawan, S.Pd., M.or		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi., M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

## A. VISION AND MISSION

### VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a university of excellence with a distinct identity.

### MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service and setting an example) in order to nurture intellectuals and outstanding leaders imbued with a sense of national character, for the betterment of life and society.

## B. SCOPE

This section sets out the minimum criteria regarding the planning, implementation, control, monitoring and evaluation, as well as reporting of learning activities at the Study Programme level, which must be based on graduate competency standards, learning content standards, learning process standards, lecturer and educational staff standards, and learning facilities and infrastructure standards.

## C. RATIONALE FOR THE ESTABLISHMENT OF STANDARDS

This section sets out the criteria for realising the vision, mission and objectives, which include educating students through high-quality, character-building, competitive and inclusive educational services; this requires sound management. UPGRIS has the autonomy to manage its own institution as a centre for the implementation of the *Tri Dharma* and the Dharma of Exemplary Conduct.

## D. OBJECTIVES OF STANDARD SETTING

1. To serve as a guideline for UPGRIS leadership in establishing policies related to the field of education
2. To serve as a guideline for the Academic Affairs Office (LPM) in evaluating and monitoring educational outcomes

3. To serve as a guideline for faculties and study programmes in setting educational achievement targets in terms of both quality and quantity
4. To serve as a guide for lecturers in achieving educational outcomes

## **E. RESPONSIBLE PARTIES**

1. The Drafting Committee is responsible for drafting the educational standards
2. The First Vice-Rector is responsible for reviewing the draft educational standards
3. The Academic Senate is responsible for providing input on the draft educational standards
4. The Vice-Rector is responsible for approving the draft educational outcomes standards and proposing their adoption to the YPLP PT PGRI Central Java
5. YPLP PT PGRI Central Java is responsible for establishing educational outcome standards
6. The LPM is responsible for monitoring educational outcome standards
7. Lecturers and students are responsible for the implementation and achievement of educational outcome standards

## **F. GLOSSARY**

1. The University is UPGRIS, hereinafter referred to as **UPGRIS**, hereinafter referred to as **UPGRIS**, hereinafter referred to as **UPGRIS**;
2. The Rector is the Rector of UPGRIS, hereinafter referred to as **Rector** with **Rector**;
3. National Standards for Higher Education are a set of standards comprising **National Education Standards**, supplemented by **Research Standards**, and **Community Service Standards** ;
4. The UPGRIS Quality Standards, hereinafter abbreviated as **SM UPGRIS**, are a set of standards comprising education quality standards, research quality standards, and community service quality standards at UPGRIS, along with several additional standards as required;
5. The Indonesian National Qualifications Framework, hereinafter abbreviated as **KKNI**, is a framework for the grading of competence qualifications that enables the comparison, equivalence and integration of the fields of education and the fields of vocational training and work experience within the context of the recognition of work-related competences

in accordance with the occupational structure across various sectors, as set out in Presidential Regulation No. 8 of 2012;

6. BAN-PT Standards refer to Standard 3 (Student Affairs and Graduates), Standard 4 (Human Resources), Standard 5 (Curriculum, Learning and Academic Environment), Standard 6 (Funding, Facilities and Infrastructure, and Information System ) and Standard 7 (Research, Community Service and Collaboration);
7. The criteria within the Self-Accreditation Body are aligned with those of the LAM.
8. Internal Quality Audit is a systematic, independent and documented process of examination to ensure that activities at the university are carried out in accordance with procedures and that the results meet the standards required to achieve the institution's objectives;
9. Study Programme is a unit of educational and learning activities that has a specific curriculum and learning methods within one type of education academic, professional, and/or vocational education;
10. Learning is a process of interaction between students and lecturers and learning resources within a learning environment ;
11. The Semester Learning Plan (SLP) is a planning document for the learning process designed to achieve high-quality learning outcomes;
12. Credit Points, hereinafter abbreviated as CP, are a measure of the time allocated to learning activities assigned to students per week per semester in the learning process through various forms of learning, or the extent of recognition of students' successful efforts in participating in curricular activities within a study programme;
13. Lecturers are professional educators and scholars whose primary duties are to transform, develop and disseminate knowledge and technology through education, research and community service; and
14. Educational staff are members of the community who dedicate themselves to and are appointed to support the delivery of higher education, including: librarians, administrative staff, laboratory assistants and technicians, and information technology staff.

**G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT**

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
1.7.1.1	The university has a curriculum development policy that takes into account its alignment with the institution’s vision and mission (mandate), the advancement of knowledge, and the comprehensive needs of stakeholders, whilst considering future changes—including the Merdeka Belajar – Kampus Merdeka policy—and its implementation consistently	APT 38a	The availability of curriculum development documents that take into account the alignment with the university’s vision and mission (mandate), the advancement of knowledge, and the comprehensive needs of stakeholders, whilst also considering future changes—including the ‘Merdeka Belajar – Kampus Merdeka’ policy— supported by valid documentary evidence.	IKU	AMI	U
1.7.2.1	Faculties and study programmes have policies regarding the formulation, implementation, evaluation, and improvement of the study programme curriculum, and disseminate these to the academic community	APS 46	The existence of policies regarding the development, implementation, evaluation and improvement of the study programme curriculum; these are communicated very effectively to the academic community, implemented with great consistency, and evaluated on a regular basis and acting on the results of the evaluation	IKU	AMI	F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
			accompanied by valid documentary evidence.			
1.7.3.1	Faculties are required to develop the curriculum and learning plans for each course every semester.	SN DIKTI P41.2a	The availability of curricula and learning plans for each course in every semester, accompanied by valid documentary evidence.	IKU	Monev	F/P
1.7.4.1	Faculties are required to deliver learning programmes in accordance with the content standards, process standards and assessment standards that have been established, with a view to achieving the graduate learning outcomes each semester.	SN DIKTI P41.2b	The delivery of learning programmes in accordance with the established content standards, process standards and assessment standards in order to achieve graduate learning outcomes each semester, accompanied by valid documentary evidence.	IKU	Monev	F/P
1.7.5.1	The faculty is required to carry out systematic activities that foster a positive academic atmosphere and a culture of quality each semester.	SN DIKTI P41.2c	The implementation of systematic activities that foster a positive academic atmosphere and a culture of quality each semester, supported by valid documentary evidence.	IKU	Monev	F/P
1.7.6.1	The university must formulate policies, strategic plans and operational plans relating to learning that are accessible to the academic community and stakeholders, and which can serve as guidelines for study programmes in	SN DIKTI P41.2d	The implementation of periodic monitoring and evaluation to maintain and improve the quality of the learning process each semester, accompanied by valid documentary evidence.	IKU	Monev	F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	implementing learning programmes each year.					
1.7.7.1	Faculties are required to report the outcomes of their learning programmes on a regular basis as a source of data and information for decision-making regarding the improvement and development of the quality of learning each semester.	SN DIKTI P41.2e	The availability of periodic reports on learning programme outcomes as a source of data and information for decision-making regarding the improvement and development of learning quality each semester, accompanied by valid documentary evidence.	IKU	Monev	F/P
1.7.8.1	The university is required to formulate policies, strategic plans, and operational plans relating to learning that are accessible to the academic community and stakeholders , and which can serve as guidelines for study programmes in implementing their annual learning programmes.	SN DIKTI P41.3a	The availability of policies, strategic and operational plans relating to learning that are accessible to the academic community and stakeholders , and which can serve as guidelines for study programmes in implementing annual learning programmes, accompanied by valid documentary evidence.	IKU	Monev	U/F/P
1.7.9.1	Universities are required to organise learning in accordance with the type and educational programmes that align with	SN DIKTI P41.3b	The delivery of learning in accordance with the type and educational programme that aligns with the graduate learning	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	the learning outcomes of graduates each year.		outcomes each year, accompanied by valid documentary evidence.			
1.7.10. 1	Universities are required to maintain and improve the quality of the management of study programmes in the delivery of learning programmes on an ongoing basis, with objectives that are consistent with the university's vision and mission.	SN DIKTI P41.3c	The implementation of continuous learning programmes with objectives that align with the university's vision and mission, with quality maintained and improved annually, supported by valid documentary evidence.	IKU	Monev	U/F/P
1.7.11. 1	The university is required to monitor and evaluate the activities of study programmes in the implementation of learning activities each semester.	SN DIKTI P41.3d	The monitoring and evaluation of study programme activities in the delivery of teaching and learning activities each semester is carried out, supported by valid documentary evidence.	IKU	Monev	U/F/P
1.7.12. 1	The university must have guidelines for the planning, implementation, evaluation, supervision, quality assurance, and development of learning activities and lecturers.	SN DIKTI P41.3e	Availability of guidelines for the planning, implementation, evaluation, monitoring, quality assurance, and development of learning activities and lecturers, accompanied by valid documentary evidence.	IKU	Monev	U/F/P
1.7.13. 1	Universities are required to submit reports on the performance of study programmes in delivering	SN DIKTI P41.3f	The availability of programme performance reports on the delivery of study programmes,	IKU	Monev	U

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	learning programmes at least via the higher education database every semester.		published at least via the higher education database each semester, accompanied by valid supporting documentation.			
1.7.14. 1	Universities and faculties must have a) policies on the organisation and management of PPG (b) Dissemination of policies on the organisation and management of PPG (c) Implementation of policies regarding the of the organisation and management of PPG (d) Evaluation of the implementation of policies regarding the organisation and management of PPG (e) follow-up on the results of the evaluation Evaluation of the implementation of policies regarding the organisation and management of PPG.	LAM PPG 41	There are five elements: (a) policies on the organisation and management of PPG; (b) on the dissemination of policies regarding the organisation and management of PPG; (c) the implementation of policies regarding the implementation and management of PPG (d) Evaluation of the implementation of policies regarding the organisation and management of PPG; (e) follow-up on the results of the evaluation of the implementation of policies regarding the organisation and management of PPG. The evaluation of the implementation of policies regarding the organisation and management of PPG is accompanied by complete and valid evidence.	IKT	Monev	U/F
1.7.15. 1	Faculties are required to provide support to study	LAM PPG 42	Support for study programmes in curriculum	ICT	Monev	F

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	programmes for curriculum development (designing, implementing, evaluating, and improving) in the form of (a) mentoring, (b) provision of relevant experts, and (c) funding.		development (designing, implementing, evaluating and improving) is provided in the form of (a) mentoring, (b) the provision of relevant experts, and (c) funding.			
1.7.16. 1	Study programmes are required to conduct surveys of student satisfaction with administrative and academic services by fulfilling the following criteria: (1) using a valid and user-friendly satisfaction survey instrument , (2) conducting the survey at the end of each semester and ensuring that the data is fully recorded, (3) analysing the results using appropriate methods that are useful for decision-making, (4) a review is carried out on the results of the satisfaction measurement, (5) follow-up actions are taken to improve and enhance the quality of teaching, and (6) the results are published and easily accessible to relevant stakeholders	Lam PPG 51	The measurement of student satisfaction with administrative and academic services was carried out by fulfilling the following aspects: (1) using a valid and user-friendly satisfaction survey tool , (2) conducted at the end of each semester with data recorded in full, (3) results analysed using appropriate methods that are useful for decision-making, (4) a review of the survey results carried out, (5) followed up with improvements to teaching quality, and (6) the results are published and easily accessible to interested parties, accompanied by complete and valid evidence.	IKT	Monev	P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
1.7.17. 1	Study programmes are required to conduct surveys of student satisfaction regarding the availability of learning facilities and resources, as well as residential education, whilst ensuring the following aspects are met: (1) using a valid and user-friendly satisfaction survey instrument, (2) conducting the survey at the end of each semester and ensuring data is recorded in full, (3) the results are analysed using appropriate methods that are useful for decision-making, (4) a review is conducted of the results of the satisfaction survey, (5) follow-up actions are taken to improve and enhance the quality of teaching, and (6) the results are published and easily accessible to relevant stakeholders.	Lam PPG 52	The implementation of a survey regarding the quantity and quality of learning facilities and infrastructure as well as residential education, and meeting the following criteria: (1) using a valid and user-friendly satisfaction instrument, (2) conducted at the end of each semester with data recorded in full, (3) the results are analysed using appropriate methods and are useful for decision-making, (4) a review is conducted of the results of the satisfaction survey, (5) follow-up actions are taken to improve and enhance the quality of teaching, and (6) the results are published and easily accessible to stakeholders, accompanied by complete and valid evidence.	IKT	Monev	P
1.7.18. 1	Universities and faculties are required to have (a) a policy, (b) dissemination of the policy, (c) implementation of the policy, (d) evaluation of the policy's implementation,	LAM PPG 53	The availability and implementation of (a) policies (b) dissemination of policies (c) implementation of policies (d) evaluation of policy implementation (e) follow-	IKT	Monev	U/F

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	and (e) follow-up on the results of the evaluation of the policy's implementation regarding classroom action research by PPG lecturers and students.		up on the results of the evaluation of policy implementation regarding classroom action research by PPG lecturers and students, accompanied by complete and valid evidence.			

#### H. STRATEGIES FOR ACHIEVING STANDARDS

1. Encouraging and providing the widest possible opportunities for lecturers and educational staff to establish good governance.
2. Managing educational institutions in an independent, efficient, effective and accountable manner.
3. Developing guidelines governing the implementation of educational management (curriculum, academic calendar , duties and distribution of duties of teaching and non-teaching staff).

#### I. RELATED DOCUMENTS

1. Education Guidelines.
2. Curriculum Development Guidelines.
3. Study Programme Curriculum.

## J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education
2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 on the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARD FORM FOR LEARNING MANAGEMENT STANDARDS**

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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

Name of Study Programme	:
Faculty Name	:
Date of Submission	:
Officer Filling in	:

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Availability of curriculum development documents that take into account the alignment with the university's vision and mission (mandate), the advancement of knowledge, and the comprehensive needs of stakeholders, whilst considering future changes, including the 'Merdeka Belajar – Kampus Merdeka' policy, accompanied by valid supporting documentation.	APT			
2	The existence of policies regarding the development, implementation, evaluation and improvement of the study programme curriculum; these are communicated very effectively to the academic community, implemented with great consistency, and evaluated on a regular basis	APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	and acting on the results of the evaluation accompanied by valid documentary evidence.				
3	The availability of the curriculum and learning plans within the for each course in every semester, accompanied by valid documentary evidence.	SN DIKTI			
4	The implementation of learning programmes in accordance with the content standards, process standards and assessment standards established to achieve graduate learning outcomes each semester, accompanied by valid documentary evidence.	SN DIKTI			
5	The implementation of systematic activities that foster a positive academic atmosphere and a culture of quality each semester, supported by valid documentary evidence.	SN DIKTI			
6	The implementation of periodic monitoring and evaluation to maintain and improve the quality of the learning process each semester, supported by valid documentary evidence.	SN DIKTI			
7	The availability of periodic reports on learning programme	SN DIKTI			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	outcomes as a source of data and information for decision-making regarding improvements and development of learning quality each semester accompanied by valid documentary evidence.				
8	The availability of policies, strategic plans, and operational plans related to learning that are accessible to the academic community and stakeholders interests, and may serve as a guideline for study programmes in implementing their annual teaching programmes, accompanied by valid documentary evidence.	SN DIKTI			
9	The delivery of learning in accordance with the type and programme of education that aligns with the learning outcomes of graduates each year, accompanied by valid documentary evidence.	SN DIKTI			
10	The implementation of a continuous learning programme with objectives consistent with the university's vision and	SN DIKTI			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	mission, maintained and improved in quality each year, accompanied by valid documentary evidence.				
11	The implementation of monitoring and evaluation of study programme activities in carrying out learning- s each semester, supported by valid documentary evidence.	SN DIKTI			
12	The availability of guidelines for the planning, implementation, evaluation, monitoring, quality assurance and development of learning activities and lecturers, accompanied by valid documentary evidence.	SN DIKTI			
13	Availability of performance reports on the study programme's delivery of learning programmes, submitted at least via the higher education database every semester, accompanied by valid documentary evidence.	SN DIKTI			

Semarang, date of completion

Form Verifier,  
Head of LPM

Form Checker,  
Faculty Quality Assurance  
Unit

Form Filler,  
Head of Programme/Dean

Signature  
(Full Name)

Signature  
(Full Name)

Signature  
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF LEARNING MANAGEMENT STANDARDS**

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**ESTABLISHMENT OF LEARNING MANAGEMENT STANDARDS**

1. Objective : To ensure the quality of learning management at UPGRIS
2. Scope : The management of learning across all study programmes at UPGRIS
3. Standards

Study programmes are required to plan, implement, control, monitor and evaluate, as well as report on, learning activities.

4. Definition

Learning management is the activity of planning the actions to be carried out in a learning process, namely by coordinating (organising and responding to) the components of learning so that the objectives, materials, methods and evaluation are clear and systematic.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Establishing quality standards for the management of learning and instructing the Dean/Director of Postgraduate Studies to disseminate them	Vice-Rector
Dean/Director of Postgraduate Studies	At the start of the semester, instructs the First Vice Dean /Assistant Director to coordinate with the Head of Programme to disseminate the quality standards for learning management to all lecturers	Vice-Rector I
Vice-Dean I/Assistant Director	Instructs the Head of Programme to disseminate the quality standards for learning management to lecturers	Dean/Director of Postgraduate Studies
Head of Programme	Convening a staff meeting to disseminate quality standards for the management of learning	Head of Programme
Lecturers	Implementing quality standards for learning management in the courses they teach each semester	Head of Programme

6. Reference

- a. Law No. 20 of 2003 on the National Education System;
- b. Law No. 12 of 2012 on Higher Education;
- c. Regulation of the Minister of National Education No. 63 of 2009 on the Education Quality Assurance System;

- d. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework (KKNI);
- e. Statutes of UPGRIS;
- f. UPGRIS Strategic Plan;
- g. UPGRIS Operational Plan;
- h. Academic Standards of UPGRIS 2010;
- i. UPGRIS Academic Quality Manual 2010; and
- j. UPGRIS Procedures Manual 2010.

7. Standard Operating Procedures

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme
1	The First Vice-Rector establishes quality standards for the management of learning and instructs the Dean/Director of Postgraduate Studies to disseminate	1			
2	At the start of the semester, the Dean instructs the Vice-Dean I/Assistant Director to coordinate with the Head of Programme to disseminate the quality standards for learning management to all lecturers		2		
3	The First Vice Dean/Assistant Director has instructed the heads of study programmes to disseminate information on quality standards for learning management to lecturers			3	
4	The Head of Programme convenes a staff meeting to disseminate quality standards for learning management				4
5	The Dean implements quality standards for learning management in the courses taught each semester		5		

**STANDARD OPERATING PROCEDURE DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPLEMENTATION OF LEARNING MANAGEMENT STANDARDS**

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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPLEMENTATION OF LEARNING MANAGEMENT STANDARDS**

1. Objective : To ensure the quality of learning management at UPGRIS
2. Scope : Learning management across all study programmes at UPGRIS
3. Standards

Study programmes are required to carry out planning, implementation, control, monitoring and evaluation, as well as reporting on learning activities.

4. Definition

Learning management involves planning the actions to be taken during a learning process, namely by coordinating (organising and responding to) the various components of learning so that the objectives, content, methods and assessment are clear and systematic.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the Dean/Director of Postgraduate Studies to implement management in accordance with the established quality standards for the management of learning	Vice-Rector
Dean/Director of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director to carry out management in accordance with the established quality standards for learning management	Vice-Rector I
Vice-Dean I/Assistant Director	Instructs the Head of Programme to implement management in accordance with the quality standards for learning management for lecturers	Dean/Director of Postgraduate Studies
Head of Programme	Convening a meeting of lecturers to discuss the technical aspects of implementing learning management in accordance with the established quality standards for learning management	Head of Programme
Lecturers	Implementing management for each course taught in accordance with the established quality standards for learning management	Head of Programme

6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;

- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

7. Standard Operating Procedures

No.	Details of Activities	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme	Lecturer
1	The First Vice-Rector instructs the Dean to implement management in accordance with the established quality standards for the management of learning	1				
2	The Dean/Director of Postgraduate Studies instructs the Vice-Dean I/Assistant Director to implement management in accordance with the established quality standards for learning management		2			
3	The First Vice Dean/Assistant Director instructs the Head of Programme to implement management in accordance with the quality standards for learning management for lecturers			3		
4	The Head of Programme convenes a lecturers' meeting to discuss the technical aspects of implementing learning management in accordance with the established quality standards for learning management				4	
5	Lecturers implement learning management for each course they teach in accordance with the established quality standards for learning management					5

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
EVALUATION OF LEARNING MANAGEMENT STANDARDS**

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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
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Examination	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**STANDARD EVALUATION OF LEARNING MANAGEMENT**

1. Objective : To ensure that the evaluation of learning management complies with established standards
2. Scope : Evaluation of learning management across all degree programmes at UPGRIS
3. Standards  
The study programme must carry out the planning, implementation, control, monitoring and evaluation, as well as reporting of learning activities.
4. Definition
  - a. Learning management is the activity of planning the actions to be carried out in a learning process, namely by coordinating (organising and responding to) the components of learning so that the objectives, materials, methods and evaluation are clear and systematic.
5. Procedure
  - c. General
    - 4) The evaluation of learning management is carried out through monthly monitoring, mid-semester and end-of-semester evaluation meetings (prior to the conduct of examinations).
    - 5) The evaluation of teaching management can be carried out in person (to monitor teaching duration standards) and through documentation (to monitor the frequency of face-to-face sessions each month)
    - 6) Student evaluation of teaching management is carried out using the online 'Lecturer Performance Service Questionnaire', which has been standardised by the Vice-Rector for Academic Affairs
    - 7) The evaluation of learning management is carried out simultaneously by the UPMF of each faculty and the LPM.

6. Procedures are based on the Work Instructions of each unit

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the Dean/Director of Postgraduate Studies to carry out an evaluation of the teaching management conducted by lecturers in each course they teach	Vice-Rector
Dean/Director of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director to carry out an evaluation of the teaching management carried out by lecturers in each course they teach	Vice-Rector I
Vice-Dean I/Assistant Director	Instructs the Head of Programme to carry out an evaluation of the teaching management carried out by lecturers in each course they teach	Dean/Director of Postgraduate Studies
Head of Programme	To carry out an evaluation of teaching management in accordance with the established management standards	Head of Programme
UPMF/SUPMPS	Conduct an evaluation of the management of learning in accordance with the established management standards and report the results to the Dean/Director of Postgraduate Studies/Head of Programme for follow-up	UPMF/SUPMPS
Dean/Director of Postgraduate Studies, Head of Programme	Analysing the report on the evaluation of learning management to implement follow-up actions	Head of Programme

7. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

8. Standard Operating Procedures

No.	Details of Activities	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	UPMF	Head of Programme
1	The Vice-Rector instructs the Dean/Director of Postgraduate Studies to carry out an evaluation of the teaching management conducted by lecturers in each course they teach	1				
2	The Dean/Director of Postgraduate Studies instructs the Vice Dean I/Assistant Director to carry out an evaluation of the teaching management carried out by lecturers in each course they teach		2			
3	The First Vice Dean /Assistant Director instructs the Head of Programme to carry out an evaluation of the teaching management carried out by lecturers in each course they teach			3		
4	The Programme Coordinator carries out an evaluation of teaching management in accordance with the established management standards					4
5	The UPMF/UPMPS conducts an evaluation of the management of learning in accordance with the established management standards and reports the results to the Dean/Director of Postgraduate Studies/Head of Programme for follow-up				5	
6	The Dean/Director of Postgraduate Studies/Head of Programme analyses the report on the evaluation of learning management to implement follow-up actions		6			

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SPMI SOP DOCUMENTS  
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SOP  
CONTROL OF LEARNING MANAGEMENT STANDARDS**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Pd.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**CONTROL OF LEARNING MANAGEMENT STANDARDS**

1. Objective : To ensure the implementation of learning management standards in accordance the learning outcomes contained in each course of the study programme curriculum
2. Scope : Control of learning management standards in accordance with the learning outcomes contained in each course of the study programme curriculum
3. Standards
  - a. The study programme must carry out the planning, implementation, control, monitoring and evaluation, as well as reporting of learning activities.
4. Definition
  - a. Learning management is the activity of planning the actions to be carried out in a learning process, namely by coordinating (organising and responding to) the components of learning so that the objectives, materials, methods and evaluation are clear and systematic.
5. Procedure

Department	Instructions	Responsible Party
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies instructs the Vice-Dean I/Assistant Director to oversee the management of teaching	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director	The First Vice Dean /Assistant Director has instructed the Head of Programme to oversee the management of teaching	Vice Dean I/Assistant Director
Programme Coordinator	The Head of Programme implements control over the management of learning through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme curriculum, with SUPMPS auditors	Head of Programme
Team teaching	Team teaching conducts discussions to monitor learning outcomes against learning management standards within subject clusters.	Head of Programme
Head of Programme	The Head of Programme holds a formal meeting to discuss the results of the learning management review conducted by the team teaching with the SUPMPS auditor. The results of the learning management review	Head of Programme

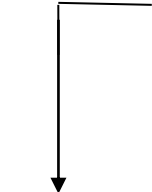
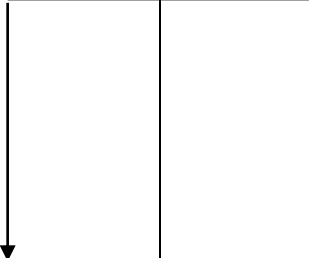
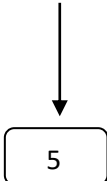
Department	Instructions	Responsible Party
	in accordance with learning outcomes are submitted to the Dean/Director of Postgraduate Studies for follow-up	
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies analyses the findings regarding the level of achievement in learning management based on the established learning outcomes and the issues that have arisen, to inform follow-up policy decisions	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 20 of 2003 on the National Education System;
- b. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- c. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- d. Statutes of UPGRIS;
- e. UPGRIS Education Standards; and
- f. UPGRIS Education Quality Manual.

## 7. Standard Operating Procedures

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme/SUPMPS	Teaching Team
1	The Dean/Director of Postgraduate Studies instructs the First Vice Dean /Assistant Director to oversee the management of teaching	1	↓		
2	The First Vice Dean /Assistant Director instructs the Head of Programme to oversee the management of learning		2	↓	
3	The Programme Coordinator implements the management of learning through group discussion forums in the form of team-teaching			3	↓

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme/SUPMPS	Teaching Team
	groups based on subject clusters in accordance with the programme curriculum, with SUPMPS auditors				
4	The teaching team conducts discussions to monitor learning outcomes in accordance with the management of learning within the subject cluster.				<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div>
5	The Head of Programme holds a formal meeting to discuss the results of the monitoring of learning management by the team teaching with the SUPMPS auditor. The results of the monitoring of learning management in relation to learning outcomes are submitted to the Dean for further action by the				
6	The Dean/Director of Postgraduate Studies analyses the findings regarding the level of achievement in learning management based on the established learning outcomes and the issues that have arisen, to inform follow-up policies aimed at improving standards in learning management	<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div>			

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPROVEMENT OF LEARNING MANAGEMENT STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.7.5
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPROVEMENT OF LEARNING MANAGEMENT STANDARDS**

1. Objective : To achieve an improvement in learning management standards in line with the learning outcomes contained in each course of the study programme's curriculum

2. Scope : Improvement of learning management standards in accordance with the learning outcomes contained in each course of the study programme curriculum

3. Standards

- a. The study programme must carry out the planning, implementation, control, monitoring and evaluation, as well as reporting of learning activities.

4. Definition

Learning management involves planning the actions to be taken during a learning process, namely by coordinating (organising and responding to) the various components of learning so that the objectives, content, methods and assessment are clear and systematic.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies instructs the Vice-Dean I/Assistant Director to improve the management of learning	Dean/Director of Postgraduate Studies
Vice-Dean I/Assistant Director	The First Vice Dean /Assistant Director instructs the Head of Programme to improve the management of learning	Dean/Director of Postgraduate Studies
Programme Coordinator	The Programme Coordinator implements improvements to the management of learning through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme curriculum, with an auditor from SUPMPS	Head of Programme
Team Teaching	Team teaching conducts discussions to improve learning outcomes in line with the management of learning within subject clusters.	Head of Programme
Head of Programme	Holds a formal meeting to discuss the results of improvements in learning management by the team teaching with the SUPMPS auditor. The results of improvements in learning management in line with learning outcomes are proposed to the Dean/Director of Postgraduate Studies for follow-up	Head of Programme




Work Unit	Work Instructions	Person in Charge
Dean/Director of Postgraduate Studies	The Dean/Director of Postgraduate Studies establishes policies to improve the standards of learning management and to address issues arising from monitoring results	Dean/Director of Postgraduate Studies

## 6. References

- g. Law No. 20 of 2003 on the National Education System;
- h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- i. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;
- j. Statutes of UPGRIS;
- k. UPGRIS Education Standards; and
- l. UPGRIS Education Quality Manual.

## 7. Standard Operating Procedures

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme	Teaching Team
1	The Dean/Director of Postgraduate Studies instructs the First Vice Dean /Assistant Director to improve the management of teaching	1	↓		
2	The First Vice Dean /Assistant Director instructs the programme coordinators to improve the management of learning		2	↓	
3	The Programme Coordinator implements improvements to learning management through group discussion forums in the form of team-teaching groups based on subject clusters in accordance with the study programme			3	↓

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director	Head of Programme	Teaching Team
	curriculum, with an auditor from SUPMPS				
4	Team teaching groups conduct discussions to improve learning outcomes in line with the management of learning within subject clusters.				<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div>
5	Hold a formal meeting to discuss the results of improvements to learning management by the team teaching with the SUPMPS auditor. The results of improvements to learning management in line with learning outcomes are submitted to the dean for follow-up			 <div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5</div>	
6	The Dean/Director of Postgraduate Studies establishes policies to improve learning management standards and address issues arising from the monitoring results	<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div>			

**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARDS FOR EDUCATIONAL FUNDING**

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Appointment	Dr Bunyamin, M.Pd.	Chairman of the YPLP Foundation of PT PGRI	31/03/2023	
Supervision	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chairman of the LPM	31/03/2023	

## A. VISION AND MISSION

### VISION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To become a university of excellence with a distinct identity.

### MISSION OF UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG

To implement the Four Pillars of the University (education, research, community service and setting an example) in order to nurture intellectuals and outstanding leaders imbued with a sense of national character, for the greater good of life and society.

## B. SCOPE

This section sets out the minimum criteria regarding the components and amounts of investment costs and operational costs, which have been established to ensure the achievement of graduate learning outcomes. Higher education investment costs are part of higher education costs for the procurement of facilities and infrastructure, and the development of lecturers and educational staff in higher education. Higher education operational costs are part of higher education costs required to carry out educational activities, covering the costs of lecturers and educational staff. Higher education operational costs are set per student per year, referred to as the standard unit cost of higher education operations. The standard unit cost of higher education operations serves as the basis for every higher education institution to draw up its annual Higher Education Revenue and Expenditure Budget Plan (RAPB) and to determine the costs borne by students.

## C. RATIONALE FOR ESTABLISHING STANDARDS

For the University of Riauto realise its vision, mission and objectives, including the intellectual development of students through high-quality, character-building, competitive and inclusive educational services, substantial funding is required. To ensure the delivery of quality education, the Foundation provides funds allocated within the University's Revenue and Expenditure Budget, whilst the government may provide support for higher education funding allocated within the Regional Budget (RAPBU). UPGRIS can participate in the funding of higher education through cooperation in the implementation of the *Tri Dharma* and the Dharma of Exemplary Conduct. Funding for higher education may also come from tuition fees

borne by students.

#### **D. PURPOSE OF ESTABLISHING STANDARDS**

1. To serve as a guideline for UPGRIS leadership in establishing policies related to the field of education
2. To serve as a guideline for the Academic Quality Assurance Unit (LPM) in evaluating and monitoring educational outcomes
3. To serve as a guide for faculties and study programmes in setting educational achievement targets in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving educational outcomes

#### **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the educational standards
2. The First Vice-Rector is responsible for reviewing the draft educational standards
3. The Academic Senate is responsible for providing feedback on the draft educational standards
4. The Vice-Rector is responsible for approving the draft educational outcomes standards and proposing their adoption to the YPLP PT PGRI Central Java
5. YPLP PT PGRI Central Java is responsible for establishing the educational outcome standards
6. The LPM is responsible for monitoring educational outcome standards
7. lecturers and students are responsible for the implementation and achievement of educational outcome standards

#### **F. GLOSSARY**

1. The UPGRIS Internal Quality Assurance System, hereinafter abbreviated as SPMI UPGRIS, is a systematic activity to improve the quality of higher education in a planned and sustainable manner at UPGRIS.
2. Implementing standards involves operationalising provisions based on measures, specifications, and benchmarks as stated in the graduate competency standards, which

must be adhered to, carried out, and fulfilled.

3. Education funding refers to the minimum expenditure required by an educational institution to carry out educational activities over the course of a year, comprising investment costs, operational costs, and personnel costs.

#### G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
1.8.1.1	Universities are required to have a cost recording system and to carry out cost recording in accordance with the provisions of laws and regulations down to the level of study programmes.	SN- Dikti P 43a	Availability of a cost recording system in accordance with the provisions of laws and regulations down to the study programme level, accompanied by valid documentary evidence.	IKU	Monev	U/F/P
1.8.2.1	Universities are required to carry out an analysis of the operational costs of higher education as part of the preparation of the university's annual work plan and budget.	SN DIKTI P 43b	The implementation of an analysis of higher education operating costs as part of the preparation of the university's annual work plan and budget, accompanied by valid documentary evidence.	IKU	Monev	U/F/P
1.8.3.1	The university is required to evaluate the level of achievement of the higher education unit cost standard at the end of each financial year.	SN DIKTI P 43c	The implementation of evaluation of the level of achievement of higher education unit cost standards at the end of each financial year, accompanied by valid documentary evidence.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
1.8.4.1	The YPLP PGRI Central Java and the university are required to seek funding for higher education from various sources other than the education fees collected from students.	SN DIKTI P 44.1	The availability of higher education funding from various sources other than tuition fees collected from students accompanied by valid documentary evidence.	IKU	Monev	U
1.8.5.1	Universities are required to formulate policies, mechanisms, and procedures for raising other sources of funding in an accountable and transparent manner in order to improve the quality of education.	SN DIKTI P 44.3	The existence of policies, mechanisms and procedures for raising additional funds in an accountable and transparent manner with a view to improving the quality of education, supported by valid documentary evidence.	IKU	Monev	U
1.8.6.1	The university must ensure that funds sourced from students account for no more than 75% of the university's total revenue.	APT 30	Achievement of a maximum of 75% of total university funding derived from students, accompanied by valid documentary evidence.	IKU	Monev	U
1.8.7.1	The university must secure funding from sources other than students and institutions, amounting to a minimum of 10% of the university's total funding.	APT 31	Achieving a minimum of 10% of the university's total funding from sources other than students and institutions.	IKU	Monev	U
1.8.8.1	The university must secure a minimum of 20 million per year per student for undergraduate programmes	APT 32 APS 30 32	Achievement of a minimum of 20 million per year per student for undergraduate	IKU	Monev	U

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	and 28 million per year per student for postgraduate programmes.		programmes and 28 million per year per student for master's programmes, accompanied by valid documentary evidence.			
1.8.9.1	Universities are required to allocate funds for investment in human resources and facilities and infrastructure in accordance with their investment plans, and to exceed the standards for teaching, research and community engagement in order to foster a healthy and conducive academic environment.	APS 33	Funds allocated for investment in human resources and facilities and infrastructure have been in line with the investment plan, with the level of alignment between the plan and actual implementation reaching 80%, and exceeding learning standards to support the creation of a healthy and conducive academic atmosphere, accompanied by valid documentary evidence.	IKU	AMI	U/F/P
1.8.10.1	The university is obliged to provide funds that can ensure the sustainability the implementation of the three pillars of higher education, development over the past three years, and sufficient funding for development plans over the next three years ahead, supported by	APS 34	Sufficient funds to ensure the continuity of the three pillars of higher education, development over the past three years, and sufficient funds for the development plan for the next three years, supported by realistic funding sources accompanied by valid documentary evidence.	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	funding sources.					
1.8.11.1	Universities and faculties are required to conduct satisfaction surveys among lecturers, educational staff and students regarding financial management.	LAM-Infokom 47	The availability of annual survey results on the satisfaction of lecturers, academic staff and students with the financial management of , accompanied by valid supporting documentation.	ICT	AMI	U/F
1.8.12.1	Universities and faculties must possess valid evidence of strategic analysis and planning for the development of the academic environment and its effective and consistent implementation.	APT 41c	There is valid evidence of strategic analysis and planning for the development of the academic environment and its effective and consistent implementation.	IKU	Monev	U/F
1.8.13.1	The study programme must provide evidence of involvement in (a) activity/work planning, (b) budget planning/allocation, (c) performance target planning, and (d) fund management.	LAM PPG 30	The availability of evidence of involvement in (a) the planning of activities/work, (b) the planning/allocation of funds, (c) the setting of performance targets, and (d) the management of funds, accompanied by complete and valid supporting documentation.	ICT	Monev	P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
1.8.14. 1	The study programme must have evidence of adequate operational costs for publications, with guaranteed sustainability for the study programme and field of study.	LAM PPG 34	Evidence of publication operational costs for the study programme amounting to $\geq 3$ million/lecturer/year, accompanied by complete and valid supporting documentation.	IKT	Monev	P

## H. STRATEGIES FOR ACHIEVING STANDARDS

1. Encouraging and providing the widest possible opportunities for lecturers to obtain research and community service grants.
2. Collaborating with central and local government.
3. Organising cooperation with industry and the private sector.
4. Developing guidelines on how to secure funding from the government and the private sector

## I. RELATED DOCUMENTS

1. Education Guidelines.
2. Funding Standards.
3. Governance Organisation (GO).
4. Learning Funding Standards.

## J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education

2. Presidential Regulation of the Republic of Indonesia No. 8 of 2012 on the Indonesian National Qualifications Framework
3. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System
4. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 5 of 2020 concerning the Accreditation of Higher Education Institutions and Study Programmes
6. Statutes of UPGRIS

**EVALUATION FORM DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARD FORM FOR LEARNING FUNDING STANDARDS**

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang		
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

Name of Study Programme :

Faculty Name	:
Date of Submission	:
Officer Filling in	:

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Availability of a cost recording system in accordance with statutory regulations down to the programme level, accompanied by valid documentary evidence.	SN-Dikti			
2	The implementation of an analysis of higher education operational costs as part of the preparation of the university's annual work plan and budget, accompanied by valid documentary evidence.	SN DIKTI			
3	The evaluation of the extent to which higher education unit cost standards have been met is carried out at the end of each financial year, supported by valid documentary evidence.	SN DIKTI			
4	The availability of higher education funding from various sources other than tuition fees paid by students, accompanied by valid documentary evidence.	SN DIKTI			
5	The availability of policies, mechanisms, and procedures for raising other sources of funding in an accountable and transparent manner with a view	SN DIKTI			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	to improving the quality of education, accompanied by valid documentary evidence.				
6	Achievement of a maximum of 75% of total university funding sourced from students, supported by valid documentary evidence.	APT			
7	Achieving a minimum of 10% of the university's total funding from sources other than students and institutions.	APT 1			
8	Funds allocated for investment in human resources and facilities and infrastructure have been realised in accordance with the investment plan, with a level of alignment between the plan and actual expenditure reaching 80%, and exceeding learning standards to support the creation of a healthy and conducive academic environment, accompanied by valid documentary evidence.	APT APS 30			
9	The funds allocated for investment in human resources and facilities and infrastructure have been in line with the investment plan, with the degree of alignment between the plan and actual expenditure reaching 80%, and exceeding the learning	APS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	standards to support the creation of a healthy and conducive academic environment, accompanied by valid documentary evidence.				
10	Sufficient funds to ensure the continuity of the three pillars of higher education, development over the last 3 years, and sufficient funds for the development plan for the next 3 years, supported by realistic funding sources and accompanied by valid documentary evidence.	APS			
11	The availability of annual satisfaction survey results for lecturers, academic staff and students regarding financial management, accompanied by valid supporting documentation.	LAM-Infokom			

Semarang, date of completion

Form Verifier,  
Head of LPM

Form Checker,  
Faculty Quality Assurance Unit

Form Filler,  
Head of Programme/Dean

Signature  
(Full Name)

Signature  
(Full Name)

Signature  
(Full Name)

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF LEARNING FUNDING STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.8.1
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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**ESTABLISHMENT OF LEARNING FUNDING STANDARDS**

1. Objective : To establish standards for educational funding to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : The establishment of standards for educational funding at UPGRIS
3. Standards
  - a. The study programme ensures adequate operational arrangements for the implementation of *tridharma*
  - b. The study programme receives adequate operational funding for the implementation of the *Tri Dharma*
4. Definition
  - a. Educational funding refers to the minimum costs required by an educational institution to carry out educational activities over the course of one year, comprising investment costs, operational costs, and personnel costs.
5. Procedure

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice-Rector II to form a team to draft standards for the funding of learning	Rector
Vice-Rector II	Forms a drafting team for learning funding standards	Rector
Drafting Team	Conducting a Focus Group Discussion (FGD) by inviting relevant parties to draft the learning funding standards	Vice-Rector II
Drafting Team	Convening a meeting to discuss the draft standards for facilities and infrastructure, and drafting the proposed standards for learning funding to be submitted to the Vice-Rector II for further action	Vice-Rector II
Vice-Rector II	Submitting the draft learning funding standards to the Vice-Rector for further action	Vice-Rector
Vice-Rector	Establishes the learning funding standards to be implemented	Rector
Foundation	Issuing a decision letter regarding the tuition fee standards	Foundation

6. Reference
  - a. Law No. 20 of 2003 on the National Education System;
  - b. Government Regulation No. 19 of 2005 on National Education Standards;

- c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS;
- g. UPGRIS Academic Quality Manual; and
- h. Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector	Drafting Team	University Senate	Foundation
1	The Vice-Rector instructed Vice-Rector II to form a drafting committee for the learning funding standards	1				
2	The Vice-Rector II formed a drafting team for learning funding standards		2			
3	The Drafting Team organises a Focus Group Discussion (FGD) by inviting relevant parties to draft the standards for learning funding			3		
4	The Drafting Team held a meeting to discuss the draft standards for facilities and infrastructure, and to prepare a draft of the learning funding standards for submission to the Vice-Rector II for further action			4		
5	The Vice-Rector (II) has submitted a draft of the learning funding standards to the Vice-Rector for further action		5			
6	The Rector submits the draft standards for the funding of learning to the Chair of the University Senate for consideration at a University Senate meeting	6				
7	The Chair of the Senate convenes a Senate meeting to consider the draft standards for learning funding and submits the outcome of the deliberations to the Rector as a basis for decision-making				7	

No	Activity Details	Rector	Vice-Rector	Drafting Team	University Senate	Foundation
8	The Rector establishes the tuition fee standards to be implemented	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">8</div>				<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">9</div>
9	Issuing a decision regarding facilities and infrastructure					

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPLEMENTATION OF LEARNING FUNDING STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.8.2
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Approval	Dr Sri Suciati, M.Hum.	Vice-Rector	31/03/2023	
Quality Assurance	Dr Ary Susatyo Nugroho, BSc, MSc	Chair of the LPM	31/03/2023	

**SOP**  
**IMPLEMENTATION OF LEARNING FUNDING STANDARDS**

1. Objective : To ensure the implementation of learning funding standards to support the fulfilment of the three pillars and duties at UPGRIS
2. Scope : Implementation of learning funding standards at UPGRIS
3. Standards
  - a. The study programme ensures adequate operational support for the implementation of the three pillars
  - b. The study programme receives adequate operational funding for the implementation of the *Tri Dharma*
4. Definition
  - a. Educational funding is the minimum cost required by an educational institution to carry out educational activities for one year, covering investment costs, operational costs, and personnel costs.
5. Procedure

Work Unit	Work Instructions	Person in Charge
Rector	Instructs the Vice-Rector II to implement the learning funding standards	Rector
Vice-Rector II	Instructs the BAUK department to implement the established standards for the funding of learning	Rector
BAUK	Submit the results of the analysis of the implementation of the learning funding standards to the Vice-Rector II for follow-up	Vice-Rector II
Rector	The Rector follows up on the results of the analysis of the implementation of learning funding standards	Rector

6. References
  - a. Law No. 20 of 2003 on the National Education System;
  - b. Government Regulation No. 19 of 2005 on National Education Standards;
  - c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
  - d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
  - e. Statutes of UPGRIS;

- f. Academic Standards of UPGRIS;
- g. Academic Quality Manual of UPGRIS; and
- h. Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector	BAUK
1	The Rector instructs the Vice-Rector II to implement the learning funding standards	1		
2	The Vice-Rector II instructs the BAUK department to implement the established standards for educational funding		2	
3	BAUK submits the results of the analysis of the implementation of the learning funding standards to the Vice-Rector II for further action			3
4	The Vice-Rector follows up on the results of the analysis of the implementation of the learning funding standards	4		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
EVALUATION OF LEARNING FUNDING STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.8.3
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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**EVALUATION OF STANDARDS FOR LEARNING FUNDING**

2. Objective : To ensure the implementation of a standard evaluation of learning funding for supporting the achievement of the three pillars and the mission of UPGRIS
3. Scope : Evaluation of standard funding for learning at UPGRIS
4. Standards
  - a. The study programme adequately prepares for the operational implementation of the three pillars
  - b. The study programme secures adequate operational funding for the implementation of the *Tri Dharma*
5. Definition  
Educational funding is the minimum cost required by an educational institution to carry out educational activities for one year, covering investment costs, operational costs, and personnel costs.
6. Procedure

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice-Rector II to evaluate the standards for funding learning	Rector
Vice-Rector II	Instructs the BAUK department to evaluate the established standards for funding education	Rector
BAUK	Report the results of the evaluation of facilities and infrastructure standards to the Vice-Rector II for follow-up	Vice-Rector II
Rector	The Rector follows up on the analysis of the results of the evaluation of learning funding standards	Rector

7. References
  - a. Law No. 20 of 2003 on the National Education System;
  - b. Government Regulation No. 19 of 2005 on National Education Standards;
  - c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
  - d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
  - e. Statutes of UPGRIS;
  - f. Academic Standards of UPGRIS;

- g. UPGRIS Academic Quality Manual; and
- h. Procedural Manual of UPGRIS.

8. Work Instructions

No	Activity Details	Rector	Vice-Rector II	BAUK
1	The Vice-Rector has instructed the Deputy Vice-Rector II to review the standards for funding education	1		
2	The Vice-Rector II instructed the BAUK department to evaluate the established standards for educational funding		2	
3	BAUK reports the results of the analysis of the evaluation of learning funding standards to the Vice-Rector II for follow-up			3
4	The Vice-Rector follows up on the analysis of the evaluation results of the learning funding standards	4		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SOP DOCUMENT ON THE INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**

**SOP  
CONTROL OF LEARNING FUNDING STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.8.4
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**CONTROL OF LEARNING FUNDING STANDARDS**

1. Objective : To ensure the implementation of standardised control of educational funding to support the fulfilment of the three pillars of higher education and the duty of setting an example at UPGRIS
2. Scope : Control of standard funding for learning at UPGRIS
3. Programme
  - a. The study programme ensures adequate operational funding for the implementation of the three pillars of higher education
  - b. The study programme secures adequate operational funding for the implementation of the three pillars of higher education
4. Definition
  - a. Educational funding is the minimum cost required by an educational institution to carry out educational activities for one year, covering investment costs, operational costs, and personnel costs.
5. Procedure

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice-Rector II to oversee the standards for educational funding	Rector
Vice-Rector II	Instruct the BAUK department to ensure compliance with the established standards for educational funding	Rector
BAUK	Report the results of the analysis of the control of learning funding standards to the Vice-Rector II for follow-up	Vice-Rector II
Rector	The Rector follows up on the analysis of the results of the control of learning funding standards	Rector

6. References
  - a. Law No. 20 of 2003 on the National Education System;
  - b. Government Regulation No. 19 of 2005 on National Education Standards;
  - c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;
  - d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;

- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS;
- g. UPGRIS Academic Quality Manual; and
- h. Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector II	BAUK
1	The Vice-Rector has instructed the Deputy Vice-Rector II to oversee the standards for educational funding	1		
2	The Vice-Rector II instructed the BAUK department to oversee the established standards for educational funding		2	
3	BAUK reports the results of the analysis of the control of learning funding standards to the Vice-Rector II for follow-up			3
4	The Vice-Rector follows up on the analysis of the results of the standard control of learning funding	4		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
IMPROVEMENT OF LEARNING FUNDING STANDARDS**

Document Code	:	SOP-SPMI-UPGRIS-1.8.5
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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**IMPROVEMENT OF LEARNING FUNDING STANDARDS**

1. Objective : To achieve an improvement in the standards of educational funding to support the fulfilment of the three pillars of higher education and the duty of setting an example at UPGRIS
2. Scope : Improving the standards of educational funding at UPGRIS
3. Programme
  - a. The study programme ensures adequate operational funding for the implementation of the three pillars of higher education
  - b. The study programme secures adequate operational funding for the implementation of the three pillars of higher education
4. Definition
  - a. Educational funding is the minimum cost required by an educational institution to carry out educational activities for one year, covering investment costs, operational costs, and personnel costs.
5. Procedure

Work Unit	Work Instructions	Responsible Party
Rector	Instructs the Vice-Rector II to improve the standards of learning funding	Rector
Vice-Rector II	Instructs the BAUK department to raise the established standards for educational funding	Rector
BAUK	Report the results of the analysis on the improvement of learning funding standards to the Vice-Rector II for further action	Vice-Rector II
Rector	The Rector follows up on the analysis of the results of the improvement in learning funding standards	Rector

6. Reference
  - a. Law No. 20 of 2003 on the National Education System;
  - b. Government Regulation No. 19 of 2005 on National Education Standards;
  - c. Ministry of Research, Technology and Higher Education Regulation No. 44 of 2015 on National Standards for Higher Education;

- d. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on the Higher Education Quality Assurance System;
- e. Statutes of UPGRIS;
- f. Academic Standards of UPGRIS;
- g. UPGRIS Academic Quality Manual; AND
- h. Procedural Manual of UPGRIS.

7. Work Instructions

No	Activity Details	Rector	Vice-Rector	BAUK
1	The Vice-Rector has instructed the Deputy Vice-Rector II to raise the standards of educational funding	1		
2	The Vice-Rector II instructed the BAUK department to improve the established standards for educational funding		2	
3	BAUK reports the results of the analysis on the improvement of learning funding standards to the Vice-Rector II for further action			3
4	The Vice-Rector follows up on the analysis of the results of the improvement in learning funding standards	4		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
DETERMINATION OF HUMAN RESOURCE DEVELOPMENT COSTS**

Document Code	:	SOP-SPMI-UPGRIS-1.8.6
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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**DETERMINATION OF HUMAN RESOURCE DEVELOPMENT COSTS**

1. Purpose of the Procedure

- a. To provide an explanation of the components of the costs and the mechanism for submitting proposals for HR development activities
- b. As a guideline for the Foundation, the Rector, Deans/Directors of Postgraduate Studies, and all officials within the UPGRIS, or the academic community, regarding the allocation of funds for the human resources development component

2. Scope

This procedure applies to human resource development activities in the form of training, workshops, seminars and further studies for teaching staff (lecturers: Foundation and/or DPK) and support staff.

3. Statement of Standard Content

- a. The Rector of UPGRIS and YPLP PT PGRI Semarang shall consider the HR development costs paid by participants in training and/or further studies whilst undertaking the learning process to cover all reasonable academic activity expenses prior to the start of the academic year.
- b. The Rector of UPGRIS and the Board of Trustees of PT PGRI Semarang shall set the human resources development fees to be paid by participants in training and further study programmes at the start of the academic year
- c. Transparently report on the realisation of HR development fee receipts at least twice during the academic year through the internal control system.

4. Definition

- a. Human resource development costs are the education or training costs that must be incurred for each participant in education or training.
- b. Educators are professionals responsible for planning and implementing the learning process, assessing learning outcomes, providing guidance and training, and conducting research and community service, particularly in the case of higher education staff. (Law No. 20 of 2003, Article 39(2))

- c. Educational Support Staff are personnel responsible for planning and carrying out administration, management, development, supervision, and technical services to support the educational process within educational institutions. (Law No. 20 of 2003, Article 39 (1))
- d. Education/Training Cost Assistance is the cost paid directly to the university where teaching and non-teaching staff undertake education and/or training.

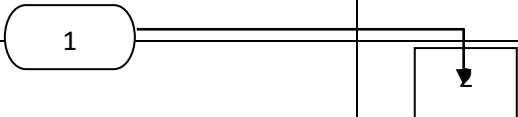
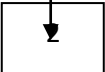
5. Procedure

- 1. The YPLP of PT PGRI Semarang, the Rector of UPGRIS, the Vice-Rector II of UPGRIS, and all faculty and postgraduate structural officials within UPGRIS have drawn up the figures for human resources development costs.
- 2. The draft HR development costs were approved at a meeting of the UPGRIS Senate.

6. Reference

- a. Government Regulation No. 17 of 2010.
- b. Statutes of UPGRIS.
- c. Strategic Plan and Operational Plan of UPGRIS.

7. Work Instructions

No	Details of activities	YPLP PT PGRI Semarang, Rector & Vice-Rector II, Heads of Faculties/Postgraduate Programmes at UPGRIS	UPGRIS Senate
1	Drafting the tuition fees payable by students during the learning process		
2	Adopted at the Senate meeting		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
INVESTMENT COSTS**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Committee	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**INVESTMENT COSTS**

1. Purpose of the Procedure

- a. To provide an explanation of the components of investment costs
- b. To provide a common understanding and serve as a guideline and/or reference for the submission of investment cost proposals across all departments within the UPGRIS.
- c. To ensure that financial management and budget implementation are carried out transparently and accountably, prioritising the principles of good governance.

2. Scope

The scope of this Procedure covers YPLP PT PGRI Semarang as the policy-maker and fund provider, the Rector of UPGRIS as the budget user, the Vice-Rector II of UPGRIS as the official authorised to take actions resulting in budget expenditure, BAUK as the document administrator, the treasurer as the payment executor, and the heads of institutions/units within the UPGRIS

3. Statement of Standard Content

- a. The determination of investment costs, comprising the costs of providing facilities and infrastructure, human resource development and fixed working capital, must be carried out taking into account reasonable academic requirements at least once a year
- b. s of investment expenditure must be carried out through internal controls at least twice a year
- c. Regularly disseminating information regarding the planning and allocation of investment funds
- d. Reporting on the actual use of investment funds to the Senate on a regular basis

4. Definition

Investment is the procurement of land, buildings, equipment, facilities and infrastructure, working capital, and the development of human resource competencies based on the needs for the development of educational activities, whether directly or indirectly.

5. Procedure

- a. Institutions/units within UPGRIS submit investment budgets in accordance with applicable standards to the Rector

- b. The Rector of UPGRIS reviews the proposals from the institutions/units to grant approval or rejection
- c. Rejected investment budget proposals are returned to the proposing institution/unit for revision
- d. Investment budget proposals approved by the Rector of UPGRIS are submitted to YPLP PT PGRI Semarang
- e. YPLP PT PGRI Semarang checks the budget proposals against established standards and grants approval or rejection
- f. Activity budgets that are not approved will be returned to the Rector of UPGRIS for revision
- g. The YPLP of PT PGRI Semarang determines procurement policies for goods and services through a team, a committee, or directly by the foundation or the rector.
- h. The Rector of UPGRIS implements the decisions of the YPLP of PT PGRI Semarang and reviews budget proposals in accordance with established standards
- i. BAUK manages and verifies the approved investment budget.

6. Distribution

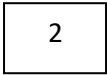
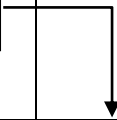
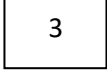

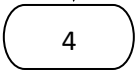
This Procedure Document is intended for all YPLP PT PGRI Semarang administrators and all officials within UPGRIS to be used as a reference in the submission of investment budgets

7. References

- a. Government Regulation No. 17 of 2010.
- b. Statutes of UPGRIS.
- c. The Strategic Plan and Operational Plan of the UPGRIS

8. Work Instructions

No	Details of activities	Rector of UPGRIS	YPLP PT PGRI Semarang	Vice-Rector II UPGRIS	BAUK
1	The Rector submits a budget for the provision of facilities and infrastructure, human resources development and working capital based on the needs of the faculties/postgraduate schools and/or units	1			

2	Verifies, conducts checks in accordance with applicable standards, and grants approval or rejection				
3	The Vice-Rector II follows up on the foundation's policy directives				
4	Implementing budget implementation administration				

**STANDARD OPERATING PROCEDURE DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR SOP SPMI DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
OPERATIONAL COSTS**

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **SOP**

### **OPERATIONAL COSTS**

#### **1. Purpose of the Procedure**

- a. To provide an explanation of the components of operational costs
- b. To ensure a common understanding and to serve as a guideline and/or reference for the submission of operational costs across all departments within the UPGRIS.
- c. To ensure that financial management and budget implementation are carried out in a transparent, accountable and administratively sound manner.

#### **2. Scope**

The scope of this Procedure covers the Rector of UPGRIS as the budget authority, the Vice-Rector II of UPGRIS as the official authorised to take actions resulting in budget expenditure, the BAUK as the document administrator, the treasurer as the payment executor, and the heads of institutions/units within the UPGRIS

#### **3. Statement of Standard Content**

- a. YPLP PT PGRI Semarang establishes the operational cost plan by considering appropriateness and reasonable needs at the start of the academic year.
- b. The Vice-Rector II of UPGRIS reports on the Operational Cost Allocation Plan on a regular basis
- c. Carry out routine expenditure of operational costs with internal controls at least twice a year through an internal audit mechanism
- d. Report transparently on the actual use of operational expenditure at least twice during the academic year.
- e. Submit accountability reports no later than 7 working days after the activity has been completed
- f. Submit the activity budget at least 3 working days before the activity
- g. Disbursement of activity funds must take place at least 1 working day before the activity

#### **4. Definition**

- a. Operational costs are expenses incurred for the delivery of the learning process (education and teaching), research and community service ( ), student activities, maintenance and development, general administrative costs, academic ceremonies,

promotional activities, and financial/tax costs, in accordance with the budget set by the rector and approved by the YPLP PT PGRI Semarang

- b. Education and teaching costs are expenses incurred for the learning process, including salaries, allowances, examination fees, laboratory costs, scholarships, and library development
- c. Research and community service costs are expenses incurred for research and community service activities, whether or not they are carried out through the LPPM
- d. Student activity costs are costs supporting student activities, including: student clubs, property, the Student Executive Board (BEM) and other supporting activities
- e. Maintenance and development costs are expenses incurred for the development of both physical and non-physical facilities, including: the procurement of facilities and infrastructure, institutional development, and human resource development
- f. Administrative costs are costs incurred for office activities, including: stationery costs, official travel, meetings and other office support activities
- g. Academic Ceremony Costs are expenses incurred for UPGRIS ceremonial events, whether routine or otherwise
- h. Admissions Costs are the costs associated with activities related to the intake of new students, which are carried out on a routine basis

## 5. Procedure

- a. The Vice-Dean II/Assistant Director and/or the treasurer of the institution/unit shall prepare a draft budget proposal for the activities in accordance with applicable standards, taking into account appropriateness and reasonable needs
- b. The Dean/Director of Postgraduate Studies and/or the Head of the institution/unit shall verify the operational costs prepared by the Vice Dean II/Administrative Director and/or the Unit Treasurer
- c. The Dean/Director of Postgraduate Studies and/or the Head of the Unit approves and submits the proposal to the Rector of UPGRIS via the Vice-Rector II of UPGRIS
- d. The Vice-Rector II of UPGRIS reviews the budget proposal in accordance with established standards and grants approval or rejection
- e. Budgets that are rejected and/or revised will be returned to the proposing Unit
- f. BAUK verifies and checks against the established standards and follows up on the disposition of the activity budget proposal

- g. The Treasurer carries out the calculation and distribution of funds
- h. The user institution/unit reports on the accountability of its activities to the Rector of UPGRIS via the Vice-Rector II of UPGRIS

6. References

- a. Government Regulation No. 17 of 2010.
- b. Statutes of UPGRIS.
- c. Strategic Plan and Operational Plan of the UPGRIS.

7. Work Instructions

Procurement of books, journals and magazines for the library

No	Activity details	Vice Dean II/Assistant Director	Vice-Rector of UPGRIS	Treasurer of UPGRIS	Head of Library
1	The Vice Dean II/Administrative Director and/or the Unit Treasurer shall prepare a draft budget proposal for activities in accordance with applicable standards, taking into account appropriateness and reasonable needs	1			
2	The Dean/Director of Postgraduate Studies and/or the Head of the Unit shall verify the operational costs prepared by the Vice Dean II/Assistant Director and/or the Unit Treasurer. The Dean/Director of Postgraduate Studies and/or the Head of the Unit shall approve and submit the proposal to the Rector, c/o Vice-Rector II of UPGRIS		2		
3	The Vice-Rector II of UPGRIS reviews budget proposals in accordance with established standards and grants approval or rejection			3	
4	Calculating and distributing funds				4

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
PERSONNEL COSTS**

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Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

## **SOP**

### **PERSONNEL COSTS**

#### **1. Purpose of the Procedure**

- b. To provide an explanation of the components of the costs and the mechanism for submitting proposals for human resource development activities
- c. To serve as a guideline for the YPLP of PT PGRI Semarang, the Rector of UPGRIS, Deans/Directors of Postgraduate Programmes, all officials of institutions/units within the UPGRIS, or the academic community regarding the amounts allocated to HR development components

#### **2. Scope**

This procedure applies to human resources development activities in the form of training, workshops, seminars and further study for teaching staff (lecturers: foundation and/or DPK) and support staff.

#### **3. Statement of Standard Content**

- a. The Rector of UPGRIS and YPLP PT PGRI Semarang shall determine the personal costs, which include university operational costs and investment costs.
- b. The Rector of UPGRIS and YPLP PT PGRI Semarang determine the personal costs to be incurred for each student.
- c. Transparently report the actual expenditure of personal costs at least twice per academic year through the internal control system

#### **4. Definition**

- a. Personal costs are costs incurred by the university to provide education for students.
- b. Operating costs are the costs incurred by the university in carrying out its threefold mission over the course of a year.
- c. Capital expenditure refers to the costs of acquiring land, buildings, equipment, facilities and infrastructure, working capital, and human resource development, based on the needs for the development of educational activities, whether directly or indirectly.

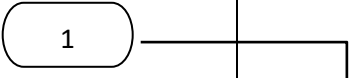
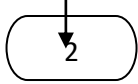
#### **5. Procedure**

- a. YPLP PT PGRI Semarang, the Rector of UPGRIS, the Vice-Rector II of UPGRIS, along with all faculty/postgraduate structural officials within UPGRIS, determine the amount of the human resources development costs
- b. the draft personnel costs are determined at the UPGRIS Senate meeting

6. References

- a. Government Regulation No. 17 of 2010.
- b. Statutes of UPGRIS.
- c. Strategic Plan and Operational Plan of UPGRIS.

7. Work Instructions

No	Details of activities	YPLP PT PGRI Semarang, the Rector and Vice-Rector II, and the Heads of Faculties and Postgraduate Programmes at UPGRIS	UPGRIS Senate
1	Drafting the proposed personal costs set for each student.		
2	Approved at the Senate meeting		

**STANDARD OPERATING PROCEDURE DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI SOP DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
CONTINUITY OF LEARNING FUNDING**

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	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd.	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the LPM	31/03/2023	

**SOP**  
**CONTINUITY OF LEARNING FUNDING**

1. Purpose of the Procedure

- a. To provide an explanation of the sustainability of learning funding
- b. To ensure a common understanding and to serve as a guideline and/or reference for the implementation of learning funding across all departments within the UPGRIS.
- c. To ensure that the funding of learning can be implemented on a sustainable basis.

2. Scope

The scope of this Procedure covers YPLP PT PGRI Semarang as the policy-maker and provider of facilities and funds, the Rector of UPGRIS as the implementer of the policy on the sustainability of learning funding, the Vice-Rector II of UPGRIS as the official authorised to take actions resulting in budgetary expenditure, BAUK as the document administrator, the treasurer as the payment executor, and the heads of faculties/postgraduate programmes and/or institutions/units within the UPGRIS.

3. Statement of Standard Content

- a. UPGRIS establishes business units in accordance with existing potential and competencies.
- b. Business units that have been established must be operated with the aim of contributing to the university's finances.
- c. Report the operational activities of the business units to the Rector of UPGRIS.
- d. The Rector of UPGRIS reports on all business unit activities to YPLP PT PGRI Semarang via the annual reporting mechanism.

4. Definition

Sustainability of educational funding refers to the assurance that funding sources will be available to finance the university's investments and operations.

5. Procedure

- a. The Rector submits a proposal for the establishment of a business unit to YPLP PT PGRI Semarang.

- b. YPLP PT PGRI Semarang reviews the proposal from the faculty/postgraduate school and/or unit to grant approval and/or rejection.
- c. Rejected proposals will be returned to the Rector of UPGRIS and/or the proposing unit for revision.
- d. Proposals approved by YPLP PT PGRI Semarang will be followed up with a letter of approval and the issuance of a decision letter.
- e. The business unit is responsible for establishing and operating a number of business activities approved by the Rector of UPGRIS.
- f. The business unit is responsible for reporting all its business activities to the Rector of UPGRIS every semester.

6. Distribution

This Procedure Document is addressed to all YPLP PT PGRI Semarang administrators and all officials within the UPGRIS to be used as a reference in the implementation of policies regarding the sustainability of learning funding.

7. References

- a. Government Regulation No. 17 of 2010.
- b. Statutes of the UPGRIS.
- c. The Strategic Plan and Operational Plan of UPGRIS.

8. Work Instructions

No	Details of activities	Rector of UPGRIS	Business Unit	YPLP PT PGRI Semarang
1	The Rector submits a proposal for the establishment of a business unit to YPLP PT PGRI Semarang.	1		
2	The YPLP of PT PGRI Semarang reviews proposals from faculties, postgraduate programmes and/or departments in order to approve or reject them.			2
3	Rejected proposals will be returned to the Rector of UPGRIS and/or the relevant unit for revision. Approved proposals will be followed up with a letter of approval and a decision letter will be issued.	3		
4	The business unit shall establish and operate a number of business activities that have been approved by the Rector.			

No	Details of activities	Rector of UPGRIS	Business Unit	YPLP PT PGRI Semarang
5	The business unit is accountable to the rector for its business activities every semester.	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5</div>		
6	The Rector reports on all business unit activities to the foundation via the annual reporting mechanism.			<div style="border: 1px solid black; border-radius: 15px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div>