

Internal Quality  
Assurance System



# STANDAR RESEARCH



**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

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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 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

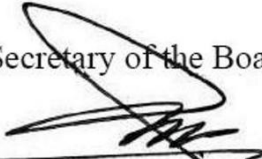
**YAYASAN PEMBINA LEMBAGA PENDIDIKAN PERGURUAN TINGGI  
PGRI SEMARANG**

Chairman of the Board

  
Dr. Bunyamin, M.Pd.  
NPA PGRI 12011700084



Secretary of the Board

  
Drs. Sardju Maheni, 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  
RESEARCH OUTCOME STANDARDS**

Document Code	:	S-UPGRIS-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. Nur Khoiri, S.Pd.,M.T.,M.Pd. Dosen	Vice-Rector IV Research, Community Service & Development	31/03/2023	
Consideration	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	1/03/2023	
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 outstanding leaders with a national character for the betterment of life and society.

## **B. SCOPE**

This section sets out the minimum criteria regarding the quality of research outputs or all outputs generated through activities that systematically adhere to the scientific method in accordance with the scientific and academic autonomy at UPGRIS, whether carried out by lecturers or groups of lecturers, students or groups of students, study centres, and/or a combination of lecturers and students.

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

To realise the vision, mission and objectives of UPGRIS, these include fostering student intellectual development and the implementation of the Four Pillars of Higher Education, one of which is research output. The indicators used to measure the achievement of research output standards are derived from the National Standards for Higher Education (SN DIKTI), study programme accreditation indicators, institutional accreditation indicators, and higher education ranking indicators. UPGRIS must guide, manage, and facilitate the implementation of the research dharma by every lecturer, both individually and in groups, and ensure that research is published for the benefit of society; therefore, research output standards must be established. In addition to being an effort to achieve the university's vision and mission, the establishment of research output standards is also intended to meet legal requirements, particularly Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education.

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

1. To serve as a guideline for the leadership of UPGRIS in establishing policies relating to the field of research
2. To serve as a guideline for the Research and Community Service Office (LPM) in evaluating and monitoring research outcomes
3. To serve as a guideline for faculties and study programmes in setting research output targets in terms of quality and quantity
4. To serve as a guideline for lecturers in producing research outputs

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

1. The Drafting Team is responsible for drafting the researcher standards
2. The Vice-Rector IV is responsible for reviewing the draft researcher standards
3. The Academic Senate is responsible for providing feedback on the draft researcher standards
4. The Rector is responsible for approving the draft research 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 research output standards
6. The LPM is responsible for monitoring research output standards
7. Lecturers and students are responsible for the implementation and achievement of research output standards
8. The Research and Community Service Office (LPPM) is responsible for evaluating research outcomes

#### **F. GLOSSARY**

1. Research is an activity carried out in accordance with scientific principles and methods in a systematic manner to obtain information, data, and evidence relating to the understanding and/or testing of a branch of knowledge and technology.
2. A research proposal is a document used in the submission of a research project, containing the research background, theoretical framework, research methods, and accompanied by a work plan and a research funding plan.

3. A research report is a written document detailing the results of a research project, drafted clearly and organised according to specific writing methods and a systematic structure, using straightforward language.
4. Research monitoring and evaluation is the process of assessing the planning, process and results of research based on specific pre-defined indicators.
5. A researcher is a person who carries out research.
6. Lecturers are professional educators and academics whose primary role is to transform, develop and disseminate knowledge and technology through education, research and community engagement.
7. Research reviewers are trained and certified lecturers assigned to evaluate the planning, process and results of research conducted by lecturers/groups of lecturers, students/groups of students or lecturers in collaboration with students, in accordance with established assessment indicators.
- 8.

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

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHO D	INDIC ATOR CODE
2.1.1.1	Faculties and degree programmes must ensure that research is directed towards the advancement of science and technology, as well as the improvement of public welfare and national competitiveness.	SN DIKTI (p46.2)	The implementation of research that is beneficial for the development of science and technology, as well as the improvement of public welfare and national competitiveness, accompanied by valid and complete documentary evidence.	IKU	Monev	F/P
2.1.2.1	Faculties and study programmes must ensure that research outputs have undergone activities that systematically adhere to	SN DIKTI (p46.3)	The delivery of research outputs has been achieved through activities that systematically adhere to scientific principles and	IKU	Monev	F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHO D	INDIC ATOR CODE
	scientific principles and methods in accordance with academic autonomy and academic culture.		methods, in accordance with academic autonomy and academic culture, supported by valid and complete documentary evidence.			
2.1.3.1	The study programme must ensure that students' research outcomes align with graduate learning outcomes and the university's regulations.	SN DIKTI (p46.4)	The existence of student research outputs must be in line with graduate learning outcomes and university regulations, accompanied by valid and complete documentary evidence.	IKU	Monev	P
2.1.4.1	Study programmes must ensure that research findings which are not confidential, do not interfere with and/or do not jeopardise the public or the nation must be disseminated by means of presented at seminars, published, patented, and/or through that can be used to convey research results to the public.	SN DIKTI (p46.5)	Research results that are not confidential, do not interfere with and/or do not endanger public or national interests must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey research results to the public, accompanied by valid and complete documentary evidence.	IKU	Monitoring and Evaluation	P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHO D	INDIC ATOR CODE
2.1.5.1	The study programme must ensure that lecturers' research outputs are published in reputable international journals, international journals, accredited national journals or non-accredited journals every year.	APT 56 and APS 27	Publication of lecturers' research results in reputable international journals, international journals, accredited national journals or non-accredited journals, with a target of 1 publication per lecturer per year, accompanied by valid and complete documentary evidence.	IKU	AMI	P
2.1.6.1	The study programme must ensure that lecturers' research outputs are published in the form of articles or papers presented at local, national or international conferences and/or in national or international media.	APT 57	Publication of lecturers' research results at local, national or international seminars and/or in national or international mass media, with a target of one publication per lecturer per year, accompanied by valid and complete documentary evidence.	IKU	Monev	P
2.1.7.1	Faculties and study programmes must ensure that lecturers' research outputs are recognised in the form of intellectual property rights (patents, utility models, copyright, industrial design rights, plant variety protection, etc.), appropriate technology, standardised	APT 59	The existence of lecturers' research outputs that have received recognition in the form of IPR (Patents, Utility Models, Copyright, Industrial Design, Plant Variety Protection, etc.), Appropriate Technology, Standardised Products, Certified Products, Artworks, Social Engineering, and in the form of Books	IKU	AMI	F/P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHO D	INDIC ATOR CODE
	products, certified products, works of art, social engineering, and in the form of books with an ISBN and book chapters.		with, and book chapters, with a target of 1 publication per lecturer per year, accompanied by valid and complete documentary evidence.			
2.1.8.1	Faculties and study programmes are required to facilitate and ensure that research outputs produced by lecturers in collaboration with students receive recognition in the form of intellectual property rights (patents, utility models, copyright, industrial design rights, plant variety protection, etc.), appropriate technology, standardised products, certified products, works of art, social engineering, and in the form of books with an ISBN and book chapters.	APS 29	The existence of research outputs by students, either independently or in collaboration with lecturers, that are recognised in the form of IPR (Patents, Utility Models, Copyright, Industrial Design, Plant Variety Protection, etc.), Appropriate Technology, Standardised Products, Certified Products, Artworks, Social Engineering, and in the form of Books with- ISBN, or book chapters, with an average of at least one research output, accompanied by valid and complete documentary evidence.	IKU	AMI	P
2.1.9.1	Study programmes must ensure that the academic work (research findings and/or intellectual output) of DTSPS staff and students is cited by others.	APT 58/ LAMDIK 80	Scientific works (research results and/or ideas) by DTSPS and students must be cited by others by at least 50% of the total number of DTSPS, accompanied by valid and	IKU	AMI	P

NO PS	STANDARD STATEMENT	REFEREN CE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHO D	INDIC ATOR CODE
			complete documentary evidence.			
2.1.10. 1	The university, faculties and study programmes must ensure that research outputs produced by lecturers and students in the education study programmes at are adopted by the community.	LAMDIK 81	At least 10% of research outputs by lecturers and students in education study programmes must be adopted by the community, accompanied by valid and complete documentary evidence.	IKT	Monev	U/F/P
2.1.11. 1	Faculties are required to carry out an evaluation of the research process as part of the assessment of lecturers' performance.	LAMEMB A K9.B2	The implementation of research process evaluation, which forms part of the assessment of lecturers' performance, is accompanied by valid and complete documentary evidence.	IKT	AMI	F
2.1.12. 1	The faculty must have guidelines governing the contribution of research outputs to the development of science, practice and professionalism.	LAMEMB A K9.B3	The availability of guidelines governing the contribution of research outputs to the development of science, practice and professional development, accompanied by valid and complete documentary evidence.	IKT	AMI	F

## **H. STRATEGY FOR ACHIEVING THE STANDARD**

1. UPGRIS organises research training sessions for lecturers at least three times a year.
2. UPGRIS provides financial support and resources for research activities undertaken by lecturers and students.
3. The LPPM facilitates scientific publications through the Head of the Centre for Commercialisation and Research Incubator.
4. The LPPM monitors lecturers' research and publication activities through the completion of portfolios at least twice a year.
5. The LPPM aims to increase research and publication activities (by 10% more) compared to the previous year.

## **I. RELATED DOCUMENTS**

1. Research Guidelines
2. Guidelines for the Preparation of Lecturers' Research Roadmaps

## **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 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 RESEARCH OUTPUT FORM**

Document Code	: F-SPMI-UPGRIS-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	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & 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	

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 implementation of research that is beneficial for the development of science and technology, as well as the improvement of public welfare and national competitiveness, accompanied by valid and complete documentary evidence.	SN DIKTI			
2	The delivery of research outputs has been achieved through activities that systematically adhere to scientific principles and methods, in accordance with academic autonomy and academic culture, supported by valid and complete documentary evidence.	SN DIKTI			
3	Student research outcomes must align with graduate learning outcomes and university regulations, supported by valid and complete documentary evidence.	SN DIKTI			
4	Research findings that are not confidential, do not interfere with and/or do not jeopardise the public or national interest must be disseminated through seminars, publication, patenting and/or other means that can be	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
	used to communicate the research findings to the public, accompanied by valid and complete documentary evidence.				
5	Publication of lecturers' research results in reputable international journals, international journals, accredited national journals or non-accredited journals, with a target of 1 publication per lecturer per year, accompanied by valid and complete documentary evidence.	APT and APS			
6	Publication of lecturers' research findings at local, national or international seminars and/or in national or international media, with a target of one publication per lecturer per year, accompanied by valid and complete documentary evidence.	APT			
7	The existence of lecturers' research results that have received recognition in the form of Intellectual Property Rights (Patents, Utility Models, Copyrights, Industrial Design Rights, Plant Variety Protection, etc.), Appropriate Technology, Standardised Products, Certified Products, Works of Art, Social Engineering, and in the form of Books with- ISBN, or book chapters, with a target of 1	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	publication per lecturer per year, accompanied by valid and complete documentary evidence.				
8	The existence of research outputs produced by students independently or in collaboration with lecturers that have received recognition in the form of intellectual property rights (patents, utility models, copyright, industrial design rights, plant variety protection, etc.), appropriate technology, standardised products, certified products, works of art, social engineering, and in the form of books with- ISBN, or book chapters, with an average of at least one research output, accompanied by valid and complete documentary evidence.	APS			
9	Scientific works (research results and/or ideas) by DTSP and students must be cited by others by at least 50% of the total number of DTSP, accompanied by valid and complete documentary evidence.	APT LAMDIK			
10	At least 10% of the research outputs of lecturers and students in the study programme are adopted by the community, accompanied by valid and complete documentary evidence.	LAMDIK			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
11	The implementation of research process evaluations, which form part of lecturer performance appraisals, accompanied by valid and complete documentary evidence.	LAMEMBA			
12	The availability of guidelines governing the contribution of research outputs to the advancement of science, practice and professional development, accompanied by valid and complete documentary evidence.	LAMEMBA			

Semarang, date of completion

Form Verifier,  
Head of LPM

Form Examiner,  
Faculty Quality Assurance Unit

Form Filler,  
Head of Programme/Dean

Signature  
(Full Name)

Signature  
(Full Name)

Signature  
(Full Name)

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



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

**SOP  
ESTABLISHMENT OF RESEARCH OUTCOME 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, 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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & 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 RESEARCH OUTCOME STANDARDS**

1. Purpose : The SOP on the Establishment of Research Output Standards aims to design, formulate, and establish the Research Output Standards of UPGRIS
2. Scope : This standard-setting manual applies : When the Research Outcome Standards Research were first designed, formulated and established
3. Research  
Research Output Standards cover minimum criteria regarding:
  - a) the quality of research outcomes; b) aimed at advancing science and technology, as well as improving public welfare and national competitiveness; c) all outputs generated through activities that systematically adhere to scientific principles and methods in accordance with academic autonomy and academic culture; d) the fulfilment of graduate learning outcomes and compliance with the regulations and rules of the Higher Education Institution; e) not being confidential, not interfering with and/or endangering the public or national interest, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the research results to the public.
4. Definition
  - a. Developing standards is a working process to produce standards regarding what is required within the SPMI. This activity involves reviewing the 8 national higher education standards and other institutional requirements to formulate new, more detailed and specific standards;
  - b. Formulating standards involves writing the content of each standard in the form of a complete and comprehensive statement, using the Audience, Behaviour, Competence, and Degree framework as a reference for performance measurement;
5. Procedure  
**General Provisions**
  - a. Research findings are compiled once per academic year (in accordance with the internal and external research schedule).

- b. The person responsible for reporting research results is the researcher who has carried out the research.
- c. The Head of the Research and Community Service Centre is responsible for organising the research results reporting.
- d. The organisation of the research results reporting is led by the Head of the Research Centre.
- e. The Head of the Research Centre is responsible for the implementation of the research results reporting activities.

**Procedures for the Decentralised Reporting of Research Results (DRPM):**

- a. The assessment process will be monitored and evaluated by assessors.
- b. The results of the evaluators' assessment will be reported by the LPPM via SIMLITABMAS.
- c. At the end of the research, each researcher reports on the research results in the form of research outputs.
- d. Researchers upload to SIMLITABMAS a soft copy of the annual report or final report (following the SIMLITABMAS research guidelines format) that has been approved by the LPPM in PDF format with a maximum file size of 5 MB, along with a soft copy of the research outputs (Scientific Publications, Intellectual Property Rights, Appropriate Technology, Textbooks) or supporting documents for the outputs.

6. References

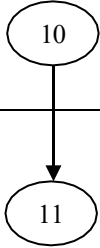
- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;

- e. Government Regulation No. 17 of 2010 on the Provision of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 on National Standards for Higher Education;
- h. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
- i. Good Practices in Higher Education Quality Assurance, Book I: The Learning Process;
- j. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2020. Strategic Plan of UPGRIS 2020–2024. Semarang: Lontar Media;
- q. UPGRIS. 2020. Strategic Research Plan of UPGRIS 2020–2024. Semarang: Lontar Media; and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No	Activity details	Implementing unit				Date
		Principal Investigator	Dean/Director of Postgraduate Studies	LPPM	Kopertis VI	
1	Setting the schedule for the research results seminar research.	1	1	1		
2	The research results seminar involves Assessors and members of the Research Evaluation Committee.			2		

No	Activity details	Implementing unit				Date
		Principal Investigator	Dean/Director of Postgraduate Studies	LPPM	Kopertis VI	
3	Seminar participants are entitled to request clarification regarding research results that are not yet understood or comprehended.			(3) ↓		
4	All questions and feedback from seminar participants are recorded in the seminar minutes of the research findings.			(4) ↓		
5	The minute-taker prepares the minutes of the research results seminar.			(5) ↓		
6	The evaluation of the organisation of the internal research results seminar is carried out in accordance with the notes of the person responsible for organising the internal research results seminar, the minutes of the internal research results seminar, and the dynamics of the evolving situation and conditions.			(6) ↓		
7	Chairing the evaluation meeting on the organisation of the internal research results seminar at the end of each event.			(7)		
8	Materials for the evaluation meeting regarding the organisation of internal research results seminars at the end of each event.			(8) ↓		
9	Meeting materials for the evaluation of the organisation of internal research results seminars, covering preparation, implementation, and factors that support and hinder the smooth running of internal research results seminars.			(9) ↓		

No	Activity details	Implementing unit				Date
		Principal Investigator	Dean/Director of Postgraduate Studies	LPPM	Kopertis VI	
10	Determining the corrective actions to be taken during the next internal research results seminar.					
11	The Head of the Research Centre must verify these corrective actions and, if necessary, must take preventive measures to ensure that such incidents do not occur again.					

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP IMPLEMENTATION OF RESEARCH OUTCOME STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.1.2
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 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	

**SOP**  
**IMPLEMENTATION OF RESEARCH OUTCOME STANDARDS**

1. Purpose : The SOP for the Implementation of Research Output Standards aims to implement the Research Output Standards of UPGRIS
2. Scope : This implementation manual applies when the Research Output Standards must be implemented in all study programmes at the UPGRIS
3. The Research Output Standards encompass minimum criteria regarding:
  - a) the quality of research outcomes; b) aimed at advancing science and technology, as well as improving public welfare and national competitiveness; c) all outputs generated through activities that systematically adhere to scientific principles and methods in accordance with academic autonomy and academic culture; d) the fulfilment of graduate learning outcomes and compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering the public or national interest, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey research results to the public.
4. Definition
  - a. Implementing standards involves putting into practice the provisions based on measurements, specifications and benchmarks as stated in the standard research findings, which must be adhered to, carried out and achieved.
  - b. A standard procedure is a systematic, chronological, logical and coherent description of the sequence of steps required to achieve a specific outcome, accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure
  - c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - d. 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 particular field.

e. Research Output Standards are the minimum criteria for Research Outputs, which include products, publications, and intellectual property rights for the benefit of society.

## 5. Procedures

- a. Carry out technical and/or administrative preparations in accordance with the content of the Research Output Standards.
- b. Communicate the contents of the Research Output Standards to all lecturers, staff, students, alumni, graduate employers, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, outreach sessions, or other forums.
- c. Preparing and drafting documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the content of research output standards.
- d. Carrying out research activities across all degree programmes, using research standards as a benchmark for achievement.

## 6. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;

- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
- h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
- i. Good Practice in Higher Education Quality Assurance, Volume I: The Learning Process;
- j. Good Practice in Higher Education Quality Assurance, Volume II: Study Programme Curricula;
- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2020. Strategic Plan of UPGRIS 2020–2024. Semarang: Lontar Media;
- q. UPGRIS. 2020. Strategic Research Plan of UPGRIS 2020–2024. Semarang: Lontar Media;  
and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No	Activity details	Implementing unit				Date
		Principal Investigator	Dean	LPPM	Kopertis VI	
1	Carry out technical and/or administrative preparations in accordance with the contents of the Research Output Standards.					
2	To disseminate the contents of the Research Output Standards to all lecturers, staff, students, alumni, employers of graduates, professional organisations and other stakeholders on a regular and consistent basis, whether through the website, workshops, information sessions or other forums.					
3	Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the content of the Research Output Standards.					
4	Conducting research activities across all study programmes using the Research Output Standards as a benchmark for achievement.					

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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
STANDARD RESEARCH OUTCOME EVALUATION**

Document Code	:	SOP-UPGRIS-2.1.3
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH OUTCOME EVALUATION**

1. Purpose : To evaluate the implementation of Research Output Standards of UPGRIS
2. Scope : This implementation evaluation manual applies when the Research Outcomes must be implemented in all study programmes at UPGRIS
3. The  
The Research Output Standard covers minimum criteria regarding:
  - a) the quality of research outcomes; b) aimed at advancing science and technology, as well as improving public welfare and national competitiveness; c) all outputs generated through activities that systematically adhere to scientific principles and methods in accordance with academic autonomy and academic culture; d) the fulfilment of graduate learning outcomes and compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering the public or national interest, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey research results to the public.
4. Definition
  - a. Implementing standards involves putting into practice the provisions based on measurements, specifications and benchmarks as stated in the Research Outcomes Standards, which must be adhered to, carried out and fulfilled
  - b. A standard procedure is a systematic, chronological, logical and coherent description of the sequence of steps required to achieve a specific outcome, accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure.
  - c. Work instructions are a detailed list of tasks to be carried out by the assignee.
  - d. Research Output Standards are the minimum criteria for Research Outputs, covering products, publications, and intellectual property rights for the welfare of society.

## 5. Procedures

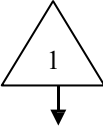
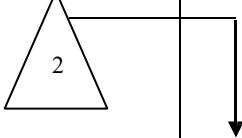
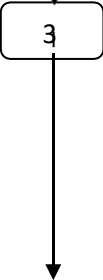
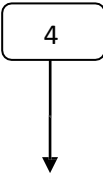
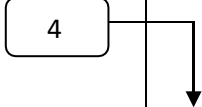
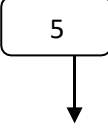
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to monitor and evaluate the achievement of research output standards	Vice-Chancellor
Dean	Instructs the First Vice Dean/Head of Department, Programme Coordinators, and UPMF/UPMPS to monitor and evaluate research output standards, and to compile monitoring and evaluation reports	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 research output standards</li> <li>2. To evaluate the achievement of research output standards</li> <li>3. Report the results of the evaluation of the achievement of research output standards to the Dean for follow-up</li> </ol>	Dean/Director of Postgraduate Studies
Faculty/Postgraduate Senate	<ol style="list-style-type: none"> <li>1. Discussing the results of the evaluation of the achievement of research output standards</li> <li>2. Approve the results of the evaluation of compliance with research output standards</li> </ol>	Dean/Director of Postgraduate Studies
Vice-Dean I/Deputy Director and Head of Programme	Disseminating the results of the evaluation of the achievement of research output standards to facilitate improvements by the relevant parties	Dean/Director of Postgraduate Studies
Lecturers	Carry out academic activities to improve the achievement of research output standards	Dean/Director of Postgraduate Studies

## 6. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National

- Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
  - e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
  - f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
  - g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
  - h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
  - i. Good Practice in Higher Education Quality Assurance, Volume I: The Learning Process;
  - j. Good Practices in Higher Education Quality Assurance, Volume II: Study Programme Curricula;
  - k. National Research Master Plan 2017–2045;
  - l. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
  - m. Law No. 20 of 2003 on the National Education System
  - n. Law No. 14 of 2005 on Teachers and Lecturers;
  - o. Law No. 12 of 2012 on Higher Education;
  - p. UPGRIS. 2020. Strategic Plan of UPGRIS 2020–2024. Semarang: Lontar Media;
  - q. UPGRIS. 2020. Strategic Research Plan of UPGRIS 2020–2024. Semarang: Lontar Media;  
and
  - r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I / Deputy Director / Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector I Instructs deans to monitor and evaluate the achievement of research output standards				
2	Deans/Directors of Postgraduate Studies instruct the First Vice Dean/Assistant Director to work with the Head of Department to formulate research output standards				
3	Form a team to assess compliance with research output standards, assess compliance with research output standards, and report the results of the assessment of compliance with research output standards to the Dean for further action				
4	The faculty senate discusses the results of the evaluation of the achievement of research output standards, and approves the results of the evaluation of the achievement of research output standards				
4	The First Vice Dean/Head of the Programme prepares a draft of the research output standards				
5	Senate meeting to discuss the draft research output standards at the Faculty Senate meeting				

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I / Deputy Director / Head of Programme	Faculty Senate	Lecturers
6	The Faculty Senate approved the research output standards			5	
7	The Vice Dean I, the Director of Academic Affairs and the Head of the Department are promoting research outcome standards		6		
8	Lecturers carry out academic activities to meet research output standards				7

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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**SOP**  
**CONTROL OF RESEARCH OUTPUT STANDARDS**

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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	

**SOP**  
**CONTROL OF RESEARCH OUTPUT STANDARDS**

1. Objective : To control the implementation of the Research Output Standards of UPGRIS so that the content of these standards can be achieved/met
2. Scope : This standard control manual applies: When the research output standards require routine and continuous monitoring, checking, inspection and evaluation
3. Research  
Research Output Standards cover minimum criteria regarding:
  - a) the quality of research outcomes; b) aimed at advancing science and technology, as well as improving public welfare and national competitiveness; c) all outputs generated through activities that systematically adhere to scientific principles and methods in accordance with academic autonomy and academic culture; d) the fulfilment of graduate learning outcomes and compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering the public or national interest, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey research results to the public.
4. Definition
  - a. Monitoring is the activity of observing a process or activity with the aim of determining whether that process or activity is proceeding in accordance with what has been established in the standards.
  - b. Evaluation is the activity intended to determine whether a process or activity is in line with the established objectives.
  - c. An audit or inspection is the activity of examining or auditing all aspects of research implementation, carried out periodically to verify whether all research processes across all study programmes are proceeding in accordance with the content of the Research Outcomes Standards.
  - d. Research Output Standards are the minimum criteria for research outputs, which include products, publications and intellectual property rights, for the benefit of society.

## 5. Procedures

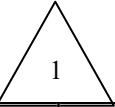
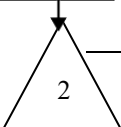


Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to carry out standard control of research outcomes	Vice-Rector
Dean/Director of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, together with the Head of Programme, to carry out quality control of research outputs	Vice-Rector I
Vice-Dean I/Director of Postgraduate Studies and Programme Coordinators	<ol style="list-style-type: none"> <li>1. To carry out periodic monitoring of the implementation of the Research Output Standards in all aspects of research activities</li> <li>2. Record all findings relating to deviations, omissions, errors or similar issues arising from the conduct of research that do not comply with the Research Outcomes Standards.</li> <li>3. Recording any incompleteness of documents such as standard operating procedures, forms and other records from the Research Outcomes Standards that have been implemented</li> <li>4. Examine and investigate the causes of deviations from the content of the Research Outcomes Standards or where the standards have not been met</li> <li>5. Taking corrective action against any breaches or deviations from the content of the standards</li> <li>6. Recording all corrective actions taken.</li> <li>7. To produce periodic written reports on all matters relating to quality control as outlined above.</li> <li>8. Report the results of these standard controls to the head of the work unit and the university management, accompanied by suggestions or recommendations</li> </ol>	Dean/Director of Postgraduate Studies

## 6. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;

- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
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- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
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- i. Good Practice in Quality Assurance in Higher Education, Volume I: The Learning Process;
- j. Good Practices in Higher Education Quality Assurance, Volume II: Study Programme Curricula;
- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
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- p. UPGRIS. 2020. Strategic Plan of UPGRIS 2020–2024. Semarang: Lontar Media;
- q. UPGRIS. 2020. Strategic Research Plan of UPGRIS 2020–2024. Semarang: Lontar Media;  
and
- r. YPLP PT PGRI, Statutes of UPGRIS.

## 7. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Deputy Director/Head of Programme
1	Vice-Rector I Instructs deans to implement quality control of research outcomes		
2	The Dean/Director of Postgraduate Studies instructs the First Vice Dean/Assistant Director together with the Head of Programme to implement quality control of research outcomes		
3	<ol style="list-style-type: none"> <li>1. Conducting periodic monitoring of the implementation of the Research Outcomes Standards in all aspects of research activities</li> <li>2. Recording all findings in the form of deviations, omissions, errors or similar issues arising from research activities that do not comply with the Research Outcomes Standards</li> <li>3. Recording any incompleteness of documents such as standard operating procedures, forms and other records required by the Research Outcomes Standards that have been implemented</li> <li>4. Examining and investigating the causes of deviations from the Research Outcomes Standards or instances where the standards have not been met</li> <li>5. Taking corrective action in response to any breach or deviation from the standard</li> <li>6. Recording all corrective actions taken.</li> <li>7. Preparing periodic written reports on all matters relating to standard control as outlined above.</li> <li>8. Reporting the results of such standard control to the head of the work unit and the university management, accompanied by suggestions or recommendations</li> </ol>		 <div data-bbox="1286 856 1390 911" style="border: 1px solid black; border-radius: 10px; width: 40px; height: 20px; text-align: center; margin: 0 auto;">3</div>

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



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

**SOP  
IMPROVEMENT OF RESEARCH OUTCOME STANDARDS**

Document Code	:	SOP-UPGRIS-2.1.5
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, 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 & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH OUTCOME STANDARDS**

1. Objective : To continuously improve the quality of research output standards at the end of each cycle
2. Scope : This standards development manual applies to: the standards cycle the research concluded (after two years) and the standard was subsequently improved

3. Standards

Research Outcome Standards cover minimum criteria regarding:

a) the quality of research outcomes; b) aimed at advancing science and technology, as well as improving public welfare and national competitiveness; c) all outputs generated through activities that systematically adhere to scientific principles and methods in accordance with academic autonomy and academic culture; d) the fulfilment of graduate learning outcomes and compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering the public or national interest, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey research results to the public.

4. Definition

- a. The development or improvement of standards is an effort to evaluate and improve the quality of the content of standards on a periodic, continuous and ongoing basis
- b. Standard evaluation is the process of assessing the content of Research Output Standards, based, amongst other things, on:
  - 1) Research outcomes disseminated to all elements of society
  - 2) The results of self-evaluation of research output development programmes
  - 3) Survey results on user satisfaction with research outcomes
  - 4) The outcomes of Research Outcomes Standards workshops
  - 5) Developments in the situation and conditions at UPGRIS, the demands of stakeholders and the general public, as well as the introduction of the government's new policy on higher education ( ), particularly regarding the Research Output Standards that must be met.

6) Relevance of the vision and mission of UPGRIS

- c. The standard cycle refers to the duration or period of validity of a standard in relation to the aspects it covers

5. Procedure

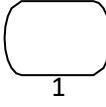

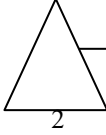

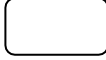



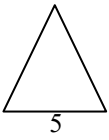
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to improve research output standards	Vice-Rector
Dean/Director of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, together with the Head of Programme, to improve research output standards	Vice-Rector I
Vice-Dean I/Director of Postgraduate Studies 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 research output standards</li> <li>2. Preparing a draft for the improvement of research output standards</li> <li>3. Formulate new research output standards in a departmental meeting</li> <li>4. Submit the draft of the new research outcome standards to the Dean for further action</li> </ol>	Dean/Director of Postgraduate Studies
Faculty Senate	<ol style="list-style-type: none"> <li>3. Discussing the proposed research output standards put forward by the Dean/Director of Postgraduate Studies</li> <li>4. Approving the new research output standards</li> </ol>	Dean/Director of Postgraduate Studies
Dean/Director of Postgraduate Studies	Proposing new research output standards for approval by the Vice-Rector	Dean/Director of Postgraduate Studies

5. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National

- Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
  - e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
  - f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
  - g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
  - h. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
  - i. Good Practice in Higher Education Quality Assurance, Volume I: The Learning Process;
  - j. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
  - k. National Research Master Plan 2017–2045;
  - l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
  - m. Law No. 20 of 2003 on the National Education System;
  - n. Law No. 14 of 2005 on Teachers and Lecturers;
  - o. Law No. 12 of 2012 on Higher Education;
  - p. UPGRIS. 2020. Strategic Plan of UPGRIS 2020–2024. Semarang: Lontar Media;
  - q. UPGRIS. 2020. Strategic Research Plan of UPGRIS 2020–2024. Semarang: Lontar Media;  
and
  - r. YPLP PT PGRI, Statutes of UPGRIS.

6. Work Instructions

No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director/Head of Programme	Faculty Senate
1	Vice-Rector I instructs deans to improve research output standards				
2	The Dean has instructed the First Vice Dean and the Head of the Study Programme to raise the standards of research output				
3	Vice-Dean I/Head of Programme Form a team to analyse the results of the evaluation of the achievement of research output standards, prepare a draft action plan for improving research output standards, formulate new research output standards during departmental meetings, and report the formulated new research output standards to the Dean for follow-up				
4	The Faculty Senate discusses the draft research outcome standards proposed by the Dean, approves the new research outcome standards, and submits the approved new research outcome standards to the Dean				
5	The Dean/Director of Postgraduate Studies proposes the new research output standards for approval by the Vice-Rector				

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP REPORTING OF RESEARCH RESULTS</b>

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Effective Date	:	31 March 2023

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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**

### **REPORTING OF RESEARCH RESULTS**

1. Purpose : This SOP aims to provide guidelines for the reporting of research results to provide detailed guidance on the stages and requirements for reporting research results in accordance with the applicable research handbook.

2. Scope : The scope of this guide covers the procedures for compiling research reports funded by internal and external sources.

#### 3. Research Output Standards

Research Output Standards encompass minimum criteria regarding:

a) the quality of research outcomes; b) aimed at advancing science and technology, as well as improving public welfare and national competitiveness; c) all outputs generated through activities that systematically adhere to scientific principles and methods in accordance with academic autonomy and academic culture; d) the fulfilment of graduate learning outcomes and compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering the public or national interest, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey research results to the public.

#### 4. Definition

Reporting research findings is a mandatory activity for researchers as a form of accountability for the research that has been carried out

#### 5. References

- a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
- e. Government Regulation No. 19 of 2005 on National Education Standards;
- f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;

- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan; and
- i. Research and Community Service Handbook.

## 6. Procedures

### General Provisions

- a. The reporting of research results is carried out once per academic year (in accordance with the schedule for internal and external research).
- b. Those required to report research results are researchers who have conducted research.
- c. The Head of the LPPM is responsible for organising the reporting of research results.
- d. The presentation of research findings is led by the Head of the Research Centre.
- e. The Head of the Research Centre is responsible for the implementation of the reporting of research results .
- f. Procedure for Reporting Decentralised Research Results (DRPM):
- g. The assessment process will be monitored and evaluated by the assessors.
- h. The results of the evaluators' assessment are uploaded via SIMLITABMAS.
- i. At the end of the research, each researcher reports the research results in the form of research outputs.
- j. Researchers must upload a soft copy of the annual report or final report (in accordance with the DRPM research guidelines) to Simlitabmas or Simpemas, as approved by the LPPM, in PDF format with a maximum file size of 5 MB, along with a soft copy of the research outputs (scientific publications, intellectual property rights, appropriate technology, textbooks) or supporting documentation of the outputs.

### Procedure for the Evaluation of Research Results Reporting:

- a. The evaluation of DRPM decentralised research results reporting is carried out in accordance with the notes of the person responsible for the implementation of research results reporting, the minutes of the research results reporting meeting, as well as the dynamics of the evolving situation and conditions.
- b. The Head of the LPPM chairs the evaluation meeting on the reporting of decentralised DRPM research results at the end of each activity.

- c. The agenda for the evaluation meeting on the reporting of decentralised DRPM research results covers preparation, implementation, and factors that support or hinder the smooth implementation of the next round of decentralised DRPM research reporting.
- d. The person responsible for the corrective actions recorded in the meeting minutes must submit a follow-up report to the Chair of the LPPM in accordance with the deadline specified in the meeting minutes.
- e. The Chair of the LPPM reports the results of the evaluation meeting to the Rector

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT	
		RESEARCHER	LPPM
1	The researcher compiles and prepares the research report.	1	
2	LPPM announces the research report schedule.	2	
3	The researcher uploaded the research report.	3	
4	The Research and Community Service Office (LPPM) verifies the accuracy and completeness of the research report, as well as its compliance with the research contract.	No	4
5	The Head of the LPPM approves the research activity report.		5
6	The researcher uploads the research report along with the Head of the LPPM's approval form.	6	

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP FOLLOW-UP ON RESEARCH RESULTS</b>

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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 for Academic Affairs and Collaboration	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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**  
**FOLLOW-UP ON RESEARCH FINDINGS**

1. Purpose : The SOP on Follow-up of Research Results aims to regulate the follow-up of research results, including: intellectual property rights, scientific publications and appropriate technology.
2. Scope : The scope of this guideline is to regulate the procedures for continue with the research findings.

3. Standards

Research Outcome Standards encompass minimum criteria regarding:

- a) the quality of research outcomes; b) aimed at advancing science and technology, as well as improving public welfare and national competitiveness; c) all outputs generated through activities that systematically adhere to scientific principles and methods in accordance with academic autonomy and academic culture; d) the fulfilment of graduate learning outcomes and compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangerin g the public or national interest, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey research results to the public.

4. Definition

Research outputs are the results of research in the form of scientific publications, textbooks, intellectual property rights, and other research outputs. Scientific publications are articles published in reputable international journals, accredited national journals indexed in Sinta, and non-accredited national journals that have an ISSN.

5. References

- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
- e. Government Regulation No. 19 of 2005 on National Education Standards;

- f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan 2015–2019; and
- i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

## 6. Procedures

### General Provisions

- 1) Follow-up activities on research findings are carried out in various forms, namely: scientific publications, intellectual property rights, appropriate technology and/or policies, and publications as specified in the original research proposal.
- 2) The researcher is responsible for the follow-up of research results.
- 3) Follow-up on research results is reported to the LPPM.
- 4) The Principal Investigator is obliged to follow up on research results in the form of research outputs.

### Special Provisions:

#### A. Scientific publications

1. Researchers shall report research outputs in the form of scientific publications to the LPPM via a written declaration containing personal details and proof of publication.
2. Publications of articles in both print and electronic journals that may be submitted include: the lecturer's name, NIDN, study programme, research scheme, year of research, article title, journal name, volume, issue number and page numbers, URL (if available online), and a soft copy of the article manuscript in PDF format, submitted as a full text or at least one page uploaded to SIMPELMASV2.

#### B. Teaching materials

1. Researchers must report research outputs in the form of textbooks to the LPPM via a written declaration containing personal details and proof of the textbook.
2. The teaching materials to be submitted include: lecturer's name, NIDN, study programme, research scheme, research year, title of the teaching material, ISBN.

### C. Intellectual Property Rights

1. Researchers report research outputs in the form of intellectual property rights (IPR) to the Research and Community Service Office (LPPM) via a declaration letter containing personal details and evidence of the IPR.
2. Intellectual Property Rights (IPR) are the products of innovation activities carried out by lecturers. The IPR data submitted includes the name of the university lecturer as the inventor, NIDN, study programme, IPR title, type of IPR (Intellectual Property Rights granted in the form of Patents, Simple Patents, Plant Variety Protection, Copyright, Trademarks, Trade Secrets, Industrial Design, Geographical Indications, and Integrated Circuit Topography Protection), status (registered/granted), registration number, as well as the IPR certificate number and document.

### D. Appropriate technology



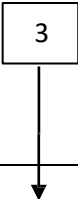



1. Researchers report research outputs in the form of IPR to the LPPM in the form of a statement containing personal details and evidence of IPR.
2. The appropriate technologies to be reported include: lecturer's name, NIDN, study programme, research scheme, year of research, and title of the appropriate technology.

### E. Follow-up Evaluation of Research Results

1. Follow-up evaluation of research results is carried out by the LPPM, taking into account the dynamics of the evolving situation and conditions.
2. The Chair of the LPPM chairs the Follow-up Evaluation Meeting on research results at the conclusion of each activity.
3. The agenda for the follow-up evaluation meeting covers preparation, implementation, and factors that support or hinder the smooth implementation of the follow-up to research results.

The Head of the LPPM determines the corrective actions to be taken during the next follow-up period for research results

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECTOR	LPPM	RECTOR
1	Researchers report research outputs in the form of scientific publications, teaching materials, intellectual property rights, and appropriate technology to the LPPM via a declaration letter containing personal details.				
2	The follow-up evaluation of research results is carried out by the LPPM, taking into account the dynamics of the evolving situation and conditions.				
3	The Head of the LPPM chairs the Follow-up Evaluation Meeting on research results at the conclusion of each activity.				
4	The agenda for the meeting to evaluate the follow-up to research findings covers the preparation and implementation of the follow-up, as well as factors that support and hinder the smooth implementation of the follow-up.				
5	The Head of the LPPM determines the corrective actions to be taken during the next follow-up period for research results.				

**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
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**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
RESEARCH CONTENT 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 Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service & Development	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 PGRI 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 outstanding leaders with a national character for the betterment of life and society.

## **B. SCOPE**

This section sets out the minimum criteria regarding the depth and breadth of basic and applied research material, focusing on research outputs in the form of explanations or discoveries aimed at anticipating new phenomena, principles, models or postulates, and research outputs in the form of innovations and the development of science and technology that are beneficial to the community, the business sector and/or industry at UPGRIS

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

To realise the vision, mission and objectives of UPGRIS, these include fostering student intellectual development and the implementation of the Four Pillars of Higher Education, one of which is research output. The indicators used to measure the achievement of research output standards are derived from the National Standards for Higher Education (SN DIKTI), study programme accreditation indicators, institutional accreditation indicators, and higher education ranking indicators. UPGRIS must guide, manage, and facilitate the implementation of the research dharma by every lecturer, both individually and in groups, and ensure that research is published for the benefit of society; therefore, research output standards must be established. In addition to being an effort to achieve the university's vision and mission, the establishment of research output standards is also intended to meet legal requirements, particularly Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education.

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

1. To serve as a guideline for the leadership of UPGRIS in establishing policies relating to the field of research
2. To serve as a guideline for the Research and Community Service Office (LPM) in evaluating and monitoring research outcomes
3. To serve as a guideline for faculties and study programmes in setting research output targets in terms of quality and quantity
4. To serve as a guideline for lecturers in producing research outputs

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

1. The Drafting Team is responsible for drafting the researcher standards
2. The Vice-Rector IV is responsible for reviewing the draft research standards
3. The Academic Senate is responsible for providing input on the draft researcher standards
4. The Rector is responsible for approving the draft research output standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing research output standards
6. The LPM is responsible for monitoring research output standards
7. Lecturers and students are responsible for the implementation and achievement of research output standards
8. The Research and Community Service Office (LPPM) is responsible for evaluating research outcomes

#### **F. GLOSSARY**

1. Research is an activity carried out in accordance with scientific principles and methods in a systematic manner to obtain information, data, and evidence relating to the understanding and/or testing of a branch of knowledge and technology.
2. A research proposal is a document used in the submission of a research project, containing the research background, theoretical framework, research methods, and accompanied by a work plan and a research funding plan.
3. A research report is a written document detailing the results of a research study, presented clearly and organised according to specific writing methods and a systematic structure, using straightforward language.

4. Research monitoring and evaluation is the process of assessing the planning, process and results of research based on specific pre-defined indicators.
5. A researcher is a person who conducts research.
6. Lecturers are professional educators and scholars whose primary duties are to transform, develop and disseminate knowledge and technology through education, research and community service.
7. Research reviewers are trained and certified lecturers assigned to evaluate the planning, process and results of research conducted by lecturers/groups of lecturers, students/groups of students or lecturers in collaboration with students in accordance with established assessment indicators.

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

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
2.2.1.1	Universities, faculties and degree programmes must ensure that basic research conducted by academic staff is geared towards research outputs in the form of explanations or discoveries aimed at anticipating new phenomena, principles, models or postulates through specialised studies for the national interest.	SN DIKTI (p47. 3)	The implementation of basic research carried out by lecturers is oriented towards research outputs in the form of explanations or discoveries to anticipate a new phenomenon, rule, model or postulate through specialised studies for national interests, accompanied by valid and complete documentary evidence.	IKU	Monev	U/F/P
2.2.2.1	Universities, faculties and degree programmes must ensure that applied	SN DIKTI	The implementation of applied research carried out by lecturers is	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	research conducted by academic staff is focused on research outcomes in the form of innovation and the development of science and technology that benefits society, the business sector and/or industry through specialised studies for the national interest.	(p47.4)	oriented towards research outputs in the form of innovation and the development of science and technology that are beneficial to society, the business world, and/or industry through specialised studies for national interests, accompanied by valid and complete documentary evidence.			
2.2.3.1	Universities, faculties and degree programmes must ensure that the content of basic and applied research incorporates the principles of utility, relevance and future national interest.	SN DIKTI (p. 47, paras. 5 and 6)	The availability of material in basic and applied research must incorporate the principles of utility, up-to-date relevance, and future national interest, accompanied by valid and complete documentary evidence.	IKU	Monev	U/F/P
2.2.4.1	Universities, faculties and study programmes are required to draw up formal, valid strategic research plan documents that include a development framework, a research roadmap, resources, strategic programme objectives and	APT 42A	The availability of a valid formal strategic research plan document setting out the development framework, research roadmap, resources, strategic programme objectives and internationally oriented performance indicators, accompanied by valid and	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	internationally oriented performance indicators.		complete supporting documentation.			
2.2.5.1	Universities and faculties are required to draw up a valid research roadmap that encompasses the research themes of lecturers and students.	APT42 /APS 48/ LAMD IK 62	The availability of a valid university and faculty research roadmap that encompasses the research themes of lecturers and students, accompanied by valid and complete documentary evidence.	IKU	AMI	U/F
2.2.6.1	Study programmes must draw up a valid research roadmap that encompasses the research themes of both staff and students.	UPGRI S	The availability of a valid programme research roadmap that encompasses the research themes of lecturers and students for 75% of programmes, accompanied by valid and complete documentary evidence.	IKT	Monev	P
2.2.7.1	Faculties and study programmes are required to formulate research policies that have been disseminated, implemented, evaluated and followed up.	LAMD IK 62	The availability of research-related policies that have been disseminated, implemented, evaluated and followed up, accompanied by valid and complete documentary evidence.	IKT	AMI	P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
2.2.8.1	Universities must ensure the availability of regulations, policies, standards, KPIs and ICTs relating to the number of DTPR research publications on information and communication technology topics, , accompanied by valid and comprehensive evidence.	LAM Infokom 88	The availability of regulations, policies, standards, KPIs and ICTs relating to the number of DTPR research publications on ICT themes, accompanied by valid and comprehensive evidence.	ICT	Monev	U

## H. STRATEGY FOR ACHIEVING STANDARDS

The strategy for achieving research content standards is the depth and breadth of research material, covering basic research, applied research, development research, and capacity building for regional and national interests.

## I. RELATED DOCUMENTS

1. Research Guidelines
2. Guidelines for the Preparation of a Research Roadmap for Lecturers

## J. REFERENCES FOR PREPARATION

1. Law of the Republic of Indonesia No. 12 of 2012 on 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 RESEARCH CONTENT FORM**

Document Code	: F-SPMI-UPGRIS-2.2
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 Sulistyia 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 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 conduct of basic research by academic staff is focused on research outputs in the form of explanations or discoveries aimed at anticipating new phenomena, principles, models or postulates through specialised studies for the national interest, supported by valid and comprehensive documentary evidence.	SN DIKTI			
2	The implementation of applied research carried out by lecturers is oriented towards research outputs in the form of innovations and the development of science and technology that are beneficial to society, the business world, and/or industry through specialised studies for national interests, accompanied by valid and complete documentary evidence.	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
3	The materials available for basic and applied research embody the principles of utility, up-to-date relevance and future national interest, supported by valid and comprehensive documentary evidence.	SN DIKTI			
4	The availability of a valid formal strategic research plan document that includes the basis for development, a research roadmap, resources, strategic programme objectives and internationally oriented performance indicators, accompanied by valid and complete documentary evidence.	APT			
5	The availability of a valid university and faculty research roadmap that encompasses the research themes of lecturers and students, accompanied by valid and complete documentary evidence.	APT, APS, LAMDIK			
6	The availability of a valid research roadmap for study programmes that covers the research themes of lecturers and students for 75% of study	UPGRIS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	programmes, accompanied by valid and complete supporting documentation ( ).				
7	The availability of research-related policies that have been disseminated, implemented, evaluated and followed up, accompanied by valid and complete documentary evidence.	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 DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



<b>APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP ESTABLISHMENT OF RESEARCH CONTENT STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.2.1
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
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	Setiyawan, S.Pd., M.Or		31/03/2023	
Examination	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & Development	31/03/2023	
Consideration s	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 RESEARCH CONTENT STANDARDS**

1. Purpose : The SOP for the Establishment of Research Content Standards aims to regulate the procedures for proposal discussion seminars involving internal assessors in evaluating proposals that have passed the selection and desk evaluation stages in accordance with the assessment criteria set out in the latest edition of the research handbook.
2. Scope : This standard-setting manual sets out the procedures for the review seminar by internal assessors in accordance with the assessment criteria of the DRPM
3. Research Content Standards  
Research Content Standards are minimum criteria covering:
  - a) the depth and breadth of basic and applied research material; b) a focus on research outputs in the form of explanations or discoveries to anticipate a new phenomenon, principle, model, or postulate; c) a focus on research outputs in the form of innovations and the development of science and technology that are beneficial to society, the business sector, and/or industry; d) covering specific research topics of national interest; and e) incorporating the principles of utility, modernity, and anticipation of future needs
4. Definition
  - a. Designing standards is a working process to produce standards regarding what is required in the SPMI. This activity involves reviewing 8 national higher education standards and other institutional requirements to create new, more detailed and specific standards;
  - b. Formulating standards involves writing the content of each standard in the form of a complete and comprehensive statement, using the Audience, Behaviour, Competence, and Degree framework as a reference for performance measurement;
5. Procedure
  - a. The LPPM assigns and schedules assessors for proposals that have passed the desk evaluation.
  - b. Prospective researchers who have passed the **desk** evaluation are required to present their proposals to the appointed assessors

- c. Evaluators conduct assessments in accordance with the latest edition of the Decentralised Proposal Assessment Guidelines
  - d. Evaluators enter their assessment results into the Simlitabmas system, including scores, funding recommendations and the duration of the research activity.
  - e. The Chair of the LPPM has the authority to refine the research funding proposal in accordance with Simlitabmas and the Research Guidelines, 12th edition.
  - f. The committee ranks the results of the proposal assessment discussions.
6. References
- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
  - b. Law No. 20 of 2003 on the National Education System;
  - c. Government Regulation No. 19 of 2005 on National Education Standards;
  - d. Law No. 12 of 2012 on Higher Education;
  - e. Law No. 14 of 2015 on Teachers and Lecturers;
  - f. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
  - g. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
  - h. Research and Community Service Guidebook, Latest Edition; and
  - i. UPGRIS SPMI Policy .

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		PRINCIPAL INVESTIGATOR	DEAN/DIRECTOR	LPPM	REVIEWER	
1	The Research and Community Service Office (LPPM) assigns and schedules reviewers for proposals that have passed the desk evaluation.			1	1	
2	Prospective researchers who have passed the desk evaluation are required to present their proposals to the appointed assessors.	2				
3	The assessors conduct their assessment in accordance with the latest edition of the Guidelines for the Assessment of Decentralised Proposals.				3	
4	The evaluator enters their assessment results into the Simlitabmas system, including the score, funding recommendation and duration of the research project.			4		
5	The Head of the LPPM is authorised to refine the research funding proposal in accordance with Simlitabmas and the Research Guidelines, 11th edition.			5		
6	The committee ranks the results of the proposal assessment.			6		

**STANDARD DOCUMENTS  
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 RESEARCH CONTENT STANDARDS**



Document Code	:	SOP-UPGRIS-2.2.2
Effective Date	:	31 March 2023

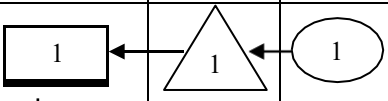



PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH CONTENT STANDARDS**

1. Purpose : The SOP for the Implementation of Research Content Standards aims to implement Research Content Standards of UPGRIS
2. Scope : This implementation manual applies : When the Research Content Standards must be implemented in all study programmes at UPGRIS
3. Research  
Research Content Standards are minimum criteria that include:
  - a) the depth and breadth of basic and applied research material; b) a focus on research outputs in the form of explanations or discoveries to anticipate a new phenomenon, principle, model or postulate; c) a focus on research outputs in the form of innovations and the development of science and technology that are beneficial to society, the business sector, and/or industry; d) covering specific subject matter of national interest; and e) incorporating the principles of utility, up-to-date relevance, and anticipation of future needs
4. Definition
  - f. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Research Content Standards, which must be adhered to, carried out, and fulfilled.
  - g. A standard procedure is a description of the sequence of steps to achieve a specific outcome, written in a systematic, chronological, logical and coherent manner, and accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure
  - h. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - i. 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 particular field.

- j. The Research Content Standards cover the depth of research material and results that are scientifically accountable and beneficial to society.
5. Procedures
- e. Carry out technical and/or administrative preparations in accordance with the Research Content Standards.
  - f. Communicate the contents of the Research Outcomes Standards to all lecturers, staff, students, alumni, employers of graduates, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, outreach sessions, or other forums.
  - g. Preparing and drafting documents such as Standard Operating Procedures (SOPs), work instructions, or other similar documents in accordance with the Research Output Standards.
  - h. Carrying out research activities across all study programmes, using the Research Content Standards as a benchmark for achievement.
6. References
- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
  - b. Law No. 20 of 2003 on the National Education System;
  - c. Government Regulation No. 19 of 2005 on National Education Standards
  - d. Law No. 12 of 2012 on Higher Education;
  - e. Law No. 14 of 2015 on Teachers and Lecturers;
  - f. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;
  - g. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
  - h. Research and Community Service Guidebook, Latest Edition; and
  - i. UPGRIS SPMI Policy.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		PRINCIPAL INVESTIGATOR	DEAN/DIRECTOR	LPPM	LLDIKTI VI	
1	Carry out technical and/or administrative preparations in accordance with the Research Content Standards.					
2	To disseminate the contents of the Research Outcomes Standards to all lecturers, staff, students, alumni, employers of graduates, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, information sessions, or other forums.					
3	Preparing and drafting documents such as Standard Operating Procedures (SOPs), work instructions, or similar documents in accordance with the content of the Research Output Standards.					
4	Conducting research activities across all study programmes using the Research Content Standards as a benchmark for achievement.					

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP STANDARD RESEARCH CONTENT EVALUATION</b>

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & Development	31/03/2023	
Consideration s	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 RESEARCH CONTENT EVALUATION**

1. Objective : To evaluate the implementation of the Research Content Standards of the UPGRIS
2. Scope : This implementation evaluation manual applies: At the time of the Content Standards Research must be carried out in all study programmes at UPGRIS
3. The Research Content Standards constitute the minimum criteria covering:
  - a) the depth and breadth of basic and applied research material; b) a focus on research outputs in the form of explanations or discoveries to anticipate new phenomena, principles, models, or postulates; c) a focus on research outputs in the form of innovations and the development of science and technology that are beneficial to society, the business world, and/or industry; d) covering specialised study material for national interests; and e) incorporating the principles of utility, up-to-date relevance, and anticipation of future needs
4. Definition
  - e. Implementing standards means operationalising provisions based on measures, specifications, and benchmarks as stated in the Research Content Standards, which must be adhered to, carried out, and fulfilled
  - f. A standard operating procedure is a systematic, chronological, logical and coherent description of the sequence of steps required to achieve a particular objective, accompanied by a flowchart to facilitate understanding by all parties who will be carrying out the procedure.
  - g. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - h. Research content standards cover the depth of research material and results that are scientifically accountable and beneficial to society.

## 5. Procedures

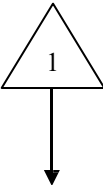
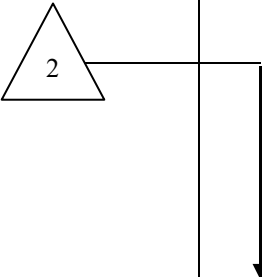
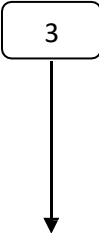
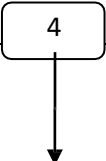
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans/directors of postgraduate programmes to monitor and evaluate the achievement of Research Content Standards	Vice-Rector
Deans/Directors of postgraduate programmes	Instructs the First Vice Dean/Assistant Director, Programme Coordinators, and the UPMF/UPMPPS to monitor and evaluate the Research Content Standards, and to compile a report on the results of the monitoring and evaluation	Vice-Rector I
Vice-Dean I and Programme Directors	4. Form a team to evaluate the achievement of Research Content Standards 5. Conduct an evaluation of the achievement of Research Content Standards 6. Report the results of the evaluation of the achievement of Research Content Standards to the Dean/Director of Postgraduate Studies for follow-up	Dean/Director of Postgraduate Studies
Faculty Senate	7. Discussing the results of the evaluation of the achievement of Research Content Standards 8. Approving the results of the evaluation of the achievement of Research Content Standards	Dean/Director of Postgraduate Studies
Vice-Dean I and Head of Programme	Disseminate the results of the evaluation of compliance with Research Content Standards to facilitate improvements by the relevant parties	Dean/Director of Postgraduate Studies
Lecturers/Director of Postgraduate Studies	Carrying out academic activities to improve compliance with Research Content Standards	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Law No. 12 of 2012 on Higher Education;

- e. Law No. 14 of 2015 on Teachers and Lecturers;
- f. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;
- g. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- h. Research and Community Service Guidebook, Latest Edition; and
- i. UPGRIS SPMI Policy.

7. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Deputy Director/Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector I Instructs deans/directors of postgraduate programmes to monitor and evaluate the achievement of Research Content Standards				
2	The Dean/Director of Postgraduate Studies has instructed the First Vice Dean /Assistant Director to work with the Programme Coordinator to draw up Research Content Standards				
3	Form a team to evaluate the achievement of the Research Content Standards, carry out the evaluation of the achievement of the Research Content Standards, and report the results of the evaluation of the achievement of the Research Content Standards to the Dean/Director of Postgraduate Studies for follow-up				
4	The Faculty Senate discusses the results of the evaluation				

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Deputy Director/Head of Programme	Faculty Senate	Lecturers
	of the achievement of Research Content Standards, and approves the results of the evaluation of the achievement of Research Content Standards				
5	The First Vice Dean/Director of Academic Affairs/Head of Programme prepares a draft of the Research Content Standards		5		
6	The Senate meeting discussed the draft Research Content Standards at the Faculty/Postgraduate Senate meeting			6	
7	The Faculty Senate approved the Research Content Standards			7	
8	The First Vice Dean/Head of Programme disseminates the Research Content Standards		8		
9	Lecturers carry out academic activities to meet the Research Content Standards				9

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>CONTROL OF RESEARCH CONTENT STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.2.4
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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 & 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 & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH CONTENT STANDARDS**

1. Objective : To oversee the implementation of the Research Content Standards of the UPGRIS so that the standards can be achieved/met
2. Scope : This standard control manual applies: At the time the Research Content Standards This research requires regular and ongoing monitoring, checking, inspection and evaluation
3. Standards  
Research Content Standards are minimum criteria covering:
  - a) the depth and breadth of basic and applied research material; b) a focus on research outputs in the form of explanations or discoveries to anticipate a new phenomenon, principle, model, or postulate; c) a focus on research outputs in the form of innovations and the development of science and technology that are beneficial to society, the business world, and/or industry; d) covering specific subject matter for national interests; and e) incorporating the principles of utility, modernity, and anticipation of future needs
4. Definition
  - e. Monitoring is the activity of observing a process or activity with the aim of determining whether that process or activity is proceeding in accordance with established standards.
  - f. Evaluation is an activity intended to determine whether a process or activity is in line with the established objectives.
  - g. An audit or inspection is an activity designed to examine or audit all aspects of research conduct, carried out periodically to verify whether all research processes across all study programmes are being conducted in accordance with the Research Content Standards. The Research Content Standards cover the depth of research material and results that are scientifically accountable and beneficial to society.

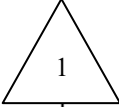
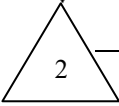

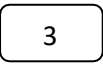
## 5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans/directors of postgraduate programmes to oversee the Research Content Standards	Vice-Rector
Deans/Directors of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, together with the Head of Programme, to oversee compliance with Research Content Standards	Vice-Rector I
Vice-Dean I/Deputy Director and Programme Coordinator	<ol style="list-style-type: none"> <li>1. Carry out technical and/or administrative preparations relating to the readiness of the evaluation instruments to be used in accordance with the Research Content Standards.</li> <li>2. Conducting evaluations of the implementation of the dissemination of the Research Content Standards to all lecturers, staff, students, alumni, graduate employers, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, dissemination events, or other forums.</li> <li>3. Evaluate the implementation of the Research Content Standards and report the results of this evaluation to facilitate follow-up actions.</li> </ol>	Dean/Director of Postgraduate Studies

## 6. References

- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Law No. 12 of 2012 on Higher Education;
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- g. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- h. Research and Community Service Guidebook, Latest Edition; and
- i. UPGRIS SPMI Policy.

7. Work Instructions

No.	Activity Details	Dean/Director of Postgraduate Studies	Vice-Dean I/Deputy Director/Head of Programme
1	Vice-Rector I instructs deans/postgraduate directors to oversee the control of Research Content Standards		
2	Deans/Directors of Postgraduate Studies instruct the First Vice Dean/Assistant Director together with the Head of Programme to oversee the Research Content Standards		
3	<ol style="list-style-type: none"> <li>1. Carry out technical and/or administrative preparations relating to the readiness of the evaluation instruments to be used in accordance with the Research Content Standards.</li> <li>2. Conduct periodic and consistent evaluations of the dissemination of the Research Content Standards to all lecturers, staff, students, alumni, employers of graduates, professional organisations, and other stakeholders, whether through the website, workshops, information sessions, or other forums.</li> <li>3. Conduct an evaluation of the implementation of the Research Content Standards and report the results of this evaluation to facilitate follow-up action.</li> </ol>		

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP IMPROVEMENT OF RESEARCH CONTENT STANDARDS</b>

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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 & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & Development	31/03/2023	
Consideration s	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 RESEARCH CONTENT STANDARDS**

1. Objective : To continuously improve the quality of the Research Content Standards at the end of each standard cycle
2. Scope : This standard development manual applies to: The Content Standards cycle Research cycle ends (2 years) and the standards are subsequently improved
3. Research  
Research Content Standards are minimum criteria covering:
  - a) the depth and breadth of basic and applied research material; b) a focus on research outputs in the form of explanations or discoveries to anticipate a new phenomenon, principle, model, or postulate; c) a focus on research outputs in the form of innovations and the development of science and technology that are beneficial to society, the business world, and/or industry; d) covering specialised study material for national interests; and e) incorporating the principles of utility, modernity and anticipation of future needs
4. Definition
  - d. The development or improvement of standards is an effort to evaluate and improve the quality of the content of standards periodically, continuously and sustainably
  - e. Standard evaluation is the act of assessing the content of Research Content Standards, based, amongst other things, on:
    - 1) Research results disseminated to all elements of society
    - 2) The results of self-evaluation of research output development programmes
    - 3) Results of user satisfaction surveys regarding research outcomes
    - 4) Results of Research Content Standards workshops
    - 5) Developments in the situation and conditions at UPGRIS, the demands of stakeholders and the wider community, and the introduction of new government policies on higher education, particularly regarding the Research Content Standards that must be met.
    - 6) The relevance of the vision and mission of UPGRIS
  - f. A standard cycle refers to the duration or period of validity of a standard in accordance with the aspects it regulates

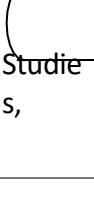

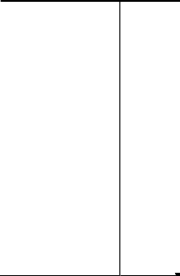

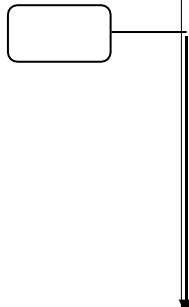
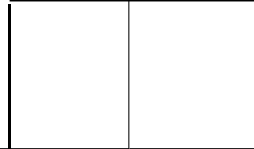

## 5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans/directors of postgraduate programmes to improve research content standards	Vice-Rector
Deans/Directors of Postgraduate Studies	Instructs the First Vice Dean/Assistant Director, together with the Head of Programme, to improve research content standards	Vice-Rector I
The First Vice Dean and the Head of the Programme	<ol style="list-style-type: none"> <li>1. Form a team to analyse the results of the evaluation of the achievement of Research Content Standards</li> <li>2. Preparing a draft for the improvement of Research Content Standards</li> <li>3. Formulating the new Research Content Standards in a departmental meeting</li> <li>4. Reporting the formulation of the new Research Content Standards to the Dean/Director of Postgraduate Studies for further action</li> </ol>	Dean/Director of Postgraduate Studies
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the proposed Research Content Standards formulated by the Dean/Director of Postgraduate Studies</li> <li>2. Approving the new Research Content Standards</li> </ol>	Dean/Director of Postgraduate Studies
Dean/Director of Postgraduate Studies	Proposing the new Research Content Standards for approval by the Vice-Rector	Dean/Director of Postgraduate Studies

## 6. References

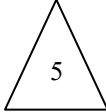
- a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Law No. 12 of 2012 on Higher Education;
- e. Law No. 14 of 2015 on Teachers and Lecturers;
- f. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- g. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- h. Research and Community Service Guidebook, Latest Edition; and
- i. UPGRIS SPMI Policy.

7. Work Instructions

No.	Activity Details	Vice- Postgraduate Studies,	Dean/Director of Rector I	Vice-Dean I/Assistant Postgraduate Studies	Faculty Director/Head of Programme
1	Vice-Rector I instructs the deans/Directors of Postgraduate Studies to improve research content standards				
2	Deans/Directors of postgraduate programmes instruct the First Vice Dean/Assistant Director, together with the Heads of Study Programmes, to improve research content standards				
3	The First Vice Dean /Assistant Director and the Head of the Study Programme shall form a team to analyse the results of the evaluation of compliance with the Research Content Standards, prepare a draft for the improvement of the Research Content Standards, formulate the new Research Content Standards during a departmental meeting, and report the formulated new Research Content Standards to the Dean/Director of Postgraduate Studies for further action				3
4	The Faculty Senate discusses the proposed Research Content Standards formulated by the Dean/Director of				

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No.	Activity Details	Vice-Rector I	Dean/Director of Postgraduate Studies	Vice-Dean I/Assistant Director/Head of Programme	Faculty Senate
	approves the new Research Content Standards, and submits the approved new Research Content Standards to the Dean/Director of Postgraduate Studies				
5	The Dean/Director of Postgraduate Studies proposes new Research Content Standards for approval by the Vice-Rector				

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

**SOP  
PROPOSAL DISCUSSION**

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & Development	31/03/2023	
Consideration s	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	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 PROPOSAL DISCUSSION**

1. Purpose : This guideline aims to provide guidance on the proposal review process conducted by internal assessors when evaluating proposals submitted to the DRPM, ensuring they comply with the evaluation criteria set out in the applicable manual.
2. Scope : The scope of these guidelines covers the desk evaluation procedures carried out by internal evaluators in accordance with the DRPM's evaluation criteria.
3. Definition : Proposal Review is the assessment of proposals carried out by internal evaluators.
4. Procedures
  - a. The assessors evaluate each proposal; the assessment is based on the grant scheme outlined in accordance with the latest edition of the Research Implementation Guidelines issued by the DRPM.
  - b. Each proposal is assessed by two assessors; if the score does not meet the criteria set out in the Simlitabmas guidelines, a third assessor is required.
  - c. The results of the evaluators' assessments are ranked based on scores and funding
  - d. The Head of the LPPM has the right to refine the research funding proposal in accordance with Simlitabmas and the research guidelines.
5. References
  - a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
  - b. Law No. 20 of 2003 on the National Education System;
  - c. Law No. 12 of 2012 on Higher Education;
  - d. Law No. 14 of 2015 on Teachers and Lecturers;
  - e. Government Regulation No. 19 of 2005 on National Education Standards;
  - f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
  - g. SPMI Policy of UPGRIS;
  - h. UPGRIS Research Strategic Plan 2015–2019; and

i. Research and Community Service Handbook XII, 2018, Revised Edition 2019.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		LPPM	RESEARCHER	REVIEWER
1	LPPM announces a call for research proposals.	1		
2	The research proposer completes the proposal details and uploads the prepared proposal documents.		2	
3	The Research and Community Service Office (LPPM) assigns and schedules internal and/or external assessors.	3		
4	The assessors/reviewers evaluate each proposal; the assessment is aligned with the grant scheme offered in accordance with the latest edition of the Research Implementation Guidelines (Buku Panduan Pelaksanaan Penelitian) from the DRPM.			4
5	The LPPM calculates the scores from the reviewers' assessments and ranks the research proposals ( ) based on their scores and funding	5		

**STANDARD DOCUMENTS**  
**INTERNAL QUALITY ASSURANCE SYSTEM**  
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**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**RESEARCH PROCESS 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 Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service & Development	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 greater good of life and society.

## **B. SCOPE**

This section explains the minimum criteria regarding the quality of research processes or activities that systematically adhere to scientific principles and methods in accordance with the academic autonomy and culture at UPGRIS, whether carried out by lecturers or by students.

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

To realise the vision, mission and objectives of UPGRIS, these include fostering the intellectual development of students and the implementation of the Four Pillars of Higher Education, one of which is research output. The indicators used to measure the achievement of research output standards are derived from the National Standards for Higher Education (SN DIKTI), study programme accreditation indicators, institutional accreditation indicators, and higher education ranking indicators. UPGRIS must guide, manage, and facilitate the implementation of the research dharma by every lecturer, both individually and in groups, and ensure that research is published for the benefit of society; therefore, research output standards must be established. In addition to being an effort to achieve the university's vision and mission, the establishment of research output standards is also intended to meet legal requirements, particularly Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education.

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

1. To serve as a guideline for the leadership of UPGRIS in establishing policies relating to the field of research
2. To serve as a guideline for the Research and Community Service Office (LPM) in evaluating and monitoring research outcomes
3. To serve as a guideline for faculties and study programmes in setting research output targets in terms of quality and quantity
4. To serve as a guideline for lecturers in producing research outputs

## **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the researcher standards
2. The Vice-Rector IV is responsible for reviewing the draft research standards
3. The Academic Senate is responsible for providing input on the draft researcher standards
4. The Rector is responsible for approving the draft research output standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing research output standards
6. The LPM is responsible for monitoring research output standards
7. Lecturers and students are responsible for the implementation and achievement of research output standards
8. The Research and Community Service Office (LPPM) is responsible for evaluating research outcomes

## **F. GLOSSARY**

1. Research is an activity carried out in accordance with scientific principles and methods in a systematic manner to obtain information, data, and evidence relating to the understanding and/or testing of a branch of knowledge and technology.
2. A research proposal is a document used in the submission of a research project, containing the research background, theoretical framework, research methods, and accompanied by a work plan and a research funding plan.
3. A research report is a written document detailing the results of a research study, presented clearly and organised according to specific writing methods and a systematic structure, using straightforward language.

4. Research monitoring and evaluation is the process of assessing the planning, process and results of research based on specific pre-defined indicators.
5. A researcher is a person who conducts research.
6. Lecturers are professional educators and scholars whose primary duties are to transform, develop and disseminate knowledge and technology through education, research and community service.
7. Research reviewers are trained and certified lecturers assigned to evaluate the planning, process and results of research conducted by lecturers/groups of lecturers, students/groups of students or lecturers in collaboration with students in accordance with established assessment indicators.

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

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
2.3.1.1	Universities, faculties and degree programmes must ensure that research activities carried out by academic staff comply with quality standards, occupational safety, health, comfort and the safety of researchers, the public and the environment, in accordance with applicable regulations.	SN DIKTI (P48.3)	The conduct of research by academic staff in accordance with quality standards, occupational safety, health, comfort, and the safety of researchers, the public, and the environment, in line with research guidelines, supported by valid and complete documentary evidence.	IKU	Monev	U/F/P
2.3.2.1	Universities, faculties and degree programmes must ensure that research activities , carried out as part of the completion of	SN DIKTI (P48.4)	The implementation of research in the context of carrying out final assignments, , dissertations, or theses by students to fulfil	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	final assignments, dissertations, or theses by students, are used to fulfil the graduate learning outcomes in accordance with applicable regulations.		graduate learning outcomes in accordance with applicable regulations, accompanied by valid and complete documentary evidence, accompanied by valid and complete documentary evidence.			
2.3.3.1	Universities, faculties and degree programmes must ensure that the research guidelines drawn up by the university and faculties are publicised, easily accessible, consistent with the strategic research plan, and understood by stakeholders.	APT 42b	The availability of research guidelines that have been disseminated, are easily accessible, align with the strategic research plan, and are understood by stakeholders, accompanied by valid and complete documentary evidence.	IKU	M&E	U/F/P
2.3.4.1	Universities, faculties and study programmes must ensure that research conducted by lecturers and students is in line with the lecturers' research agenda, which refers to the research roadmap.	APS 48/ LAM Infoko m 67	The successful completion of research by lecturers and students in accordance with the lecturers' research agenda, which is aligned with the research roadmaps of the university, faculties and study programmes, and carried out in accordance with the research implementation guidelines, supported by	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
			valid and complete documentary evidence.			
2.3.5.1	The university, faculty and study programme must ensure that the implementation of lecturer research involves student research ( ).	APS 49/ LAMDI K 65	More than 75% of faculty research projects involve students, supported by valid and complete documentary evidence.	IKU	AMI	F/P
2.3.6.1	The university, faculties and study programmes must ensure that the procedures for the submission of lecturer research proposals via the UPGRIS research information system (Simpelmas) are in place ( ).	UPGRIS	The submission of research proposals by lecturers via the UPGRIS research information system ( , Simpelmas) is accompanied by valid and complete supporting documentation.	ICT	Monev	U/F
2.3.7.1	The university must ensure the availability of policies, standards, KPIs and ICT related to the number of DTPR research projects conducted with students on the theme of the infocom field, accompanied by evidence.	LAM Infoco mm 89	The availability of policies, standards, KPIs and ICTs related to the number of DTPR research projects conducted jointly with students on information and communication technology themes, accompanied by supporting evidence.	ICT	Monev	U

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
2.3.8.1	Universities must ensure the availability of policies, standards, KPIs and ICTs relating to the number of cited scientific articles in the field of information and communication technology (ICT), accompanied by valid and comprehensive evidence.	LAM Infoco mm 90	The availability of policies, standards, KPIs and ICTs relating to the number of cited DTPR scientific articles in the field of information and communication technology, accompanied by valid and comprehensive evidence.	ICT	Monitori ng	U
2.3.9.1	The university must ensure the availability of regulations, policies, standards, KPIs and IKT relating to the number of research projects in the field of information and communications technology that have received intellectual property rights (Patents, Simple Patents, Copyright , Industrial Design Rights), accompanied by valid and comprehensive evidence.	LAM Infoco mm 91	The availability of regulations, policies, standards, KPIs and ICTs relating to the number of research projects in the information and communications technology sector that have received intellectual property rights (patents, utility models, copyright, industrial design rights), accompanied by valid and comprehensive evidence.	ICT	Monev	U
2.3.10.1	The study programme must carry out classroom action research conducted by lecturers and PPG students that is	LAM PPG 54	The implementation of classroom action research by lecturers and students relevant to learning issues and published in accredited	IKT	Monev	P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	relevant to learning issues and capable of being published.		national journals or international journals/proceedings, accompanied by complete and valid evidence.			

## H. STRATEGIES FOR ACHIEVING STANDARDS

1. The existence of comprehensive research management policies and systems developed and published by the institution;
2. The existence of the Community Service and Research Information System (Simpelmas) website of the LPPM at UPGRIS;
3. Policies and efforts undertaken by the institution to ensure the sustainability and quality of research;
4. UPGRIS fosters a conducive environment for lecturers and students to creatively and innovatively fulfil their roles and functions as key actors in high-quality, well-planned research; and
5. UPGRIS facilitates and conducts research results seminars in various forms, including the organisation of scientific forums/seminars, scientific presentations at national and international forums, and publications in accredited or reputable national and international journals.

## I. RELATED DOCUMENTS

1. Research Guidelines
2. Guidelines for the Preparation of a Research Roadmap for Lecturers

## **J. REFERENCES FOR PREPARATION**

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 RESEARCH PROCESS FORM**

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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	
	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 conduct of research by academic staff in accordance with quality standards, occupational safety, health, comfort and the safety of researchers, the public and the environment, in line with research guidelines and supported by valid and complete documentary evidence.	SN DIKTI			
2	The conduct of research in the context of the final year project, final assignment, final project, dissertation, thesis, or doctoral thesis by students to fulfil graduate learning outcomes in accordance with applicable regulations, accompanied by valid and complete documentary evidence.	SN DIKTI			
3	The availability of research guidelines that have been disseminated, are easily accessible, are in line with the strategic research plan, and are understood by stakeholders, accompanied by valid and	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	complete documentary evidence.				
4	The implementation of research by lecturers and students in accordance with the lecturers' research agenda, which refers to the research roadmap of the university, faculty and study programme, and is carried out in accordance with the research implementation guidelines, accompanied by valid and complete documentary evidence.	APS, LAM Infokom			
5	More than 75% of faculty research involves students, supported by valid and complete documentary evidence.	APS, LAMDIK			
6	The submission of research proposals by lecturers via the UPGRIS research information system (Simpelmas) is accompanied by valid and complete supporting documentation.	UPGRIS			
7	The availability of policies, standards, KPIs and ICTs related to the number of DTPR research projects conducted with students on information and communication technology themes, accompanied by supporting evidence.	LAM Infokom			
	The availability of policies, standards, KPIs and ICTs relating	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
	to the number of cited scientific articles by DTPR in the field of information and communication technology, accompanied by valid and comprehensive evidence.				
	Availability of regulations, policies, standards, KPIs and ICTs relating to the number of research projects in the field of information and communications technology that have received intellectual property rights (IPR) recognition from the Indonesian Intellectual Property Office ( ) (Patents, Simple Patents, Copyright, Industrial Design), accompanied by valid and comprehensive evidence.	LAM Infokom			
	The completion of classroom action research by lecturers and students relevant to learning issues, published in accredited national journals or international journals/proceedings, accompanied by comprehensive 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)

Signature  
(Full Name)

Signature  
(Full Name)

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



<b>APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP ESTABLISHMENT OF RESEARCH PROCESS STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.3.1
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, 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 Partnerships	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & Development	31/03/2023	
Consideration s	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 RESEARCH PROCESS STANDARDS**

1. Purpose: The SOP on the Establishment of Research Process Standards aims to provide an explanation and mechanism regarding the submission of research proposals
2. Scope:
  1. The process and procedures for submitting research proposals as carried out by the Research and Community Service Institute.
  2. The parties involved in the regulations governing the submission of research proposals.
3. Standards  
Research Process Standards include:
  - a) research activities comprising planning, implementation and reporting; b) systematically adhering to scientific principles and methods in accordance with academic autonomy and academic culture; c) taking into account standards of quality, occupational safety, health, comfort, and the safety of researchers, the community, and the environment; d) research conducted by students in the context of carrying out final assignments, dissertations, or theses, which, in addition to meeting the requirements, must also be directed towards the fulfilment of graduate learning outcomes and comply with the regulations and rules of the Higher Education Institution.
4. Definition
  - a. Standard-setting is a working process to produce standards regarding what is required within the Internal Quality Assurance System (SPMI). This activity involves reviewing the 8 National Standards for Higher Education and other institutional requirements to develop new, more detailed and specific standards;
  - b. Formulating standards involves setting out the content of each standard in the form of a complete and comprehensive statement, using the Audience, Behaviour, Competence and Degree framework as a reference for performance measurement;
5. Procedure

- a. Lecturers/research teams submit research proposals to the Head of the Centre at the LPPM in accordance with the field being researched.
- b. The research proposal is reviewed by the LPPM's internal review panel.
- c. Lecturers/research teams revise the research proposal if there are any shortcomings in the proposal.
- d. The lecturer approves the proposal submitted by the research team
- e. The Head of the LPPM approves the proposal and determines the budget allocation.
- f. 's lecturers/research teams upload the proposal to the website [simpelmas.upgris.ac.id](http://simpelmas.upgris.ac.id)

## 6. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Provision of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
- h. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
- i. Good Practice in Higher Education Quality Assurance Book I: The Learning Process;
- j. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;

- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media; and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITIES	DEAN	LPPM	INTERNAL REVIEW TEAM	
1	Lecturers / research teams submit research proposals to the Head of the Centre at the LPPM in accordance with the field of research.	1		1		
2	's research proposal is reviewed by the LPPM's internal review panel.				2	
3	Lecturers / research teams carry out revisions to the research proposal	3				
4	The Dean approves the proposal submitted by the research team		4			
5	The Head of the Research and Community Service Office approves the proposal and determines the budget allocation.			5		
6	Lecturers/research teams upload the proposal to the website <a href="http://simpelmas.upgris.ac.id">simpelmas.upgris.ac.id</a>	6				

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP IMPLEMENTATION OF RESEARCH PROCESS STANDARDS</b>

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH PROCESS STANDARDS**

1. Purpose: The SOP for the Implementation of Research Process Standards aims to provide guidance for lecturers wishing to submit research proposals
2. Scope
  - a. Submission of proposals: lecturers or researchers submit proposals via the head of the centre.
  - b. Approval of proposals: proposals approved by the head of the centre are subsequently approved by the Dean and the Chair of the Research and Community Service Centre (LPPM).
  - c. Conduct of Research: Lecturers or researchers carry out the research in accordance with the submitted proposal.
  - d. Reporting/Contribution: After conducting the research, lecturers or researchers submit a report or the results to the Chair of the LPPM.
3. Standards

Research Process Standards include:

  - a) research activities comprising planning, implementation, and reporting; b) adhering to scientific principles and methods in a systematic manner in accordance with academic autonomy and academic culture; c) taking into account standards of quality, occupational safety, health, comfort, and the safety of researchers, the public, and the environment; d) research conducted by students in the context of completing final assignments, dissertations, or theses must not only meet the requirements but must also contribute to the achievement of graduate learning outcomes and comply with the regulations and rules of the Higher Education Institution.
4. Definition
  - k. Implementing standards involves putting into practice the provisions based on measurements, specifications and benchmarks as set out in the Research Process Standards, which must be adhered to, carried out and achieved.

- l. A standard procedure is a description of the sequence of steps required to achieve a specific outcome, written in a systematic, chronological, logical and coherent manner, and accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure
  - m. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - n. 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 particular field.
  - o. Research Process Standards are one of the duties of lecturers within the *Tri Dharma* of Higher Education to develop theoretical, conceptual, empirical, methodological, or model-based knowledge that provides information to enrich science, technology, and/or the arts; the scope of research includes the procedures and requirements for submitting research proposals, progress reports, and final reports, as carried out by the Research and Community Service Institute
5. Procedure
- a. Lecturers must prepare proposals in accordance with the specified format and deadlines.
  - b. Lecturers submit a request to the Dean to conduct research.
  - c. The Dean signs the proposal and records the research activities.
  - d. The lecturer submits the research proposal to the Research Institute of UPGRIS
  - e. The Head of the Research Institute signs and forwards the proposal to the relevant institution.
  - f. The Research Institute announces the result (accepted or rejected) to the lecturer concerned. If accepted, the Research Institute prepares a letter of agreement with the research lecturer.
  - g. The lecturer signs the agreement with the Research Institute.
  - h. The Research Institute disburses 70% of the research funds.
  - i. The lecturer conducts the research, prepares a report, and presents the findings at a seminar.

- j. The Research Institute monitors and evaluates the ongoing research.
- k. The research lecturer prepares a research report in the required format and notifies the Dean that the research has been completed.
- l. The Dean signs the research report and notes that the research has been completed.
- m. The research lecturer submits the research report to the Research Institute.
- n. The Research Institute disburses 30% of the research funding.
- o. The research findings are published in a research journal.

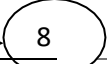
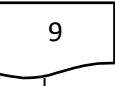

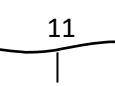
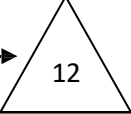
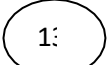
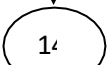
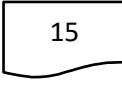
#### 6. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education. 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
- h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
- i. Good Practices in Higher Education Quality Assurance, Book I: The Learning Process;
- j. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
- k. National Research Master Plan 2017–2045;

- l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITIES	DEAN	LPPM	INTERNAL REVIEW TEAM	
1	Lecturers prepare proposals in accordance with the specified format and deadlines.	1				
2	Lecturers submit a request to the Dean to conduct research.		2			
3	The Dean signs the proposal and records the research activities.		3			
4	Lecturers submit research proposals to the Research Institute of UPGRIS.			4		
5	The Head of the Research Institute signs and sends the proposal to the relevant institution.			5		
6	The Research Institute notifies the relevant lecturer of the outcome (accepted or rejected). If accepted, the Research Institute draws up a contract with the research lecturer.			6		
7	The lecturer signs the agreement with the Research Institute.	7				

8	The research institution disburses 70% of the research funds.					
9	Lecturers conduct research, prepare reports, and present the results at a seminar.					
10	The Research Institute monitors and evaluates ongoing research.					
11	Researcher-lecturers prepare research reports in accordance with the format specified at and report to the Dean that the research has been completed.					
12	The Dean signs the research report and notes that the research has been completed.					
13	The research lecturer submits the research report to the Research Institute.					
14	The Research Institute disburses 30% of the research funds.					
15	Research results are published in a research journal.					

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP STANDARD RESEARCH PROCESS EVALUATION</b>

Document Code	:	SOP-UPGRIS-2.3.3
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	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & Development	31/03/2023	
Consideration s	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 RESEARCH PROCESS EVALUATION**

1. Purpose : To evaluate the implementation of the Research Process Standards of UPGRIS
2. Scope : This evaluation manual applies to: The implementation of the Research Process Standards must be implemented in all study programmes at the UPGRIS
3. The  
The Research Process Standard covers:
  - a) research activities comprising planning, implementation, and reporting; b) adhering to scientific principles and methods in a systematic manner in accordance with academic autonomy and academic culture; c) taking into account standards of quality, occupational safety, health, comfort, and the safety of researchers, the community, and the environment; d) research conducted by students in the context of completing final assignments, dissertations, or theses, which, in addition to meeting the requirements, must also be directed towards the fulfilment of graduate learning outcomes and comply with the regulations and rules of the University.
4. Definition
  - a. Implementing standards involves putting into practice the provisions based on measurements, specifications and benchmarks as set out in the Research Process Standards, which must be adhered to, carried out and fulfilled
  - b. A standard procedure is a description of the sequence of steps required to achieve a specific outcome, written in a systematic, chronological, logical and coherent manner, and accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure.
  - c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - d. Research process standards are one of the duties of lecturers within the *Tri Dharma* of Higher Education, aimed at developing theoretical, conceptual, empirical, methodological, or model-based knowledge that provides information to enrich science,

technology and/or the arts. The scope of research encompasses the procedures and requirements for the submission of research proposals, progress reports and final reports, which are carried out by the Research and Community Service Institute

e. Procedures

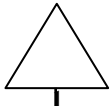
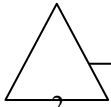
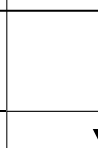
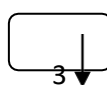
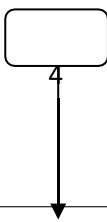


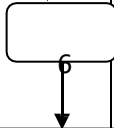

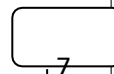




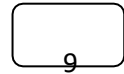
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to monitor and evaluate the achievement of Research Process Standards	Vice-Rector
Dean	Instructs the First Vice Dean, Heads of Study Programmes, and UPMF/UPMPPS to monitor and evaluate Research Process Standards, and to compile a report on the results of the monitoring and evaluation	Vice-Rector I
Vice-Dean I and Programme Directors	<ol style="list-style-type: none"> <li>1. Forming a team to assess compliance with Research Process Standards</li> <li>2. Conducting an evaluation of compliance with Research Process Standards</li> <li>3. Reporting the results of the evaluation of compliance with Research Process Standards to the Dean for follow-up</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the results of the evaluation of compliance with Research Process Standards</li> <li>2. Approving the results of the evaluation of compliance with Research Process Standards</li> </ol>	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of compliance with Research Process Standards to facilitate improvements by relevant parties	Dean
Lecturers	Carry out academic activities to improve compliance with Research Process Standards	Dean

5. Reference

- a. Director General of Higher Education, 2010, Quality Assurance Standards for Higher Education Institutions, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education. 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;

- c. Ministry of Research, Technology and Higher Education. 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
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- p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS2016–2020. Semarang: Lontar Media;  
and
- r. YPLP PT PGRI, Statutes of UPGRIS.

## 6. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector I Instructs deans to monitor and evaluate the achievement of Research Process Standards				
2	The Dean has instructed the First Vice Dean to work with the Head of the Programme to draw up Research Process Standards				
3	Form a team to evaluate the achievement of the Research Process Standards, conduct a evaluation of the achievement of the Research Process Standards, and report the results of the evaluation of the achievement of the Research Process Standards to the Dean for follow-up				
4	The Faculty Senate discusses the results of the evaluation of the achievement of Research Process Standards, and approves the results of the evaluation of the achievement of Research Process Standards				
5	The First Vice Dean/Head of Programme prepares a draft of the				
6	Senate meeting to discuss the draft Research Process Standards at the Faculty Senate meeting				
7	The Faculty Senate has approved the Research Process Standards				
8	The First Vice Dean/Head of Programme disseminates the Research Process Standards				
9	Lecturers carry out academic activities to meet the Research Process Standards				

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>CONTROL OF RESEARCH PROCESS STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.3.4
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & 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	
Consideration s	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 RESEARCH PROCESS STANDARDS**

1. Objective : To control the implementation of the Research Process Standards of UPGRIS so that the requirements of these standards can be met
2. Scope : This standard control manual applies: During the Research Process require routine and continuous monitoring, checking, inspection and evaluation
3. The  
Research Process Standards include:
  - a) research activities comprising planning, implementation, and reporting; b) complying with scientific principles and methods in a systematic manner in accordance with scientific autonomy and academic culture; c) taking into account standards of quality, occupational safety, health, comfort, and the safety of researchers, the public, and the environment; d) research conducted by students in the context of carrying out final assignments, dissertations, or theses, which, in addition to meeting the requirements, must also be directed towards the fulfilment of graduate learning outcomes and comply with the regulations and rules of the Higher Education Institution.
4. Definition
  - a. Monitoring is the process of observing a process or activity with the aim of determining whether it is proceeding in accordance with established standards.
  - b. Evaluation is the activity intended to determine whether a process or activity is in line with the established objectives.
  - c. An audit is an activity to examine or audit all aspects of research implementation, carried out periodically to verify whether all research processes across all study programmes are proceeding in accordance with the Research Process Standards.
  - d. Research process standards are one of the duties of lecturers within the *Tri Dharma* of Higher Education, aimed at developing theoretical, conceptual, empirical, methodological, or model-based knowledge that provides information to enrich science, technology and/or the arts. The scope of research encompasses the procedures and

requirements for submitting research proposals, progress reports and final reports, as carried out by the Research and Community Service Institute

## 5. Procedures

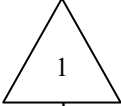
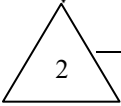

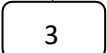
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to oversee the Research Process Standards	Vice-Rector
Dean	Instructs the First Vice Dean together with the Head of Programme to oversee the Research Process Standards	Vice-Rector I
Vice-Dean I and the Head of Programme	<ol style="list-style-type: none"> <li>1. Carry out technical and/or administrative preparations relating to the readiness of the evaluation instruments to be used in accordance with the Research Process Standards.</li> <li>2. Conducting evaluations of the dissemination of the Research Process Standards to all lecturers, staff, students, alumni, graduate employers, professional organisations, and other stakeholders on a regular and consistent basis, whether via the website, workshops, information sessions, or other forums.</li> <li>3. Evaluate the implementation of the Research Process Standards and report the results of this evaluation to facilitate follow-up actions.</li> </ol>	Dean

## 6. References

- a. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education. 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education. 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Provision of Higher Education;

- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
  - g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
  - h. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
  - i. Good Practice in Higher Education Quality Assurance Book I: The Learning Process;
  - j. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
  - k. National Research Master Plan 2017–2045;
  - l. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
  - m. Law No. 20 of 2003 on the National Education System;
  - n. Law No. 14 of 2005 on Teachers and Lecturers;
  - o. Law No. 12 of 2012 on Higher Education;
  - p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
  - q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector I Instructs the Deans to implement control over Research Process Standards	 ↓	
2	The Dean instructs the First Vice Dean together with the Head of Programme to oversee the Research Process Standards	 ↓	
3	4. Carry out technical and/or administrative preparations regarding the readiness of the		

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
	<p>evaluation instruments to be used in accordance with the content of the Research Process Standards.</p> <p>5. Conduct periodic and consistent evaluations of the dissemination of the Research Process Standards to all lecturers, staff, students, alumni, employers of graduates, professional organisations, and other stakeholders, whether via the website, workshops, information sessions, or other forums.</p> <p>6. Conduct an evaluation of the implementation of the Research Process Standards and report the results of this evaluation to facilitate follow-up action.</p>		

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>IMPROVEMENT OF RESEARCH PROCESS STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.3.5
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 for Academic Affairs and Collaboration	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH PROCESS STANDARDS**

1. Objective : To continuously improve the quality of the Research Process Standards at the end of each cycle
2. Scope : This standard development manual applies to: The Research Process Standards cycle The research concluded (after two years) and the standard was subsequently improved
3. Standards  
Research Process Standards include:
  - a) research activities comprising planning, implementation and reporting; b) systematically adhering to scientific principles and methods in accordance with academic autonomy and academic culture; c) taking into account standards of quality, occupational safety, health, comfort, and the safety of researchers, the public, and the environment; d) research conducted by students in the context of completing final assignments, dissertations, or theses, which must not only meet the requirements but also contribute to the achievement of graduate learning outcomes and comply with the regulations and rules of the higher education institution.
4. Definition
  - a. The development or improvement of standards is an effort to evaluate and improve the quality of the content of standards periodically, continuously and sustainably
  - b. Evaluation of standards is the act of assessing the content of Research Process Standards, based, amongst other things, on:
    - 1) Research outcomes disseminated to all elements of society
    - 2) The results of self-evaluation of research output development programmes
    - 3) Results of user satisfaction surveys regarding research outcomes
    - 4) Results of Research Process Standards workshops
    - 5) Developments in the situation and conditions at UPGRIS, the demands of stakeholders and the wider community, and the introduction of the government's new policy on

higher education, particularly regarding the Research Process Standards that must be met.

- 6) The relevance of the vision and mission of UPGRIS
- c. A standard cycle is the duration or period of validity of a standard in accordance with the aspects it regulates

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to improve the Research Process Standards	Vice-Rector
Dean	Instructs the First Vice Dean, together with the Head of Programme, to improve Research Process Standards	Vice-Rector I
Vice-Dean I and Programme Coordinator	<ol style="list-style-type: none"> <li>1. Forming a team to analyse the results of the evaluation of compliance with Research Process Standards</li> <li>2. Preparing a draft for the improvement of Research Process Standards</li> <li>3. Formulating the new Research Process Standards in a departmental meeting</li> <li>4. Reporting the formulation of the new Research Process Standards to the Dean for follow-up</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the proposed Research Process Standards formulated by the Dean</li> <li>2. Approving the new Research Process Standards</li> </ol>	Dean
Dean	Proposing the new Research Process Standards for approval by the rector	Dean

6. References

- a. Director General of Higher Education, 2010, Quality Assurance Standards for Higher Education Institutions, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education. 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education. 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National

- Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
  - e. Government Regulation No. 17 of 2010 on the Provision of Higher Education;
  - f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
  - g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 on National Standards for Higher Education;
  - h. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
  - i. Good Practices in Higher Education Quality Assurance, Book I: The Learning Process;
  - j. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
  - k. National Research Master Plan 2017–2045;
  - l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
  - m. Law No. 20 of 2003 on the National Education System;
  - n. Law No. 14 of 2005 on Teachers and Lecturers;
  - o. Law No. 12 of 2012 on Higher Education;
  - p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
  - q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;  
and
  - r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Vice-Rector I	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	The First Vice-Rector has instructed the Deans to improve research process standards	1			
2	Deans instruct the First Vice Dean, together with the Programme Coordinators, to improve research process standards		2		
3	The First Vice Dean/Head of Programme forms a team to analyse the results of the evaluation of the achievement of Research Process Standards, prepares a draft for the improvement of Research Process Standards, formulates the new Research Process Standards in a departmental meeting, and reports the formulation of the new Research Process Standards to the Dean for further action			3	
4	The Faculty Senate discusses the draft Research Process Standards proposed by the Dean, approves the new Research Process Standards, and submits the approved new Research Process Standards to the Dean				4
5	The Dean proposes the new Research Process Standards for approval by the Vice-Rector		5		

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>RECRUITMENT OF INTERNAL ASSESSORS</b>

Document Code	:	SOP-UPGRIS-2.3.6
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service & 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**

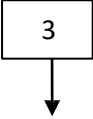
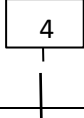


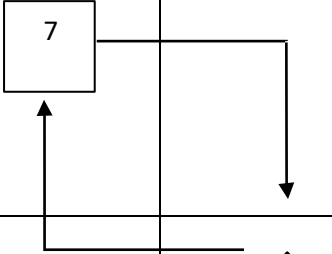
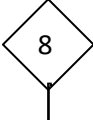
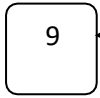
### **INTERNAL ASSESSOR RECRUITMENT**

1. Purpose : This SOP aims to provide an explanation and mechanism for the recruitment of internal research proposal assessors.
2. Scope : The scope of this SOP covers the selection and recruitment process internal assessors for UPGRIS research proposals, which is carried out by the LPPM.
3. Definition
  - a. UPGRIS has the right to determine and appoint lecturers who meet the requirements to form the internal evaluation team.
  - b. This team will subsequently carry out desk reviews, proposal feasibility assessments, and internal monitoring and evaluation, and will report to the LPPM.
  - c. The recruitment of internal research assessors is a process carried out by the LPPM to select candidates nominated by each faculty, who will then be appointed as the internal research assessment team at the LPPM of UPGRIS.
4. Procedure
  - a. The Head of the LPPM disseminates information regarding the recruitment of internal evaluators to lecturers within the UPGRIS.
  - b. Eligible lecturers may apply to become internal research assessors to the LPPM and complete the registration form via the website or by post, as provided by the LPPM of UPGRIS.
  - c. Once the registration forms have been received by LPPM staff, the Chair of the LPPM checks the administrative requirements.
  - d. The Head of the LPPM forms a selection panel for internal research assessors, tasked with selecting candidates for the role.
  - e. Candidates for internal evaluators who have been selected by the team are then verified by the Head of the LPPM, and subsequently a list of candidates for internal research evaluators is drawn up by the LPPM of UPGRIS.

- f. Verified internal evaluator candidates are invited by the LPPM to attend training for prospective internal research evaluators.
- g. Internal evaluator candidates who have passed the selection process following the training are proposed by the Head of the LPPM to receive a Rector’s Decision from the UPGRIS.
- h. The list of internal evaluators who have received the Rector’s Decree for a one-year term, which may be extended as required, will be announced via letter and/or the website.
- i. The LPPM submits the names of internal research assessors to the DRPM by uploading the decree appointing the internal research assessment team to Simlitabmas, and subsequently the LPPM sets the schedule for the internal research assessors’ duties.
- j. References
- k. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- l. Law No. 20 of 2003 on the National Education System;
- m. Law No. 12 of 2012 on Higher Education;
- n. Law No. 14 of 2015 on Teachers and Lecturers;
- o. Government Regulation No. 19 of 2005 on National Education Standards;
- p. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- q. SPMI Policy of UPGRIS;
- r. UPGRIS Research Strategic Plan 2015–2019; and
- s. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		LECTURER	LPPM	RECTOR
1	LPPM is promoting the recruitment of internal research evaluators to lecturers within UPGRIS		1	
2	Eligible lecturers may apply to become internal evaluators for community service projects at the	2		

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		LECTURER	LPPM	RECTOR
	LPPM by completing the registration form available at via the website or by post, as provided by the LPPM.			
3	The LPPM reviews the completed forms and supporting documents of prospective internal research assessors.			
4	The LPPM forms a selection panel for internal research assessors.			
5	The LPPM verifies the candidates for internal research assessors who have been selected by the internal research assessor selection team/committee			
6	The LPPM invites the verified candidates for internal research assessors to attend the training for prospective internal research assessors.			
7	The LPPM submits the names of candidates for internal research assessors to the Rector for the issuance of a Rector's Decree appointing the LPPM's Internal Research Assessment Team at UPGRIS.			
8	The Rector approves and issues the Decree on the LPPM Internal Research Assessment Team of UPGRIS			
9	The LPPM submits the list of names of the internal research assessment team of the LPPM at UPGRIS to the DRPM			

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



<b>APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>PROGRESS REPORT</b>

Document Code	:	SOP-UPGRIS-2.3.7
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	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & Development	31/03/2023	
Consideration s	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 PROGRESS REPORT**

1. Purpose: This SOP aims to provide guidance on the preparation of research progress reports.

2. Scope

- a. Procedures for preparing progress reports.
- b. Parties involved in the preparation of the report.

3. Definitions

A progress report is a form of accountability for research activities carried out at the mid-point of the project, or to account for the use of the first instalment of the budget (70%)

4. Procedure

- a. The LPPM informs researchers to submit a research progress report.
- b. Researchers prepare progress reports, financial reports and research logbooks in accordance with the report formats set out in the guidelines.
- c. Researchers submit the progress report, financial report and research logbook in accordance with the deadlines specified in the contract or notification letter from the funding body.
- d. The LPPM reviews the draft reports to ensure compliance with the guidelines.
- e. Signing of the Research Approval Form by the researcher, the Dean/Director and the Head of the Research and Community Service Office.
- f. The researcher uploads the progress report, financial report and logbook to Simpelmas/Simlitabmas.
- g. The researcher submits hard copies of the progress report and financial report.
- h. The Research and Community Service Office (LPPM) files the research progress reports and financial reports.

5. References

- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;

- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
- e. Government Regulation No. 19 of 2005 on National Education Standards;
- f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan 2015–2019; and
- i. Research and Community Service Handbook XII, 2018 (Revised Edition 2019).

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECTOR	LPPM	SPEAKER/REVIEWER
1	The Research and Community Service Office (LPPM) informs researchers to submit their research progress reports			1	
2	Researchers prepare progress reports, financial reports and research logbooks in accordance with the reporting formats set out in the guidelines	2			
3	Researchers submit progress reports, financial reports and research logbooks in accordance with the deadlines specified in the contract or notification letter from the funding body	3			
4	The Research and Community Service Office (LPPM) reviews the draft report to ensure compliance with the guidelines			4	
5	Signing of the Research Approval Form by the	5	5	5	
6	Researcher, Dean/Director and Head of the Research and Community Service Office The researcher uploads progress reports, financial reports, and logbooks to	5			
7	Simpelmas/Simlitabmas Researchers submit hard copies of progress reports and financial reports	5			
8	The Research and Community Service Office (LPPM) files the research progress reports and			8	

financial reports

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



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

Document Code	:	S-UPGRIS-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, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service & Development	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 the quality of assessment of research processes and outcomes at UPGRIS, whether conducted by lecturers or by students.

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

To realise the vision, mission and objectives of UPGRIS, these include fostering student intellectual development and the implementation of the Four Pillars of Higher Education, one of which is research output. The indicators used to measure the achievement of research output standards are derived from the National Standards for Higher Education (SN DIKTI), study programme accreditation indicators, institutional accreditation indicators, and higher education ranking indicators. UPGRIS must guide, manage, and facilitate the implementation of the research dharma by every lecturer, both individually and in groups, and ensure that research is published for the benefit of society; therefore, research output standards must be established. In addition to being an effort to achieve the university's vision and mission, the establishment of research output standards is also intended to meet legal requirements, particularly Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education.

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

1. To serve as a guideline for UPGRIS management in establishing policies relating to the field of research
2. To serve as a guideline for the Research and Community Service Office (LPM) in evaluating and monitoring research outcomes
3. To serve as a guideline for faculties and study programmes in setting research output targets in terms of quality and quantity
4. To serve as a guideline for lecturers in producing research outputs

## **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the researcher standards
2. The Vice-Rector IV is responsible for reviewing the draft research standards
3. The Academic Senate is responsible for providing input on the draft researcher standards
4. The Rector is responsible for approving the draft research output standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing research output standards
6. The LPM is responsible for monitoring research output standards
7. Lecturers and students are responsible for the implementation and achievement of research output standards
8. The Research and Community Service Office (LPPM) is responsible for evaluating research outcomes

## **F. GLOSSARY**

1. Research is an activity carried out in accordance with scientific principles and methods in a systematic manner to obtain information, data, and evidence relating to the understanding and/or testing of a branch of knowledge and technology.
2. A research proposal is a document used in the submission of a research project, containing the research background, theoretical framework, research methods, and accompanied by a work plan and a research funding plan.
3. A research report is a written document detailing the results of a research study, presented clearly and organised according to specific writing methods and a systematic structure, using straightforward language.
4. Research monitoring and evaluation is the process of assessing the planning, process and results of research based on specific pre-defined indicators.
5. A researcher is a person who conducts research.

6. Lecturers are professional educators and scholars whose primary duties are to transform, develop and disseminate knowledge and technology through education, research and community service.
7. Research reviewers are trained and certified lecturers assigned to evaluate the planning, process and results of research conducted by a lecturer/group of lecturers, a student/group of students or a lecturer together with students in accordance with the established assessment indicators.

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

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
2.4.1.1	Universities, faculties and degree programmes are required to assess the research processes and outcomes of lecturers and students in an integrated manner, ensuring that the assessment is educational, objective, accountable and transparent.	SN DIKTI (p.49.2)	The existence of documents detailing the assessment of the research processes and outcomes of lecturers and students, carried out in an integrated manner whilst fulfilling the principles of educational value, objectivity, accountability, and transparency, accompanied by valid and complete documentary evidence.	IKU	Monev	U/F/P
2.4.2.1	Universities, faculties, and study programmes are required to assess the research processes and outcomes of	SN DIKTI (p.49.3)	The availability of documents detailing the assessment of the research process and outcomes for	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	lecturers and students, taking into account compliance with the research outcome standards, research content standards, and research process standards.		lecturers and students demonstrates compliance with standards for research outcomes, research content and research processes, accompanied by valid and complete documentary evidence.			
2.4.3.1	Universities, faculties, and study programmes are required to develop and establish research assessment methods and instruments that are relevant, accountable, and capable of representing measures of the achievement of research process and outcome performance.	SN DIKTI (p.49.4)	The existence of documents detailing research assessment methods and instruments that are relevant, accountable, and capable of representing measures of the achievement of research process and outcome performance, accompanied by valid and complete documentary evidence.	IKU	Monev	U/F/P
2.4.4.1	Faculties and study programmes are required to develop and establish assessment methods	SN DIKTI (p.49.5)	The availability of research assessment methods and instruments used by students in the	IKU	Monev	F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICA TOR CODE
	and instruments for research conducted by students in the context of preparing their final project reports.		preparation of their final project reports, accompanied by valid and complete documentary evidence.			
2.4.5.1	The university and faculties are required to draw up documents outlining the procedures for assessing and reviewing the research processes and outcomes of lecturers and students.	APT 42c	The availability of documents outlining the procedures for the assessment and review of the research processes and outcomes of lecturers and students, implemented very effectively and supported by valid and complete documentation ( ).	IKU	AMI	U/F
2.4.6.1	Universities and faculties must ensure the legitimacy of researchers, research groups, research collaborations, and the appointment of research reviewers for lecturers and students.	APT 42c	The legitimacy of researchers, research groups, research collaborations, and the appointment of research reviewers must be supported by valid and complete documentary evidence.	IKU	AMI	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICA TOR CODE
2.4.7.1	Universities and faculties are required to conduct and document the results of reviews of research conducted by lecturers and students.	APT 42c	The review and documentation of the results of research conducted by lecturers and students are carried out, accompanied by valid and complete documentary evidence.	IKU	AMI	U/F
2.4.8.1	Faculties and study programmes must have a research roadmap that encompasses the research themes of lecturers and students.	APS 48.1 and LAMDI K 63	The availability of a research roadmap covering the research themes of lecturers and students, accompanied by valid and complete documentary evidence.	ICT	Monev	F/P
2.4.9.1	Faculties and study programmes must ensure that lecturers and students carry out research activities ( ) in accordance with the lecturers' research agenda, which refers to the research roadmap.	APS 48.2	Research is carried out in accordance with the research agenda of lecturers and students, which is and refers to the research roadmap, accompanied by valid and complete documentary evidence.	IKU	AMI	F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
2.4.10.1	Faculties and degree programmes are required to monitor and evaluate staff and student research, ensuring that research topics are aligned with the research roadmap of the faculty and degree programme.	APS 48.3	The implementation of monitoring and evaluation of staff and student research, aligned with the relevance of research themes to the faculty and programme research roadmap, accompanied by valid and complete documentary evidence.	IKU	AMI	F/P
2.4.11.1	Faculties and study programmes are required to use the evaluation results to improve the relevance of research and the academic development of the study programme.	APS 48.4	The implementation of improvements to the relevance of research and academic development of study programmes based on evaluation results, accompanied by valid and complete documentary evidence.	IKU	AMI	F/P
2.4.12.1	Universities and faculties are required to possess valid evidence regarding the implementation of the research process covering six aspects, and higher education	APT 42c	Higher education institutions must have valid evidence regarding the implementation of the research process covering 6 aspects,	IKT	Monev	U/F

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	institutions must conduct a review of the implementation of the research process (aspects 1 to 6) periodically and take follow-up action.		and the higher education institution conducts a review of the implementation of the research process (aspects 1 to 6) on a regular basis and takes follow-up action.			

#### H. STRATEGY FOR ACHIEVING STANDARDS

1. The holding of seminars on research proposals and research results at least once a year.
2. Seminars on research proposals and findings are held at times scheduled in the research calendar of UPGRIS or the DRPM.

#### I. RELATED DOCUMENTS

1. Research Guidelines
2. Guidelines for the Preparation of a Research Roadmap for Lecturers

#### 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 RESEARCH ASSESSMENT FORM**

Document Code : F-SPMI-UPGRIS-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, 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		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The availability of documents detailing the assessment of the research processes and outcomes of lecturers and students, carried out in an integrated manner and meeting the criteria of being educational, objective, accountable and transparent, accompanied by valid and complete documentary evidence.	SN DIKTI			
2	The availability of documents detailing the assessment of the research process and outcomes of lecturers and students, which have taken into account compliance with research outcome standards, research content standards, and research process standards, accompanied by valid and complete documentary evidence.	SN DIKTI			
3	The availability of documents regarding research assessment methods and instruments that	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
	are relevant, accountable, and capable of representing measures of the achievement of research process and outcome performance, accompanied by valid and complete documentary evidence.				
4	The availability of assessment methods and tools for research carried out by students in the context of preparing their final-year project reports, accompanied by valid and complete documentary evidence.	SN DIKTI			
5	The availability of documents outlining the procedures for the assessment and review of the research processes and outcomes of lecturers and students, implemented very effectively and supported by valid and complete documentary evidence.	APT			
6	The legal status of researchers, research groups, research collaborations, and the appointment of research reviewers is established, supported by valid and complete documentary evidence.	APT			
7	The implementation of reviews and the documentation of	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	review results for research conducted by lecturers and students, accompanied by valid and complete documentary evidence.				
	The availability of a research roadmap covering the research themes of lecturers and students, accompanied by valid and complete documentary evidence.	APS and LAMDIK			
	Research is carried out in accordance with the research agenda of lecturers and students, which refers to the research roadmap, accompanied by valid and complete documentary evidence.	APS			
	The implementation of monitoring and evaluation of lecturers' and students' research, aligned with the relevance of research themes to the faculty and study programme research roadmap, accompanied by valid and complete documentary evidence.	APS			
	The implementation of improvements to the relevance of research and academic development within the study programme based on evaluation results, accompanied by valid and complete documentary evidence.	APS			
	The institution has valid evidence of the implementation 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
	research process covering six aspects, and the institution conducts regular reviews of the implementation of the research process (aspects 1 to 6) and takes appropriate follow-up action.				

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)









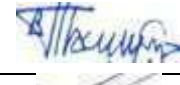


Signature  
(Full Name)

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



<b>APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP ESTABLISHMENT OF RESEARCH EVALUATION STANDARDS</b>

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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	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & Development	31/03/2023	
Consideration s	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 RESEARCH EVALUATION STANDARDS**

1. Purpose : The SOP on the Establishment of Research Assessment Standards aims to regulate the procedure for selecting the winning research proposals in accordance with the assessment criteria set out in the Research Guidelines, 11th Edition.
2. Scope : The scope of this guideline sets out the procedures for determining the winner research proposals in accordance with the DRPM's assessment criteria.
3. Research  
Research Assessment Standards constitute the minimum assessment criteria, which include:
  - a) research processes and outcomes conducted in an integrated manner, adhering to evaluation principles that are at least educational, objective, accountable and transparent, whereby the evaluation procedures and results are accessible to all stakeholders;
  - b) compliance with research outcome standards, content standards and process standards;
  - c) the use of methods and instruments that are relevant, accountable, and capable of representing measures of the achievement of research process performance and research outcome performance, in accordance with the provisions and regulations of the Higher Education Institution
4. Definition
  - a. Standard-setting is a working process to produce standards regarding what is required in the SPMI. This activity involves reviewing the 8 national higher education standards and other institutional requirements to develop new, more detailed and specific standards;
  - b. Formulating standards involves setting out the content of each standard in the form of a complete and comprehensive statement, using the Audience, Behaviour, Competence and Degree framework as a reference for performance measurement;
5. Procedure
  - a. The committee decides on the names of the prospective researchers to be selected as winners

- b. The selection of winners is based on the ranking of the highest-scoring proposals, the ratio of winners to the number of proposals received, and the available research funding
  - c. The list of winners for all research schemes is finalised by the issuance of a Decision Letter signed and stamped by the Rector
  - d. Winners approved by the Rector are uploaded to Simlitabmas
6. References
- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
  - b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
  - c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
  - d. Government Regulation No. 19 of 2005 on National Education Standards;
  - e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
  - f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
  - g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
  - h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
  - i. Good Practices in Higher Education Quality Assurance, Volume I: The Learning Process;
  - j. Good Practice in Quality Assurance in Higher Education, Volume II: Study Programme Curricula;
  - k. National Research Master Plan 2017–2045;
  - l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;

- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		PRINCIPAL INVESTIGATOR	DEAN	LPPM	RECTOR	
1	The committee decides on the names of the prospective researchers to be selected as winners			(1)		
2	The selection of winners is based on the ranking of the highest-scoring proposals, the ratio of winners to the total number of proposals received, and the available research funding			↓ (2)		
3	The list of winners for all research schemes is formalised by the issuance of a Decision Letter signed and stamped by the Rector				[3]	
4	Winners approved by the Rector are uploaded to Simlitabmas			(4)	← [4]	

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



<b>APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT</b>
<b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b>
<b>IMPLEMENTATION OF RESEARCH EVALUATION STANDARDS</b>

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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 & Cooperation	31/03/2023	
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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & 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	
Consideration s	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	

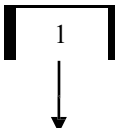

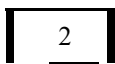

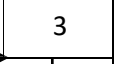
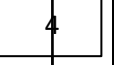
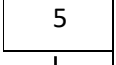
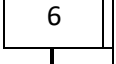


## **SOP IMPLEMENTATION OF RESEARCH EVALUATION STANDARDS**

1. Purpose : The SOP on the Implementation of Research Assessment Standards aims to regulate the procedures for the desk evaluation of proposals carried out by internal assessors when assessing proposals submitted to the DRPM to ensure they comply with the assessment criteria set out in the 12th edition of the handbook.
2. Scope : The scope of this guide sets out the procedures for desk evaluations to be carried out by internal assessors in accordance with the DRPM's assessment criteria.
3. Research Assessment Standards  
Research Assessment Standards constitute the minimum assessment criteria, which include:
  - a) research processes and outcomes conducted in an integrated manner, adhering to assessment principles that are at least educational, objective, accountable and transparent, whereby the assessment procedures and results are accessible to all stakeholders;
  - b) compliance with research outcome standards, content standards and process standards;
  - c) the use of methods and instruments that are relevant, accountable, and capable of representing measures of the achievement of research process performance and research outcome performance, in accordance with the provisions and regulations of the higher education institution.
4. Definition
  - a. Implementing standards involves operationalising provisions based on measures, specifications, and benchmarks as stated in the Research Assessment Standards, which must be adhered to, carried out, and fulfilled.
  - b. A standard operating procedure is a systematic, chronological, logical and coherent description of the sequence of steps required to achieve a particular objective, accompanied by a flowchart to facilitate understanding by all parties who will be carrying out the procedure
  - c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.

- d. Competence is a set of intelligent, responsible actions possessed by an individual as a prerequisite for being regarded by society as capable of carrying out tasks in a specific field.
  - e. The research assessment standards consist of a desk evaluation of proposals, the selection of successful applicants, and internal monitoring and evaluation. The desk evaluation of proposals is an assessment of proposals carried out by internal assessors. The selection of successful research proposals is the final stage of the evaluation of research proposals submitted by researchers in accordance with the assessment criteria set by the DRPM. Research monitoring involves overseeing research activities to ensure they are carried out in accordance with the established plan.
  - f. Procedure
  - g. The LPPM registers research proposers in Simlitabmas in accordance with the schemes offered.
  - h. Research proposers complete the proposal details and upload the prepared proposal documents.
  - i. The LPPM assigns and schedules internal and/or external assessors
  - j. Evaluators assess each proposal; the assessment is aligned with the grant scheme offered in accordance with the latest edition of the DRPM Research Implementation Guidelines.
  - k. Each proposal is assessed by two assessors; if the score does not meet the criteria set out in the Simlitabmas guidelines, a third assessor is required.
  - l. The results of the evaluators' assessments are ranked based on scores and funding
  - m. The Chair of the LPPM has the authority to refine the research funding proposal in accordance with Simlitabmas and the research guidelines.
  - n. The announcement of the winners following the desk evaluation of proposals is made by the LPPM.
5. References
- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;

- b. Director General of Higher Education. 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education. 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
- h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
- i. Good Practices in Higher Education Quality Assurance, Book I: The Learning Process;
- j. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;  
and
- r. YPLP PT PGRI, Statutes of UPGRIS.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		PRINCIPAL INVESTIGATOR	DEAN	LPPM	REVIEWER	
1	The Research and Community Service Office (LPPM) registers research proposers in Simlitabmas in accordance with the schemes offered					
2	Research proposers complete the proposal details and upload the prepared proposal documents.					
3	The Research and Community Service Office (LPPM) assigns and schedules internal and/or external assessors					
4	Evaluators assess each proposal; the assessment is aligned with the grant scheme offered in accordance with the latest edition of the DRPM's ' ' research implementation guidelines.					
5	Each proposal is assessed by two assessors; if the score does not meet the criteria set out in the Simlitabmas guidelines, a third assessor is required.					
6	The results of the evaluators' assessments are ranked based on scores and funding					
7	The Head of the Research and Community Service Office (LPPM) is authorised to refine research funding proposals in accordance with Simlitabmas and research guidelines.					
8	The announcement of the winners following the desk evaluation of proposals is made by the LPPM.					

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP STANDARD RESEARCH EVALUATION</b>

Document Code	:	SOP-UPGRIS-2.4.3
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 & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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**  
**EVALUATION OF RESEARCH ASSESSMENT STANDARDS**

1. Purpose : To evaluate the implementation of the Research Assessment Standards of UPGRIS
2. Scope : This evaluation manual applies to: The implementation of the Research Assessment Standards must be implemented in all study programmes at the UPGRIS

3. Standards

Research Assessment Standards are the minimum criteria for assessment, which include:

a) research processes and outcomes conducted in an integrated manner, adhering to evaluation principles that are at least educational, objective, accountable and transparent, whereby the evaluation procedures and results are accessible to all stakeholders; b) compliance with standards for research outcomes, content and processes; c) the use of methods and instruments that are relevant, accountable, and capable of representing measures of the achievement of research process performance and research outcome performance, in accordance with the provisions and regulations of the Higher Education Institution.

4. Definition

- a. Implementing standards involves operationalising provisions based on measures, specifications, and benchmarks as stated in the Research Assessment Standards, which must be adhered to, carried out, and fulfilled
- b. A standard procedure is a description of the sequence of steps to achieve a specific objective, written in a systematic, chronological, logical and coherent manner, and accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure.
- c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
- d. The research assessment standards consist of a desk evaluation of proposals, the selection of successful applicants, and internal monitoring and evaluation. The desk evaluation of proposals is an assessment of proposals carried out by internal assessors.

The selection of successful research proposals is the final stage of the evaluation of research proposals submitted by researchers in accordance with the assessment criteria set by the DRPM. Research monitoring is the activity of monitoring research activities to ensure they are carried out in accordance with the established plan.

#### 5. Procedures

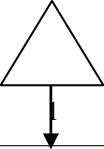
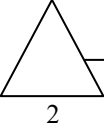
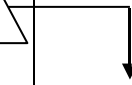
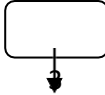
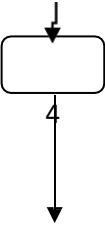
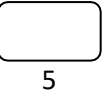
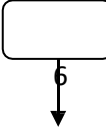

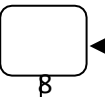

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to monitor and evaluate the achievement of Research Assessment Standards	Vice-Rector
Dean	Instructs the First Vice Dean, Programme Directors, and the Research Management Unit (UPMF) and the Postgraduate Research Management Unit (UPMPPS) to monitor and evaluate the Research Assessment Standards, and to prepare a report on the results of the monitoring and evaluation	Vice-Rector I
Vice Dean I and Programme Directors	<ol style="list-style-type: none"> <li>1. Form a team to evaluate the achievement of Research Assessment Standards</li> <li>2. To evaluate the achievement of Research Assessment Standards</li> <li>3. Report the results of the evaluation of the achievement of Research Assessment Standards to the Dean for follow-up</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the results of the evaluation of compliance with Research Assessment Standards</li> <li>2. Approving the results of the evaluation of compliance with Research Assessment Standards</li> </ol>	Dean
Vice-Dean I and Head of Programme	To disseminate the results of the evaluation of compliance with the Research Assessment Standards in order to secure improvements from the relevant parties	Dean
Lecturers	Carrying out academic activities to improve compliance with Research Assessment Standards	Dean

#### 6. Reference

- a. Director General of Higher Education, 2010, Quality Assurance Standards for Higher Education Institutions, Ministry of Education and Culture of the Republic of Indonesia;

- b. Director General of Higher Education. 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education. 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
- h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
- i. Good Practices in Higher Education Quality Assurance, Volume I: The Learning Process;
- j. Good Practice in Quality Assurance in Higher Education, Volume II: Study Programme Curricula;
- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;  
and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector I Instructs Deans to monitor and evaluate the achievement of Research				
2	Assessment Standards Deans instruct the First Vice Dean to work with the Head of Programme to draw up Research Assessment				
3	Standards Form a team to evaluate compliance with the Research Assessment Standards, to evaluate compliance with the Research Assessment Standards, and to report the results of this evaluation to the Dean for further				
4	action The Faculty Senate discusses the results of the evaluation of compliance with Research Assessment Standards, and approves the results of the evaluation of compliance with				
5	Research Assessment Standards The First Vice Dean/Head of Programme prepares a draft of the				
6	Research Assessment Standards The Faculty Senate discusses the draft Research Assessment Standards at a Faculty Senate				
7	meeting The Faculty Senate approved the				
8	Research Assessment Standards The First Vice Dean/Head of Programme disseminates the				
9	Research Assessment Standards Lecturers carry out academic activities to meet Research Assessment Standards				

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>CONTROL OF RESEARCH EVALUATION STANDARDS</b>

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH EVALUATION STANDARDS**

1. Objective : To oversee the implementation of the Research Assessment Standards of UPGRIS so that the content of these standards can be achieved/met
2. Scope : This standard control manual applies a the time Research Assessment Standards require routine and continuous monitoring, supervision, checking, inspection and evaluation

3. The

The Research Assessment Standard constitutes the minimum assessment criteria, which include:

- a) research processes and outcomes conducted in an integrated manner, adhering to assessment principles that are at least educational, objective, accountable and transparent, whereby the assessment procedures and results are accessible to all stakeholders;
- b) compliance with research outcome standards, content standards and process standards;
- c) the use of methods and instruments that are relevant, accountable, and capable of representing measures of the achievement of research process performance and research outcome performance, in accordance with the provisions and regulations of the Higher Education Institution.

Definition

- a. Monitoring is the process of observing a process or activity with the aim of determining whether it is proceeding in accordance with established standards.
- b. Evaluation is the activity intended to determine whether a process or activity is in line with the established objectives.
- c. An audit is an activity to examine or audit all aspects of research implementation, carried out periodically to verify whether all research processes across all study programmes are proceeding in accordance with the Research Assessment Standards.
- d. The research assessment standards consist of a desk evaluation of proposals, the selection of successful applicants, and internal monitoring and evaluation. The desk evaluation of proposals is an assessment of the proposals carried out by internal

assessors. The selection of successful research proposals is the final stage of the evaluation of research proposals submitted by researchers in accordance with the assessment criteria of the DRPM. Research monitoring involves overseeing research activities to ensure they are carried out in accordance with the established plan.

#### 4. Procedures

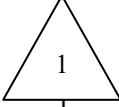
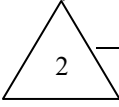
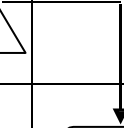
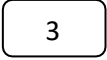
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the Deans to oversee the Research Assessment Standards	Vice-Rector
Dean	Instructs the Vice-Dean I together with the Head of Programme to oversee the Research Assessment Standards	Vice-Rector I
Vice-Dean I and Head of Programme	Carry out technical and/or administrative preparations regarding the readiness of the evaluation instruments to be used in accordance with the Research Assessment Standards. Conduct evaluations of the implementation of the dissemination of the Research Assessment Standards to all lecturers, staff, students, alumni, graduate employers, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, dissemination sessions, or other forums. Evaluate the implementation of the Research Assessment Standards and report the results of this evaluation to facilitate follow-up actions.	Dean

#### 5. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education. 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education. 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;

- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
- h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
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- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;  
and
- r. YPLP PT PGRI, Statutes of UPGRIS.

6. Work Instructions

No.	Event Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector I Instructs deans to implement control over Research Assessment Standards		
2	The Dean instructs the First Vice Dean together with the Head of Programme to oversee the Research Assessment Standards		
3	<ol style="list-style-type: none"> <li>1. To carry out technical and/or administrative preparations regarding the readiness of the evaluation instruments to be used in accordance with the content of the Research Assessment Standards.</li> <li>2. Evaluate the implementation of the dissemination of the Research Assessment Standards to all lecturers, staff, students, alumni, graduate employers, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, dissemination events, or other forums.</li> <li>3. Conduct an evaluation of the implementation of the Research Assessment Standards and report the results of the evaluation to facilitate follow-up action.</li> </ol>		

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP IMPROVEMENT OF RESEARCH EVALUATION STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.4.5
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & Development	31/03/2023	
Consideration s	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 RESEARCH EVALUATION STANDARDS**

1. Objective : To continuously improve the quality of the Research Assessment Standards at the end of each cycle
2. Scope : This standard development manual applies: During the cycle of the Research Assessment Standards cycle ends (2 years) and the standards are subsequently improved

#### 3. Research

The Research Assessment Standard constitutes the minimum assessment criteria, which include:

a) research processes and outcomes conducted in an integrated manner, adhering to assessment principles that are at least educational, objective, accountable and transparent, whereby the assessment procedures and results are accessible to all stakeholders; b) compliance with research outcome standards, content standards and process standards; c) the use of methods and instruments that are relevant, accountable, and capable of representing measures of the achievement of research process performance and research outcome performance, in accordance with the provisions and regulations of the Higher Education Institution.

#### 4. Definition

- a. The development or improvement of standards is an effort to evaluate and improve the quality of the content of standards on a periodic, ongoing and continuous basis
- b. The evaluation of standards is the process of assessing the content of Research Assessment Standards, based, amongst other things, on:
  - 1) Research outcomes disseminated to all elements of society
  - 2) The results of self-evaluation of research output development programmes
  - 3) Survey results on user satisfaction with research outcomes
  - 4) The results of Research Assessment Standards workshops
  - 5) Developments in the situation and conditions at UPGRIS, the demands of stakeholders and the general public, as well as the introduction of new government

policies on higher education, particularly regarding the Research Assessment Standards that must be met.

6) The relevance of the vision and mission of UPGRIS

c. The standard cycle refers to the duration or period of validity of a standard in accordance with the aspects it regulates

#### 5. Procedure

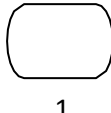
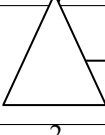
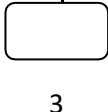
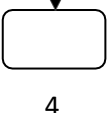
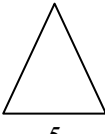
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the Deans to improve Research Assessment Standards	Vice-Rector
Dean	Instructs the First Vice Dean, together with the Head of Programme, to improve research assessment standards	Vice-Rector I
Vice-Dean I and Programme Coordinator	<ol style="list-style-type: none"> <li>1. Form a team to analyse the results of the evaluation of the achievement of Research Assessment Standards</li> <li>2. Preparing a draft for the improvement of Research Assessment Standards</li> <li>3. Formulate the new Research Assessment Standards in a departmental meeting</li> <li>4. Submit the draft of the new Research Assessment Standards to the Dean for further action</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the proposed Research Assessment Standards drafted by the Dean</li> <li>2. Approving the new Research Assessment Standards</li> </ol>	Dean
Dean	Proposing the new Research Assessment Standards for approval by the Vice-Rector	Dean

#### 6. Reference

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education. 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education. 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National

- Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
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  - e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
  - f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
  - g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
  - h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
  - i. Good Practice in Quality Assurance in Higher Education, Volume I: The Learning Process;
  - j. Good Practices in Higher Education Quality Assurance, Volume II: Study Programme Curricula;
  - k. National Research Master Plan 2017–2045;
  - l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
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  - p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
  - q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;  
and
  - r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions






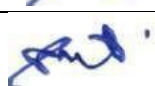





No.	Activity Details	Vice-Rector I	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector I Instructs the Deans to improve Research Assessment Standards				
2	Deans instruct the First Vice Dean and Programme Coordinators to improve research assessment standards				
3	The First Vice Dean/Head of Programme shall form a team to analyse the results of the evaluation of compliance with the Research Assessment Standards, prepare a draft for the improvement of the Research Assessment Standards, formulate the new Research Assessment Standards during a departmental meeting, and report the formulation of the new Research Assessment Standards to the Dean for further action				
4	Faculty Senate Discuss the proposed Research Assessment Standards formulated by the Dean, approve the new Research Assessment Standards, and submit the approved new Research Assessment Standards to the Dean				
5	The Dean has proposed new research assessment standards for approval by the Vice-Rector				

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 ADMINISTRATIVE EVALUATION**

1. Purpose : This SOP aims to provide guidelines for the administrative evaluation carried out by internal evaluators when assessing proposals submitted for DRPM or APBU grant funding.
2. Scope : The scope of these guidelines covers the administrative evaluation procedures by internal assessors in accordance with the assessment criteria for DRPM and APBU research grant proposals.
3. Definition : Administrative evaluation is the assessment of proposals carried out by internal assessors to check the completeness and content of proposals in accordance with predetermined rules.
4. Procedure
  - a. The LPPM has announced that research proposers should upload their proposals to simlitabmas/simpelmas in accordance with the schemes on offer.
  - b. Research proposers complete the proposal details and upload the prepared proposal documents.
  - c. LPPM assigns and schedules internal assessors.
  - d. Evaluators assess each proposal; the assessment is based on the grant scheme offered, in accordance with the latest edition of the research implementation guidebook from LPPM UPGRIS and DRPM.
  - e. Each proposal is assessed by two assessors; if the score does not meet the criteria set out in the guidebook, a third assessor is required.
  - f. The results of the evaluators' assessments are ranked based on scores and funding allocation.
  - g. The Head of the Research and Community Service Office approves the proposal via Simlitabmas/Simpelmas.
5. References
  - a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
  - b. Law No. 20 of 2003 on the National Education System;

- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
- e. Government Regulation No. 19 of 2005 on National Education Standards;
- f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan 2015–2019; and
- i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECTOR	LPPM	SPEAKER/REVIEWER
1	The Research and Community Service Office (LPPM) registers research proposers in the Simlitabmas system in accordance with the schemes offered			1	
2	Research proposers complete the proposal details and upload the prepared proposal documents	2			
3	The Research and Community Service Office (LPPM) assigns and schedules internal assessors			3	
4	The assessors evaluate each proposal; the assessment is based on the grant scheme offered, in accordance with the latest edition of the research implementation guidelines from LPPM UPGRIS and DRPM				4
5	Each proposal is assessed by two assessors; if the score does not meet the criteria set out in the guidelines, a third assessor is required				5

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECTOR	LPPM	SPEAKER/REVIEWER
6	The evaluators' assessment results are ranked based on scores and funding				6
7	The Head of the Research and Community Service Office (LPPM) is authorised to refine research funding proposals in accordance with simlitabmas/simpelmas and the research guidelines	↓		7	←
8	The announcement of successful proposals following the administrative evaluation is made by the LPPM	↓ 8			

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



<b>APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP SUBSTANCE EVALUATION</b>

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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	

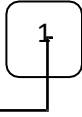
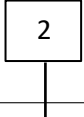


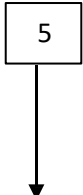
## **SOP**

### **SUBSTANTIVE EVALUATION**

1. Purpose : These guidelines are intended to regulate the procedures for the Desk Evaluation of proposals carried out by internal assessors when evaluating proposals submitted to the DRPM to ensure they comply with the evaluation criteria set out in the latest edition of the Guidelines for Research and Development Programmes.
2. Scope : The scope of these guidelines covers the desk evaluation procedures carried out by internal evaluators in accordance with the DRPM's assessment criteria.
3. Definition : Proposal desk evaluation is the assessment of proposals carried out by internal assessors.
4. Procedure
  - a. The LPPM registers research proposers in Simlitabmas in accordance with the schemes offered.
  - b. The research proposer completes the proposal details and uploads the proposal documents.
  - c. The LPPM assigns and schedules internal and/or external assessors
  - d. The assessors evaluate each proposal; the assessment is aligned with the grant scheme outlined at , in accordance with the latest edition of the Research Implementation Guidelines from the DRPM.
  - e. Each proposal is assessed by two assessors; if the score does not meet the requirements as per the Simlitabmas guidelines, a third assessor is required.
  - f. The results of the evaluators' assessments are ranked based on scores and funding
  - g. The Head of the LPPM has the authority to refine the research funding proposal in accordance with Simlitabmas and the research guidelines.
  - h. The results of the proposal evaluation have been announced by the LPPM.
5. References
  - a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;

- b. Law No. 20 of 2003 on the National Education System;
- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
- e. Government Regulation No. 19 of 2005 on National Education Standards;
- f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan 2015–2019; and
- i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		RESEARCHER	DEAN	LPPM	REVIEWER
1	The Research and Community Service Office (LPPM) registers research proposers in the Simlitabmas system in accordance with the schemes offered.				
2	Research proposers complete the proposal details and upload the prepared proposal documents.				
3	The LPPM assigns and schedules internal assessors and/or external assessors.				
4	Evaluators assess each proposal; the assessment is aligned with the grant scheme offered in accordance with the latest edition of the Research Implementation Guidelines ( ) from the DRPM.				
5	Each proposal is assessed by two assessors; if the score does not meet the criteria set out in the Simlitabmas guidelines, a third assessor is required.				









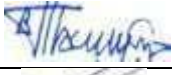


NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		RESEARCHER	DEAN	LPPM	REVIEWER
6	The results of the evaluators' assessments are ranked based on scores and funding.				<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">6</div>
7	The Chair of the LPPM is entitled to refine the research funding proposal in accordance with the Simlitabmas guidelines ( ) and the research guidelines.			<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">7</div>	
8	The announcement of the winners of the proposal desk evaluation is made by the LPPM.			<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">8</div>	

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>INTERNAL MONITORING AND EVALUATION (MONEV)</b>

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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**

### **INTERNAL MONITORING AND EVALUATION (MONEV)**

1. Purpose : This SOP aims to provide guidance on the implementation of research monitoring and evaluation activities.
2. Scope:
  - a. The scope of these guidelines is intended as a reference for researchers and monitoring teams or internal M&E officers in carrying out their duties.
  - b. Monitoring and evaluation are carried out by the Institute for Research and Community Service.
  - c. Parties involved in the internal monitoring and evaluation process.

#### 3. Definitions

Monitoring is the process of observing or keeping track of activities as they unfold to ensure that the programme is being implemented in line with the established plan. Research monitoring involves keeping track of research activities to ensure that they are carried out in accordance with the established plan. Evaluation is the process of assessing the quality of research and its outcomes on a regular basis. Research evaluation involves gathering information on the research process and outcomes to assess their quality using an appropriate approach.

#### 4. Procedures

##### **General Provisions**

- a. Internal monitoring and evaluation is carried out once per academic year. If funding is provided by the DRPM, the schedule will be aligned with that of the DRPM grant research.
- b. Participants in the internal monitoring and evaluation are researchers who have carried out research.
- c. The Head of the LPPM is responsible for organising the internal research monitoring and evaluation.
- d. The internal monitoring and evaluation is carried out by a committee formed by the Head of the LPPM.

- e. The Chair of the research monitoring and evaluation committee is responsible for the implementation of internal monitoring and evaluation activities.

**Internal Monitoring and Evaluation Procedure:**

- a. The mechanism for conducting internal monitoring and evaluation consists of three stages: preparation, implementation and follow-up. The preparation stage involves the following activities: a) drawing up the monitoring and evaluation schedule, b) determining the monitoring and evaluation team and personnel, c) sending notification letters to researchers, d) preparing monitoring and evaluation instruments, e) confirming the time and venue for the monitoring and evaluation. The implementation of monitoring and evaluation is carried out through the following activities: a) visits to the monitoring and evaluation site, b) monitoring interviews regarding the implementation of the research using the instruments, c) drafting of the monitoring and evaluation report. The follow-up to internal monitoring and evaluation is carried out through the following activities: a) interpretation of the monitoring and evaluation results, and b) provision of recommendations for follow-up on the research results.
- b. Monitoring and evaluation is carried out after the researcher has submitted the progress report, 70% financial report, and logbook to the LPPM and SIMLITABMAS. The Chair of the Monitoring and Evaluation Committee makes preparations, coordinated by the Chair of the LPPM, for the implementation of the monitoring and evaluation. The monitoring and evaluation officer provides recommendations based on the research progress results, which are submitted to the Chair of the LPPM for approval.
- c. Every researcher is required to report on the implementation of the research by doing the following:
  - 1) Recording all programme implementation activities in the research logbook and filling in daily activities routinely from the date of signing the research agreement.

- 2) Prepare monitoring materials for internal assessors via Simlitabmas/Simpelmas by completing/uploading progress reports following the format on the field monitoring and evaluation form.
- 3) Prepare presentation materials on the feasibility of achievements and proposals (in accordance with the format of the evaluation form for discussion/feasibility and centralised monitoring and evaluation).
- 4) Researchers who pass the feasibility presentation must upload the following year's proposal in the same format as the previous year's proposal.
- 5) Compilation of research outputs in accordance with the evaluation form on the achievement of activity outputs, including evidence of research outputs.

**Principles of Monitoring and Evaluation:**

- a. M&E is carried out based on clear objectives and the results of monitoring and evaluation.
- b. M&E is carried out objectively and in a professional manner.
- c. Monitoring and evaluation is carried out by the LPPM in coordination with the monitoring and evaluation team.
- d. Accountability for the implementation of monitoring and evaluation is ensured both internally and externally.
- e. Monitoring and evaluation covers all aspects, including institutional, financial, academic, and general administrative matters
- f. Monitoring and evaluation is carried out periodically and on an ongoing basis.

**Evaluation of the Implementation of Proposal Administration:**

- a. The evaluation of the implementation of monitoring and evaluation is carried out in accordance with the records of the person responsible for internal monitoring and evaluation, the minutes of the internal monitoring and evaluation meeting, and developments in the situation and conditions.
- b. The Head of the LPPM chairs the meeting to evaluate the implementation of internal monitoring and evaluation at the end of each activity.

- c. The agenda for the internal monitoring and evaluation implementation evaluation meeting includes: preparation, implementation, and factors that support or hinder the smooth implementation of internal monitoring and evaluation.
- d. The Head of the LPPM determines the corrective actions to be taken in the next monitoring and evaluation period.
- e. The person responsible for the corrective actions recorded in the meeting minutes must submit a report on the follow-up results to the Chair of the LPPM by the deadline specified in the meeting minutes.
- f. The Head of the LPPM must verify these corrective actions and, if necessary, take preventive measures to ensure they do not recur.
- g. The Chair of the LPPM reports the results of the evaluation meeting to the Rector.

#### 5. References

- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
- e. Government Regulation No. 19 of 2005 on National Education Standards
- f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan 2015–2019; and
- i. Research and Community Service Handbook XII, 2018, Revised Edition 2019.

## 6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECTOR	LPPM	SPEAKER/REVIEWER
1	Preparation of the monitoring and evaluation schedule.			1 ↓	
2	Selection of team and personnel M&E			2 ↓	
3	Issuing of notification letters to researchers.			3 ↓	
4	Preparation of monitoring and evaluation instruments			4 ↓	
5	Confirmation of availability of time and venue for the monitoring and evaluation			5 ↓	
6	Visit to the monitoring and evaluation site			6 ↓	
7	Interviews to monitor research implementation using a questionnaire.			7	
8	Interpretation of monitoring and evaluation results			8 ↓	
9	Provision of recommendations for follow-up on research findings			9	

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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
RESEARCH 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 Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service & Development	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 for researchers' capabilities to conduct research, determined based on academic qualifications and research outcomes.

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

To realise the vision, mission and objectives of UPGRIS, which include fostering students' intellectual development and implementing the Four Pillars of Higher Education—one of which is research output—UPGRIS must guide, manage and facilitate so that the research dharma can be carried out by every lecturer, both individually and in groups, and can be published for the benefit of society; therefore, research output standards need to be established. In addition to being an effort to achieve the vision and mission, the establishment of research output standards is also intended to meet legal requirements, particularly Ministry of Education and Culture Regulation No. 3 of 2020 concerning National Standards for Higher Education.

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

1. To serve as a guideline for the leadership of UPGRIS in formulating policies relating to the field of research
2. To serve as a guideline for the Research and Community Service Office (LPM) in evaluating and monitoring research outcomes
3. To serve as a guideline for faculties and study programmes in setting research output targets in terms of quality and quantity

4. To serve as a guideline for lecturers in producing research outputs

## **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the researcher standards
2. The Vice-Rector IV is responsible for reviewing the draft research standards
3. The Academic Senate is responsible for providing input on the draft researcher standards
4. The Rector is responsible for approving the draft research output standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing research output standards
6. The LPM is responsible for monitoring research output standards
7. Lecturers and students are responsible for the implementation and achievement of research output standards
8. The Research and Community Service Office (LPPM) is responsible for evaluating research outcomes

## **F. GLOSSARY**

1. Research is an activity carried out in accordance with scientific principles and methods in a systematic manner to obtain information, data, and evidence relating to the understanding and/or testing of a branch of knowledge and technology.
2. A research proposal is a document used in the submission of a research project, containing the research background, theoretical framework, research methods, and accompanied by a work plan and a research funding plan.
3. A research report is a written document detailing the results of a research study, presented clearly and organised according to specific writing methods and a systematic structure, using straightforward language.
4. Research monitoring and evaluation is the process of assessing the planning, process and results of research based on specific pre-defined indicators.
5. A researcher is a person who conducts research.
6. Lecturers are professional educators and scholars whose primary duties are to transform, develop and disseminate knowledge and technology through education, research and community service.
7. Research reviewers are trained and certified lecturers assigned to evaluate the planning, process and results of research conducted by lecturers/groups of lecturers, students/groups

of students or lecturers in collaboration with students in accordance with established assessment indicators.

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

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
2.5.1.1	Universities must ensure that researchers possess the ability to master research methods appropriate to their field of study, the subject of the research, as well as the level of complexity and the level of depth of the research.	SN DIKTI (p50.2 )	The researcher's ability to master research methods appropriate to their field of study, the research subject , as well as the level of complexity and the level of depth of the research , accompanied by valid and complete documentary evidence.	IKU	Monev	U/F/P
2.5.2.1	Universities are required to determine the authority to conduct research based on researchers' proficiency in research methods.	SN DIKTI (p50.4 )	The authority to conduct research is based on the researcher's proficiency in research methods, supported by valid and complete documentary evidence.	IKU	Monev	U/F/P
2.5.3.1	Universities and faculties must ensure that lecturers conduct at least one research project using university funds, funds from other domestic institutions, or funds from other international institutions.	APT 28, APS 25 and LAMD IK S2 45	The completion of at least one research project by a lecturer using university funds or funds from other domestic institutions or funds from other institutions abroad each year, accompanied by valid and complete documentary evidence.	IKU	Monev	F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDICA TOR CODE
2.5.4.1	Universities must ensure the existence of functional research groups and research laboratories, which are supported and facilitated by the university and the faculties, as evidenced by: formal legal documentation of the existence of research groups and research laboratories; the active involvement of research groups in national and international networks; the production of research outputs that are useful for addressing societal issues; and the production of research outputs that are internationally competitive.	APT 43	The existence of formal evidence of functional research groups and research laboratories, guaranteed and facilitated by the university and the faculty, is demonstrated by: formal legal evidence of the existence of research groups and research laboratories; the active involvement of research groups in national and international networks; the production of research outputs that are useful for solving problems in society; and the production of research outputs that are internationally competitive.	IKU	AMI	U/F/P
2.5.5.1	Universities and faculties must ensure the involvement of lecturers in activities to develop competencies in the field of research every year.	UPGRI S	80% of lecturers participate in annual professional development activities in the field of research, supported by valid and complete documentary evidence.	ICT	Monev	U/F

## **H. STRATEGIES FOR ACHIEVING STANDARDS**

1. UPGRIS must organise training in research methodology and data processing applications.
2. Lecturers must develop their research skills.

## **I. RELATED DOCUMENTS**

1. Research Guidelines
2. Guidelines for the Preparation of a Lecturer's Research Roadmap

## **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**



<b>APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>STANDARD RESEARCH FORM</b>

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 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	Researchers' ability to master research methods in accordance with their field of study, research subject, and the level of complexity and depth of the research, accompanied by valid and complete documentary evidence.	SN DIKTI			
2	The researcher's authority to conduct research based on their mastery of research methods, supported by valid and complete documentary evidence.	SN DIKTI			
3	The completion of at least one research project by a lecturer, funded by the university or by other domestic institutions, or by other overseas institutions, each year, accompanied by valid and complete documentary evidence.	APT, APS and LAMDIK			
4	The existence of formal evidence of functional research groups and research laboratories, guaranteed and facilitated by the university and the faculty, as demonstrated by: formal legal evidence of the existence of research groups and research	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	laboratories ; the active involvement of research groups in national and international networks; the production of research outputs that are beneficial for solving problems in society; and the production of research outputs that are internationally competitive.				
5	80% of lecturers participate in annual professional development activities in the field of research, supported by valid and complete documentary evidence.	UPGRIS			

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



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

**SOP  
ESTABLISHMENT OF RESEARCH STANDARDS**

Document Code	:	SOP-UPGRIS-2.5.1
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, 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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH STANDARDS**

1. Purpose : The SOP on the Establishment of Researcher Standards aims to prepare the implementation of training activities on the drafting of DRPM research proposals in a detailed and meticulous manner by inviting DRPM Reviewers as resource persons.
2. Scope : The scope of this guide covers the implementation of training activities on the drafting of DRPM research proposals, known as the Research Proposal Clinic
3. Researcher  
Researcher Standards, constitute the minimum criteria for researchers, which include: a) the researcher's ability to conduct research; b) the level of mastery of research methods appropriate to the scientific field, research subject, and the level of complexity and depth of the research, determined based on academic qualifications and research outcomes; c) the authority to conduct research is regulated in detailed guidelines issued by the Director General.
4. Definition
  - a. Developing standards is a working process aimed at establishing standards regarding the requirements of the Internal Quality Assurance System (SPMI). This activity involves reviewing the eight national higher education standards and other institutional requirements to formulate new, more detailed standards;
  - b. Formulating standards involves writing the content of each standard in the form of a complete and comprehensive statement, using the Audience, Behaviour, Competence, and Degree framework as a reference for performance measurement;
5. Procedure
  - a. This procedure comes into effect from the date of its adoption. Any changes to the steps in the procedure and the forms used must be discussed in the designated forum and subsequently approved by the Rector
  - b. The procedure drafter and the procedure reviewer are responsible for ensuring:
    - 1) All personnel involved in this procedure understand and are familiar with every step and requirement of this procedure.

- 2) All personnel involved in this procedure must possess the competencies specified in the document setting out their authority and responsibilities.
- c. The checks and monitoring of activities under this procedure are set out in the SOP Checklist (DP-UPGRIS)
  - d. Training on the preparation of DRPM research proposals is conducted at least once per academic year. Participants in the DRPM research proposal preparation training are proposers who will submit research proposals to the DRPM.
  - e. The Head of the LPPM is responsible for organising the DRPM research proposal writing training.
  - f. The organisation of the DRPM research proposal drafting training is carried out by a committee formed by the Head of the LPPM.
  - g. The organisation of the DRPM research proposal writing training is led by the Head of the Centre responsible for the implementation of the DRPM research proposal writing training.
  - h. The LPPM draws up a schedule for the training activities
  - i. The LPPM is publicising this plan of activities to the faculties so that lecturers are aware of the initiative and can begin preparing their proposals;
  - j. The LPPM has written to the Dean requesting that lecturers be nominated or invited to participate in the DRPM research proposal writing clinic/training; Training participants are expected to bring a draft proposal for consultation with the Reviewer;
  - k. Draft proposals must be received by the LPPM one week prior to the event date so that they can be forwarded in advance to the reviewers via , allowing the reviewers sufficient time to assess the draft proposals they have received;
  - l. Proposers who have submitted their draft proposals and received feedback from the reviewers will be given the opportunity to present their draft proposals;
  - m. Reviewers will assess the suitability of the draft proposal;
  - n. Proposers will revise the draft proposal based on the comments provided by the Reviewer.
  - o. Evaluation of the DRPM Research Proposal Writing Training.

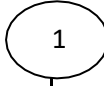
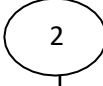
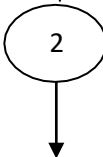
- p. The evaluation of the DRPM research proposal writing training is conducted in accordance with the notes of the person responsible for implementing the DRPM research proposal writing training, the minutes of the DRPM research proposal writing training, and the dynamics of the evolving situation and conditions.
- q. The Head of the LPPM chairs the Evaluation Meeting for the DRPM research proposal writing training at the end of each session.
- r. The agenda for the evaluation meeting on the DRPM research proposal writing training covers the preparation, implementation, and factors that have supported or hindered the smooth running of the DRPM research proposal writing training.
- s. The Head of the LPPM determines the corrective actions to be taken for the next DRPM research proposal drafting training period .

## 6. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
- h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;

- i. Good Practice in Higher Education Quality Assurance: Volume I – Process; Learning;
- j. Good Practices in Higher Education Quality Assurance, Volume II: Study Programme Curricula;
- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media; and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITIES	DEAN	LPPM	INTERNAL REVIEW TEAM	
1	This procedure shall come into effect from the date of its issuance. Any changes to the steps in the procedure and the forms used must be discussed in the designated forum and subsequently approved by the Rector					
2	The procedure drafter and the procedure reviewer are responsible for ensuring:					
	a. All personnel involved in this procedure are aware of and understand each step and provision of this procedure.					
	b. All personnel involved in this procedure must possess the competencies specified in the document setting out their authority and responsibilities.					

3	The inspection and monitoring of activities under this procedure are set out in the SOP Checklist (DP-UPGRIS)			↓ 3		
4	Training activities on the preparation of research proposals are held at least once per academic year.			↓ 4		
5	Participants in the DRPM research proposal drafting training are proposers who will submit to the DRPM.	5		←		
6	The Head of the LPPM is responsible for organising the DRPM research proposal writing training.			→ 6		
7	The organisation of the DRPM research proposal writing training is carried out by a committee is formed by the Head of the LPPM			↓ 7		
8	The DRPM research proposal writing training was led by the Head of the Centre responsible for organising the training research proposal writing DRPM research			↓ 8		
9	The LPPM draws up a schedule for the implementation of the training activities			↓ 9		
10	LPPM disseminates this activity plan to the Faculty so that lecturers are aware of the activity and can immediately prepare to draft proposals		10	←	10	
11	LPPM writes a letter to the Dean requesting the appointment of, or inviting, lecturers to participate in the DRPM research proposal writing clinic/training		11	←	11	
12	Training participants are expected bring a draft proposal for submitted to the reviewer	12		→	12	
13	The draft proposal is received by the LPPM one week before the event date; for , it is sent to first, and to the Reviewer, so that the Reviewer has time			13	→	13

	to assess the draft proposal they have received					
14	Proposers who have submitted their draft proposals and received comments from the Reviewer are given the opportunity to present their draft proposals	14				
15	Reviewers will assess the suitability of the draft proposal				15	
16	The proposer revises the draft proposal based on the reviewer's comments	16				
17	Evaluation of Research Proposal Writing Training Research Proposal Preparation	16	17			
18	The evaluation of the DRPM research proposal drafting training was carried out in accordance with the notes of the person responsible for implementing the DRPM research proposal drafting training, the minutes of the DRPM research proposal drafting training, and the dynamics of the evolving situation and conditions			18		
19	The Head of the LPPM chairs the Evaluation Meeting for the DRPM research proposal writing training at the end of each activity			19		
20	The agenda for the evaluation meeting of the DRPM research proposal drafting training covers preparation, implementation, and factors that support or hinder the smooth running of the training research proposal drafting DRPM			20		
21	The Head of LPPM determines the corrective actions to be taken during the DRPM research proposal writing training period next			21		

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



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

**SOP  
IMPLEMENTATION OF RESEARCH STANDARDS**

Document Code	:	SOP-UPGRIS-2.5.2
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH STANDARDS**

1. Purpose: The SOP on the Implementation of Research Standards aims to regulate procedures regarding the system for awarding recognition to lecturers who have successfully secured external funding grants and whose results have been published in reputable international journals
2. Scope: The scope of this guideline covers the procedures for the awarding of rewards by the LPPM to UPGRIS lecturers, particularly those who have secured external funding and had their results published in reputable international journals, as well as other achievements in the field of science and technology. The purpose of this initiative is to demonstrate LPPM's appreciation for lecturers who have successfully raised the profile of UPGRIS in the national and international fields of science, technology, and innovation, and to serve as motivation for other lecturers to follow suit.
3. Researcher Standards  
Researcher Standards are the minimum criteria for researchers, comprising: a) the researcher's ability to conduct research; b) the level of mastery of research methods appropriate to the academic discipline, research subject, and the complexity and depth of the research, determined based on academic qualifications and research outcomes; c) the authority to conduct research is regulated in detailed guidelines issued by the Director General.
4. Definition
  - a. Implementing standards involves putting into practice the provisions based on measurements, specifications and benchmarks as set out in the Research Assessment Standards, which must be adhered to, carried out and achieved.
  - b. A standard procedure is a description of the sequence of steps required to achieve a specific outcome, written in a systematic, chronological, logical and coherent manner, and accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure

- c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
- d. 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 particular field.
- e. The researcher standards encompass standards for proposal writing training, research reporting standards, researcher human resources, and the rewards system. Research training involves training sessions on drafting DRPM research proposals, with DRPM reviewers invited as guest speakers. The reporting standards cover the process of reporting research results from start to finish. The reward system involves the awarding of recognition by the LPPM to lecturers at UPGRIS, particularly those who have secured external funding and whose results have been published in reputable international journals, as well as for other achievements in the fields of science, technology, and innovation.

## 5. Procedures

- a. This procedure shall come into effect on the date specified. Any amendments to this procedure must be discussed in the designated forum and subsequently approved by the Vice-Rector.
- b. The awards are presented once per academic year.
- c. Recipients of the award are lecturers who have secured external and internal grant funding, whose results have been published in reputable international journals, and who have achieved other accomplishments in the field of science and technology.
- d. The Head of the Research and Community Service Office (LPPM) is responsible for organising the award ceremony.
- e. The award ceremony is organised by a committee formed by the Head of the LPPM.
- f. The LPPM establishes a committee to organise the award ceremony for lecturers who have secured external grants and whose results have been published in reputable international journals, as well as for other achievements in the field of science and technology.
- g. The awards were presented not only to lecturers who secured external grants and had their findings published in reputable international journals, but also to UPGRIS lecturers who successfully obtained intellectual property rights or patents.
- h. In addition to receiving financial incentives, recipients also receive a Certificate of Recognition.

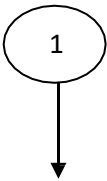

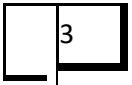
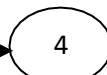

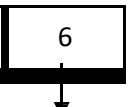
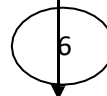
- i. The Certificate of Recognition is signed by the Rector of UPGRIS and the Chair of the Research and Community Service Office (LPPM).

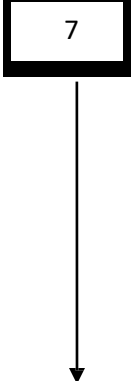
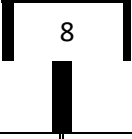



## 6. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
- h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
- i. Good Practice in Higher Education Quality Assurance, Volume I: The Learning Process;
- j. Good Practices in Higher Education Quality Assurance, Volume II: Study Programme Curricula;
- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;

- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media; and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITIES	DEAN	LPPM	REVIEWER	
1	This procedure shall come into effect from the date of its issuance. Any amendments to this procedure must be discussed in the designated forum and subsequently approved by the Rector.					
2	The awarding of rewards takes place once per academic year					
3	The recipients of the awards are lecturers who have secured external and internal grants, whose research findings have been published in reputable international journals, and who have achieved other notable accomplishments in the field of Science and Technology					
4	The Head of the Research and Community Service Office (LPPM) is responsible for organising the award ceremony					
5	The award ceremony is organised by a committee formed by the Head of the LPPM					
6	LPPM forms a committee for the award ceremony for lecturers who receive external grants					

	and whose work published in and other achievements in the field of science and technology					
7	In addition to the ' ' award, which is presented to lecturers who have secured external grants and published their findings in reputable international journals, awards are also given to UPGRIS lecturers who have successfully obtained intellectual property rights or patents					
8	In addition to receiving financial incentives, they also receive a Certificate of Recognition					
9	The Certificate/Certificate of Recognition is signed by the Rector of UPGRIS and the Chair of the LPPM	 				

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP RESEARCH STANDARD EVALUATION</b>

Document Code	:	SOP-UPGRIS-2.5.3
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH EVALUATION**

1. Purpose : To evaluate the implementation of the UPGRIS Researcher Standards
2. Scope : This evaluation manual applies: When the Researcher Standards must be implemented in all study programmes at the UPGRIS
3. Researcher  
Researcher Standards constitute the minimum criteria for researchers, comprising: a) the researcher's ability to conduct research; b) the level of mastery of research methods appropriate to the academic discipline, research subject, and the complexity and depth of the research, as determined by academic qualifications and research outcomes; c) the authority to conduct research is regulated in detailed guidelines issued by the Director General.
4. Definition
  - a. Implementing standards involves putting into practice the provisions based on measurements, specifications and benchmarks as set out in the Research Standards statement, which must be adhered to, carried out and fulfilled
  - b. A standard operating procedure is a systematic, chronological, logical and coherent description of the sequence of steps required to achieve a specific objective, accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure.
  - c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - d. The researcher standards cover standards for proposal writing training, research reporting standards, researcher human resources and the rewards system. Research training involves training sessions on drafting DRPM research proposals, with DRPM reviewers invited as guest speakers. The reporting standards cover the reporting of research results from start to finish. The reward system involves the awarding of recognition by the LPPM to lecturers at the UPGRIS, particularly those who have secured

external funding and whose results have been published in reputable international journals, as well as for other achievements in the field of science and technology.

5. Procedures

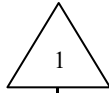
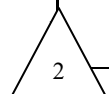
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to monitor and evaluate the achievement of Researcher Standards	Vice-Rector
Dean	Instructs the First Vice Dean, Heads of Study Programmes, and UPMF/UPMPPS to monitor and evaluate Research Assessment Standards, and to compile a report on the results of the monitoring and evaluation	Vice-Rector I
Vice-Dean I and Programme Directors	1. Form a team to evaluate the achievement of Researcher Standards 2. To evaluate the achievement of Researcher Standards 3. Report the results of the evaluation of compliance with Researcher Standards to the Dean for follow-up	Dean
Faculty Senate	1. Discuss the results of the evaluation of the fulfilment of Researcher Standards 2. Approving the results of the evaluation of the achievement of Researcher Standards	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of the achievement of Researcher Standards to facilitate improvements by the relevant parties	Dean
Lecturers	Carry out academic activities to improve the achievement of Researcher Standards	Dean

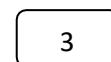
6. Reference

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015; on National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;

- e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 on National Standards for Higher Education;
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- i. Good Practice in Higher Education Quality Assurance, Volume I: The Learning Process;
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- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
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- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media; and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector I Instructs deans to monitor and evaluate the achievement of Researcher Standards	 1			
2	Deans instruct the First Vice Dean to work with the Head of Programme to draw up Researcher Standards	 2			
3	Form a team to assess compliance with the Researcher Standards,				



	to assess compliance with Researcher Standards, and to report the results of the assessment of compliance with Researcher Standards to the dean for follow-up				
4	The Faculty Senate discusses the results of the evaluation of the fulfilment of Researcher Standards, and approves the results of the evaluation of the fulfilment of Researcher Standards		4 ↓		
5	The First Vice Dean/Head of Programme prepares a draft of the Researcher Standards		5 ↓		
6	Senate meeting to discuss the draft Researcher Standards at the Faculty Senate meeting			6 ↓	
7	The Faculty Senate approved the draft Researcher Standards			7	
8	The First Vice Dean/Head of Programme is raising awareness of the Researcher Standards		8		
9	Lecturers carry out academic activities to meet the Researcher Standards				9

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>CONTROL OF RESEARCH STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.5.4
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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**  
**RESEARCH STANDARDS CONTROL**

1. Objective : To oversee the implementation of the Researcher Standards of the PGRI Semarang so that the requirements of these standards can be met
2. Scope : This standard control manual applies : When these require routine and continuous monitoring, supervision, checking, inspection, and evaluation
3. Researcher  
Researcher Standards constitute the minimum criteria for researchers, comprising: a) the researcher's ability to conduct research; b) the level of mastery of research methods appropriate to the scientific field, research subject, and the complexity and depth of the research, determined based on academic qualifications and research outcomes; c) the authority to conduct research is regulated in detailed guidelines issued by the Director General.
4. Definition
  - a. Monitoring is the process of observing a process or activity with the aim of determining whether it is proceeding in accordance with established standards.
  - b. Evaluation is the activity intended to determine whether a process or activity is in line with the established objectives.
  - c. An audit is an activity to examine or audit all aspects of research implementation, carried out periodically to verify whether all research processes across all study programmes are proceeding in accordance with the Research Assessment Standards.
  - d. The researcher standards cover standards for proposal writing training, research reporting standards, researcher human resources and the rewards system. Research training involves training sessions on drafting DRPM research proposals, with DRPM reviewers invited as guest speakers. The reporting standards cover the reporting of research results from start to finish. The reward system comprises the initiative, through which the LPPM awards recognition to lecturers at UPGRIS, particularly those who have secured external funding and whose results have been published in reputable

international journals, as well as for other achievements in the field of science and technology.

## 5. Procedures

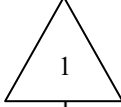
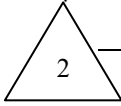

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructing the deans to enforce the Researcher Standards	Vice-Rector
Dean	Instruct the Vice-Dean I, together with the Head of Programme, to oversee compliance with Researcher Standards	Vice-Rector I
Vice-Dean I and Head of Programme	<ol style="list-style-type: none"> <li>1. Carry out technical and/or administrative preparations regarding the readiness of the evaluation instruments to be used in accordance with the content of the Researcher Standards.</li> <li>2. To evaluate the implementation of the dissemination of the Researcher Standards to all lecturers, staff, students, alumni, graduate employers, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, dissemination sessions, or other forums.</li> <li>3. Conduct an evaluation of the implementation of the Researcher Standards and report the results of this evaluation to facilitate follow-up action.</li> </ol>	Dean

## 6. References

- a. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education, 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;

- e. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
  - f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
  - g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 concerning National Standards for Higher Education;
  - h. Ministry of Research, Technology and Higher Education Regulation No. 62 of 2016 on National Standards for Higher Education;
  - i. Good Practices in Higher Education Quality Assurance, Book I: The Learning Process;
  - j. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
  - k. National Research Master Plan 2017–2045;
  - l. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
  - m. Law No. 20 of 2003 on the National Education System;
  - n. Law No. 14 of 2005 on Teachers and Lecturers;
  - o. Law No. 12 of 2012 on Higher Education;
  - p. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
  - q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector I Instructs deans to implement control of Researcher Standards	 1	
2	The Dean instructs the First Vice Dean and the Head of Programme to oversee the Research Standards	 2	
3	1. Carry out technical and/or administrative preparations relating to the readiness of the		 <div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">3</div>

	<p>evaluation instruments to be used in accordance with the Researcher Standards.</p> <p>2. Conduct periodic and consistent evaluations of the dissemination of the Researcher Standards to all lecturers, staff, students, alumni, employers of graduates, professional organisations, and other stakeholders of the Universitas Indonesia, whether through the website, workshops, outreach sessions, or other forums.</p> <p>3. Conduct an evaluation of the implementation of the Researcher Standards and report the results of this evaluation to facilitate follow-up action.</p>		
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**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP IMPROVEMENT OF RESEARCH STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.5.5
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH STANDARDS**

1. Objective : To continuously improve the quality of the at the end of each cycle
2. Scope : This standard development manual applies: To the Standard cycle The research was completed (after two years) and the standard was subsequently improved
3. Researcher  
Researcher Standards are the minimum criteria for researchers, comprising: a) the researcher's ability to conduct research; b) the level of mastery of research methods appropriate to the scientific field, research subject, and the level of complexity and depth of the research, determined on the basis of academic qualifications and research outcomes; c) the authority to conduct research is regulated in detailed guidelines issued by the Director-General.
4. Definition
  - a. The development or improvement of standards is an effort to evaluate and improve the quality of the content of the standards periodically, continuously and sustainably
  - b. Standard evaluation is the act of assessing the content of the Researcher Standards, based, amongst other things, on:
    - 1) Research outcomes disseminated to all elements of society
    - 2) The results of self-evaluation of research output development programmes
    - 3) Results of user satisfaction surveys regarding research outcomes
    - 4) Results of the Research Assessment Standards workshop
    - 5) Developments in the situation and conditions at UPGRIS, the demands of stakeholders and the wider community, and the introduction of new government policies on higher education, particularly regarding the Researcher Standards that must be met.
    - 6) The relevance of the vision and mission of UPGRIS
  - c. A standard cycle refers to the duration or period of validity of a standard in accordance with the aspects it regulates

## 5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to improve Researcher Standards	Vice-Rector
Dean	Instructs the First Vice Dean and the Head of Programme to improve Researcher Standards	Vice-Rector I
Vice-Dean I and Programme Coordinator	<ol style="list-style-type: none"> <li>1. Forming a team to analyse the results of the evaluation of compliance with the Researcher Standards</li> <li>2. Preparing a draft for the improvement of Researcher Standards</li> <li>3. Formulating the new Researcher Standards in a departmental meeting</li> <li>4. Reporting the formulation of the new Researcher Standards to the Dean for further action</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the proposed Researcher Standards drafted by the Dean</li> <li>2. Approving the new Researcher Standards</li> </ol>	Dean
Dean	Proposing the new Researcher Standards for approval by the rector	Dean

## 6. Reference

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Ministry of Research, Technology and Higher Education. 2015. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 concerning National Standards for Higher Education. Jakarta: Ministry of Research, Technology and Higher Education;
- d. Government Regulation No. 19 of 2005 on National Education Standards;
- e. Government Regulation No. 17 of 2010 on the Provision of Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;

- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 49 of 2014 on National Standards for Higher Education;
- h. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
- i. Good Practice in Higher Education Quality Assurance, Book I: The Learning Process;
- j. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
- k. National Research Master Plan 2017–2045;
- l. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- m. Law No. 20 of 2003 on the National Education System;
- n. Law No. 14 of 2005 on Teachers and Lecturers;
- o. Law No. 12 of 2012 on Higher Education;
- p. UPGRIS. 2015. Strategic Plan of UPGRIS2015–2019. Semarang: Lontar Media;
- q. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media; and
- r. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Vice-Rector I	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector I Instructs the deans to improve Researcher Standards	1			
2	The Dean has instructed the First Vice Dean and the Head of the Study Programme to improve research standards		2		
3	Vice-Dean I/Head of Programme Form a team to analyse the results of the evaluation of the achievement of Research Standards, prepare a draft for the improvement of Research Standards, formulate new Research			3	

	Standards in a departmental meeting, and report the formulation of the new Research Standards to the Dean for further action				
4	The Faculty Senate discusses the proposed Research Assessment Standards formulated by the Dean, approves the new Research Standards, and submits the approved new Research Standards ( ) to the Dean				4
5	The Dean has proposed new researcher standards for approval by the Vice-Rector				

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP RESEARCH CAPACITY BUILDING ACTIVITIES</b>

Document Code	:	SOP-UPGRIS-2.5.6
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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**

### **RESEARCH CAPACITY BUILDING ACTIVITIES**

1. Objective : This SOP aims to provide guidance on the implementation of for researcher capacity-building activities in training and mentoring on proposal writing, research implementation and reporting.
2. Scope : The scope of this SOP details the preparation through to the implementation of researcher capacity-building activities in training and mentoring for proposal drafting, research implementation and reporting.
3. Researcher Standards  
Researcher Standards are the minimum criteria for researchers, which include: a) the researcher’s ability to conduct research; b) the level of mastery of research methods appropriate to the scientific field, research subject, and the level of complexity and depth of the research, determined based on academic qualifications and research outcomes; c) the authority to conduct research is regulated in detailed guidelines issued by the Director General.
4. Definition  
Researcher capacity-building activities comprise training and mentoring in the preparation of research proposals, the conduct of research, and the preparation of research reports
5. References
  - a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
  - b. Law No. 20 of 2003 on the National Education System;
  - c. Law No. 12 of 2012 on Higher Education;
  - d. Law No. 14 of 2015 on Teachers and Lecturers;
  - e. Government Regulation No. 19 of 2005 on National Education Standards;
  - f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
  - g. SPMI Policy of UPGRIS;
  - h. UPGRIS Research Strategic Plan 2015–2019; and

i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

6. Procedures

- a. This procedure comes into effect from the date of its adoption. Any changes to the steps in the procedure and the forms used must be discussed in the designated forum and subsequently approved by the Rector.
- b. The procedure drafter and the procedure reviewer are responsible for ensuring:
  1. All personnel involved in this procedure understand and are familiar with every step and provision of this procedure.
- c. All personnel involved in this procedure must possess the competencies specified in the document setting out their authority and responsibilities. The checks and monitoring of activities within this procedure are set out in the Checklist.
- d. Capacity-building activities for researchers in the areas of proposal drafting support, research implementation and reporting are conducted at least twice during an academic year.
- e. Participants in capacity-building activities for researchers in training and guidance on proposal preparation, research implementation and reporting are lecturers at UPGRIS.
- f. The Head of the LPPM is responsible for organising capacity-building activities for researchers in training and guidance on proposal preparation, implementation and research reporting.
- g. The organisation of capacity-building activities for researchers, covering training and guidance on proposal preparation, research implementation and reporting, is carried out by a committee formed by the Head of the LPPM.
- h. The organisation of capacity-building activities for researchers in training and mentoring on proposal preparation, research implementation and reporting is led by the Head of the LPPM.
- i. The evaluation of researcher capacity-building activities is carried out by the Head of the LPPM.
- j. The evaluation of researcher capacity-building activities is carried out in accordance with the records of the person responsible for the implementation of training on the

preparation of research proposals, implementation and reporting, and the minutes of the implementation.

- k. The Head of the LPPM chairs the evaluation meeting for researcher capacity-building activities at the end of each activity.
- l. The agenda for the evaluation meeting on researcher capacity-building activities covers preparation, implementation, and factors that support or hinder the smooth running of the activities.
- m. The Head of the LPPM determines the corrective actions to be taken for the next phase of researcher capacity-building.

### 7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURE R	DEAN/DIRECTOR	LPPM	SPEAKER/REVIEWER
1	The Research and Community Service Office (LPPM) draws up a schedule for capacity-building activities for researchers.			<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> <div style="text-align: center; margin-top: 5px;">↓</div>	
2	The LPPM has informed the Dean and the Director of these plans.			<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div> <div style="text-align: center; margin-top: 5px;">↓</div>	
3	The LPPM has written a letter to the Dean and Director requesting that they assign lecturers to participate in the researcher capacity-building programme.		<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div>		
4	The Dean/Director assigns lecturers to participate in researcher capacity-building activities.		<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div>		
5	Lecturers participate in researcher capacity-building activities.	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5</div>			
6	Speakers provide training and mentoring.				<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div>
7	The resource person conducts an evaluation of participants' capacity building.				<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">7</div>
8	Lecturers possess research capabilities.	<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">8</div>			

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



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

**SOP  
REWARD SYSTEM**

Document Code	:	SOP-UPGRIS-2.5.7
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	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 REWARD SYSTEM**

1. Purpose: These guidelines are intended to regulate the procedures for the reward system for lecturers who successfully secure external funding grants and whose results are published in reputable international journals.

### 2. Scope

The scope of these guidelines covers the procedures for the awarding of rewards by the LPPM to UPGRIS lecturers, particularly those who have secured external funding and had their results published in reputable international journals, as well as other achievements in the field of science and technology. The purpose of this initiative is to demonstrate LPPM's appreciation for lecturers who have successfully raised the profile of UPGRIS at both national and international levels, and to serve as motivation for other lecturers to follow suit.

### 3. Definition

The reward scheme is a programme run by the LPPM to recognise UPGRIS lecturers, particularly those who have secured external funding and had their research published in reputable international journals, as well as other achievements in the fields of science, technology, engineering and mathematics.

### 4. References

- a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
- e. Government Regulation No. 19 of 2005 on National Education Standards;
- f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan 2015–2019; and

i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

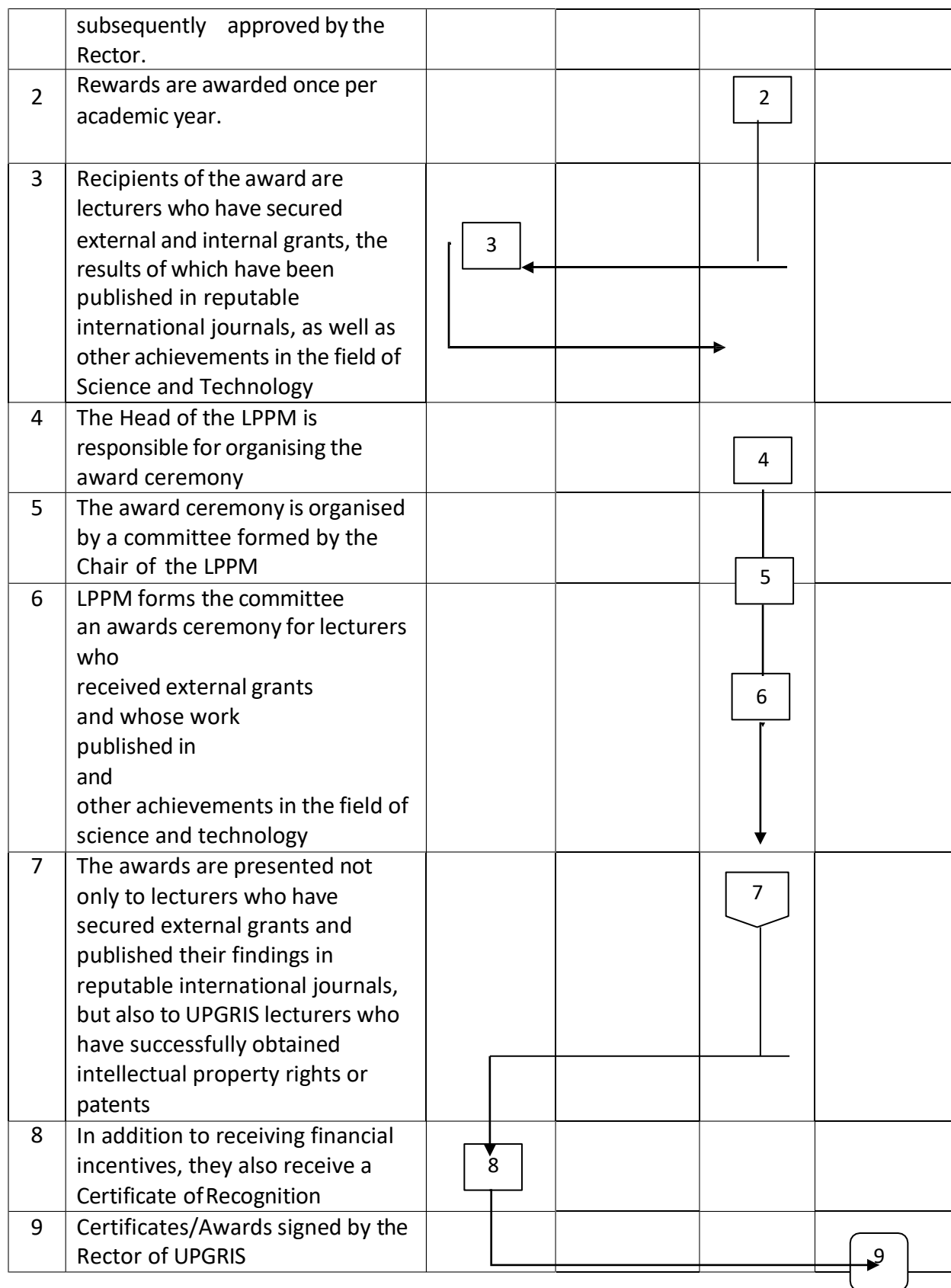
5. Procedure

- a. These procedures shall come into force on the date of their issuance. Any amendments to these procedures must be discussed in the designated forum and subsequently approved by the Rector.
- b. The awarding of rewards is conducted once per academic year.
- c. Recipients of rewards are lecturers who have secured external and internal grant funding, whose results have been published in reputable international journals, and who have achieved other accomplishments in the field of science and technology.
- d. The Head of the LPPM is responsible for organising the award ceremony.
- e. The award ceremony is organised by a committee formed by the Head of the LPPM. The LPPM establishes a committee to organise the award ceremony for lecturers who have secured external grant funding, with the results published in reputable international journals, as well as for other achievements in the field of science and technology.
- f. Awards are granted not only to lecturers who have secured external grant funding and whose results have been published in reputable international journals, but also to UPGRIS lecturers who have successfully obtained intellectual property rights (IPR) or patents.
- g. In addition to receiving financial incentives, recipients also receive a Certificate of Recognition.

The Certificate/Award Certificate is signed by the Rector of UPGRIS and the Chair of the LPPM

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		HEAD OF RESEARCH ACTIVITIES	DEAN/DIRECT OR	LPPM	Rector
1	This procedure shall come into effect from the date of its issuance. Any amendments to this procedure must be discussed in the designated forum and			<div style="border: 1px solid black; border-radius: 10px; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">1</div> <div style="text-align: center; margin-top: 5px;">↓</div>	



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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**RESEARCH FACILITIES AND INFRASTRUCTURE 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 IV Research, Community Service & Development	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 outlines the minimum criteria for the facilities and infrastructure required to support the content and processes of research in order to achieve research outcomes. The research facilities and infrastructure referred to here are university facilities used by both lecturers and students as a basis for research in designing, conducting and publishing research results, at a minimum in relation to the field of study, study programme, faculty, institution and/or funding body.

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

To realise the vision, mission and objectives of UPGRIS, these include fostering student intellectual development and the implementation of the Four Pillars of Higher Education, one of which is research output. The indicators used to measure the achievement of research output standards are derived from the National Standards for Higher Education (SN DIKTI), study programme accreditation indicators, institutional accreditation indicators, and higher education ranking indicators. UPGRIS must guide, manage, and facilitate the implementation of the research dharma by every lecturer, both individually and in groups, and ensure that research is published for the benefit of society; therefore, research output standards must be established. In addition to being an effort to achieve the university's vision and mission, the establishment of research output standards is also intended to meet legal requirements, particularly Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education.

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

1. To serve as a guideline for UPGRIS management in establishing policies relating to the field of research
2. To serve as a guideline for the Research and Community Service Office (LPM) in evaluating and monitoring research outcomes
3. To serve as a guideline for faculties and study programmes in setting research output targets in terms of quality and quantity
4. To serve as a guideline for lecturers in producing research outputs

## **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the researcher standards
2. The Vice-Rector IV is responsible for reviewing the draft research standards
3. The Academic Senate is responsible for providing input on the draft researcher standards
4. The Rector is responsible for approving the draft research output standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing research output standards
6. The LPM is responsible for monitoring research output standards
7. Lecturers and students are responsible for the implementation and achievement of research output standards
8. The Research and Community Service Office (LPPM) is responsible for evaluating research outcomes

## **F. GLOSSARY**

1. Research is an activity carried out in accordance with scientific principles and methods in a systematic manner to obtain information, data, and evidence relating to the understanding and/or testing of a branch of knowledge and technology.
2. A research proposal is a document used in the submission of a research project, containing the research background, theoretical framework, research methods, and accompanied by a work plan and a research funding plan.
3. A research report is a written document detailing the results of a research study, presented clearly and organised according to specific writing methods and a systematic structure, using straightforward language.

4. Research monitoring and evaluation is the process of assessing the planning, process and results of research based on specific pre-defined indicators.
5. A researcher is a person who carries out research.
6. A lecturer is a professional educator and scholar whose primary duties are to transform, develop, and disseminate knowledge and technology through education, research, and community service.
7. A research reviewer is a trained and certified lecturer assigned to evaluate the planning, process and results of research conducted by a lecturer/group of lecturers, a student/group of students or a lecturer together with students in accordance with the established assessment indicators.

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

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASU REMEN T METHO D	INDIC ATOR CODE
2.6.1.1	Universities, faculties and degree programmes are required to ensure the availability of research facilities and infrastructure that meet standards of quality, occupational safety, health, comfort and the safety of researchers and the public.	SN DIKTI  (P51. 3)	The availability of research facilities and infrastructure that meet standards of quality, occupational safety, health, comfort, and the safety of researchers and the public.	IKU	Monev	U/F/P
2.6.2.1	Universities and faculties must ensure the availability of up-to-date and relevant facilities and infrastructure to support research activities	APT 37 A	Availability of relevant and up-to-date facilities and infrastructure to support research activities and facilitate students with special needs.	IKU	AMI	U/F

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASU REMEN T METHO D	INDIC ATOR CODE
	and facilitate students with special needs.					
2.6.3.1	Universities and faculties must ensure the availability of ICT (Information and Communication Technology) systems to manage and disseminate knowledge (e.g. Educational/Learning Information Systems, Research and Community Engagement Information Systems, Library Information Systems, etc.)	APT 37C	Availability of ICT (Information and Communication Technology) systems to manage and disseminate knowledge (e.g. Education/Learning, Research and Community Engagement Information Systems, Library Information Systems, etc.)	IKU	AMI	U/F
2.6.4.1	Universities and faculties must ensure the availability of relevant and up-to-date facilities and infrastructure to support research activities and foster an academic atmosphere .	APS 35	The availability of relevant and up-to-date facilities and infrastructure to support research activities and foster an academic atmosphere.	IKU	AMI	U/F
2.6.5.1	The university and faculties must ensure the existence of a plan for the development of facilities and infrastructure to support research in accordance with the VMTS objectives of the University and Faculties.	LAME MBA C5	The availability and implementation of infrastructure development plans to support research in accordance with the VMTS objectives of the University and Faculty.	IKT	AMI	U/F

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
2.6.6.1	The University and the Faculty must ensure the availability and operation of a research infrastructure management system ( ) covering information systems, laboratories, bandwidth, libraries and health services, which enables interaction among the academic community.	LAM INFOK OM C5	The effective management of research facilities and infrastructure—including information systems, laboratories, bandwidth, , libraries and health services—enables interaction among the academic community.	ICT	AMI	U/F

#### H. STRATEGY FOR ACHIEVING STANDARDS

1. The LPPM prepares proposals for the facilities and infrastructure required for research activities.
2. Monitoring of facilities and infrastructure is carried out in accordance with the planned specifications.
3. Regular maintenance is carried out on the facilities and infrastructure to support research and community service activities.

#### I. RELATED DOCUMENTS

1. Research Guidelines
2. Guidelines for the Preparation of a Research Roadmap for Lecturers

## 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 RESEARCH FORM**

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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	

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	Availability of research facilities and infrastructure that meet standards of quality, occupational safety, health, comfort, and the safety of researchers and the public.	SN DIKTI			
2	The availability of relevant and up-to-date facilities and infrastructure to support research activities and facilitate students with special needs.	APT			
3	The availability of ICT (Information and Communication Technology) systems to manage and disseminate knowledge (e.g. Educational/Learning Information Systems, Research and Community Service Information Systems, Library Information Systems, etc.)	APT			
4	Availability of relevant and up-to-date facilities and infrastructure to support research activities and foster an academic atmosphere.	APS			
5	The availability and implementation of a	LAMEMBA			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	development plan for facilities and infrastructure to support research in line with the objectives of the University and Faculty VMTS.				
6	The effective management of research facilities and infrastructure, including information systems, laboratories, bandwidth, libraries and health services, which facilitates interaction among the academic community.	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 DOCUMENT  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF STANDARDS FOR RESEARCH FACILITIES AND INFRASTRUCTURE**

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH FACILITIES AND INFRASTRUCTURE**

1. Purpose : The SOP on the Establishment of Standards for Research Facilities and Infrastructure is intended to serve as a guideline for lecturers, assistants, administrative staff, laboratory managers, and students within the UPGRIS in carrying out lectures and practical sessions. To provide an explanation of the procedures for using laboratories in the conduct of lectures and practical sessions within the UPGRIS.
2. Scope : The scope of this guide covers both classroom learning and practical sessions held both on and off campus
3. Standards  
Research Facilities and Infrastructure Standards constitute the minimum criteria: a) the facilities and infrastructure required to support the content and process of research in order to achieve research outcomes; b) university facilities used to facilitate research that are at least relevant to the academic discipline of the study programme and can also be utilised for teaching and community engagement activities; c) meeting standards of quality, occupational safety, health, comfort, and security for researchers, the public, and the environment
4. Definition
  - a. Designing standards is a working process to produce standards regarding what is required in the SPMI. This activity involves reviewing the 8 national higher education standards and other institutional requirements to create new, more detailed and specific standards.
  - b. Formulating standards involves writing the content of each standard in the form of a complete and comprehensive statement, using the Audience, Behaviour, Competence, and Degree framework as a reference for performance measurement.
5. Procedure  
**Planning of Lectures and Practical Sessions**
  - a. The university prepares the lecture and practical session timetable, which is approved by the rector's decision prior to the formulation of students' study plans.

- b. The teaching staff hold an initial coordination meeting at the start of the term to discuss the syllabus, SAP, and the lecture or practical contract.
- c. The teaching staff prepare teaching materials for lectures and the equipment and materials required for practical sessions.
- d. The Faculty and the Department prepare a list of course participants for the course lecturer no later than the first day of lectures.
- e. The Faculty assists in providing facilities for the learning process (LCD, CPU, wireless microphone) and those that support the delivery of teaching.

### **Conduct of Lectures and Practical Sessions**

- a. Lecture and practical session activities for a course are managed by a team of lecturers appointed by the Dean's Decree, with the following responsibilities:
- b. Course coordinator: a lecturer who, based on their educational qualifications, expertise, and academic rank, is appointed as the coordinator and is responsible for coordinating the delivery of a course.
- c. Lecturer members: lecturers who, based on their educational qualifications and expertise, are assigned to teach a course alongside the course coordinator.
- d. The lecturer team conducts 16 lecture sessions and 14 practical sessions (equivalent to 28 hours) in accordance with the meeting schedule for one semester.
- e. At the start of the session, the lecturer presents the course contract.
- f. Lecturers deliver course material in accordance with the syllabus and SAP.
- g. Students must attend at least 75% of lectures and 100% of practical sessions, as evidenced by the attendance register.
- h. The lecturer and one student representative sign the minutes of the lecture.
- i. The attendance register and the minutes of the lectures and practical sessions are submitted to the faculty by the student representative at the end of the course.
- j. Students who are absent for reasons deemed valid under the regulations must submit a letter of permission endorsed by the Head of Department to the course lecturer no later than one week after the lecture or practical session they missed (on the day of the next lecture or practical session).

- k. Lecturers who are unable to attend a lecture must provide a make-up lecture at a time agreed upon between the lecturer and the students.
- l. All assignments given to students (quizzes, exams or other tasks), once marked, must be returned to students no later than 2 weeks after they were set.

#### **Management of Lectures and Practical Sessions**

- a. Every lecturer responsible for a course must document all materials relating to lectures and practical sessions (syllabus, course outline, course contract, attendance records, and archives of quiz questions, assignments, mid-term exams, final exams, and grade summaries) in the course file within the study programme/department.
- b. The department coordinates with the Departmental Quality Assurance Group (GJMJ) to conduct an evaluation of lecturers' teaching ability, which is assessed by at least three-quarters of the students in a class taught during the middle and end of the semester.
- c. The lecturer responsible for the course must submit the final mark records, which have been entered into the online Academic Information System (SIA), to the study programme no later than one week after the end of the examinations.

#### **Improvement of Lectures and Practical Sessions**

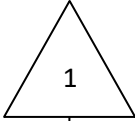
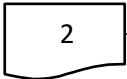

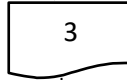

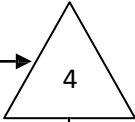

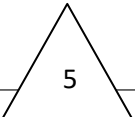
- a. Every lecturer in charge of a course is required to produce a written report on the results of the evaluation of the learning process and improvement efforts for the coming semester.
- b. The team of lecturers for the course within their respective peer groups must discuss the process of improving the course and then present it at the department meeting.

#### **6. References**

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Government Regulation No. 17 of 2010 on the Provision of Higher Education;

- d. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- e. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- f. Good Practice in Higher Education Quality Assurance, Volume I: The Learning Process;
- g. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
- h. National Research Master Plan 2017–2045;
- i. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- j. Law No. 20 of 2003 on the National Education System;
- k. Law No. 14 of 2005 on Teachers and Lecturers;
- l. Law No. 12 of 2012 on Higher Education;
- m. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- n. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;  
and
- o. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		PRINCIPAL INVESTIGATOR	DEAN	LPPM	HIGHER EDUCATION COORDINATING BOARD	
1	Lectures and practical sessions for a course are managed by a team of lecturers appointed by the Dean's Decree, with detailed responsibilities.					
2	Course coordinator: a lecturer who, based on their educational qualifications, expertise, and academic position, is appointed as the course coordinator and is responsible for coordinating the delivery of a course.					
3	Lecturer: a lecturer who, based on their educational qualifications and expertise, is assigned to teach a course together with Course coordinator.					
4	The Faculty assists in providing facilities for the learning process (LCD, CPU, wireless microphone) and those supporting the implementation teaching					
5	Report the use of the laboratory to the laboratory staff upon completion.					

**STANDARD DOCUMENTS  
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 RESEARCH FACILITIES AND INFRASTRUCTURE STANDARDS**

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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 RESEARCH FACILITIES AND INFRASTRUCTURE STANDARDS**

1. Purpose : The SOP on the Implementation of Research Facilities and Infrastructure Standards aims to implement the Research Facilities and Infrastructure Standards of the UPGRIS
2. Scope : This implementation manual applies: When the Researcher's Standards for Research Facilities and Infrastructure must be implemented in all study programmes at UPGRIS
3. The Research Facilities and Infrastructure Standards constitute the minimum criteria: a) the facilities and infrastructure required to support the content and process of research in order to achieve research outcomes; b) university facilities used to facilitate research must, at a minimum, be relevant to the academic discipline of the study programme and may also be utilised for teaching processes and community service activities; c) meeting standards of quality, occupational safety, health, comfort, and security for researchers, the public, and the environment
4. Definition
  - p. Implementing standards involves putting into practice the provisions based on measurements, specifications and benchmarks as set out in the Research Assessment Standards, which must be adhered to, carried out and achieved.
  - q. A standard procedure is a description of the sequence of steps required to achieve a specific outcome, written in a systematic, chronological, logical and coherent manner, and accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure
  - r. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - s. 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 particular field.
  - t. Standards for research facilities and infrastructure cover the use of laboratories and other facilities and infrastructure. A laboratory is a room or building equipped with apparatus

for conducting scientific experiments, research, practical learning, or the manufacture of medicines and chemical substances. Facilities refer to anything that can be used as a tool to achieve objectives or goals in the field of research. Infrastructure refers to everything that constitutes the primary support for the implementation of a process (undertaking, development, project), particularly in the field of research.

- u. The facilities and infrastructure available for conducting research comprise the practical training rooms (laboratories) located on campus and those situated off-campus.

## 5. Procedures

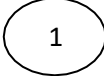
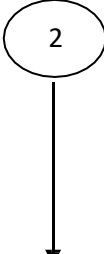
- a. Carry out technical and/or administrative preparations in accordance with the contents of the Research Facilities and Infrastructure Standards.
- b. Communicate the contents of the Research Facilities and Infrastructure Standards to all lecturers, staff, students, alumni, graduate users, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, information sessions, or other forums.
- c. Preparing and drafting documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the Researcher Standards.
- d. To carry out research activities across all study programmes at the Universitas Indonesia using the Research Facilities and Infrastructure Standards as a benchmark for achievement. The awarding of rewards is administered by a committee formed by the Head of the Research and Community Service Institute (LPPM).

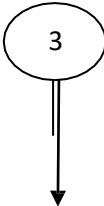

## 6. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education. 2018. Guidelines for the Implementation of Research and Community Service in Higher Education Institutions, 12th edition. Jakarta: Director General of Higher Education;
- c. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- d. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;

- e. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- f. Good Practices in Higher Education Quality Assurance, Book I: The Learning Process;
- g. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
- h. National Research Master Plan 2017–2045;
- i. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
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- n. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- and
- o. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITIES	DEAN	LPPM	REVIEWER	
1	Carry out technical and/or administrative preparations in accordance with the contents of the Research Facilities and Infrastructure Standards.					
2	Communicate the contents of the Research Facilities and Infrastructure Standards ( ) to all lecturers, staff, students, alumni, graduate users, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website,					

	workshops, outreach sessions, or other forums					
3	Preparing and drafting documents such as standard operating procedures (SOPs), work instructions, or other similar documents in accordance with the Researcher's Standards					
4	To carry out research activities across all degree programmes, using the Research Facilities and Infrastructure Standards as a benchmark for achievement. The awarding of rewards is administered by a committee formed by the Head of the LPPM					

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

**SOP  
RESEARCH STANDARD EVALUATION**

Document Code	:	SOP-UPGRIS-2.6.3
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH EVALUATION**

1. Objective : To evaluate the implementation of the Standards for Facilities and Infrastructure Research at UPGRIS
2. Scope : This evaluation manual applies to the implementation of these standards: At the time Research Facilities and Infrastructure Standards must be implemented in all study programmes at the UPGRIS
3. The Research Facilities and Infrastructure Standards constitute the minimum criteria: a) the facilities and infrastructure required to support the content and process of research in order to achieve research outcomes; b) university facilities used to facilitate research must, at a minimum, be relevant to the academic discipline of the study programme and may also be utilised for teaching processes and community service activities; c) meeting standards of quality, occupational safety, health, comfort, and security for researchers, the public, and the environment.
4. Definition
  - a. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Research Facilities and Infrastructure Standards, which must be adhered to, carried out, and achieved.
  - b. A standard operating procedure is a systematic, chronological, logical and coherent description of the sequence of steps required to achieve a particular objective, accompanied by a flowchart to facilitate understanding by all parties who will be carrying out the procedure.
  - c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - d. Standards for research facilities and infrastructure cover the use of laboratories and other facilities and infrastructure. A laboratory is a room or building equipped with apparatus for conducting scientific experiments, research, practical learning, or the manufacture of medicines and chemical substances. Facilities refer to anything that can be used as a tool

to achieve objectives or goals in the field of research. Infrastructure refers to everything that serves as the primary support for the implementation of a process (undertaking, development, project), particularly in the field of research.

#### 5. Procedure

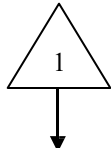
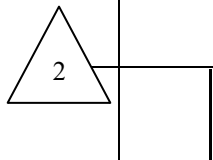
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to monitor and evaluate compliance with the Standards for Research Facilities and Infrastructure	Rector
Dean	Instruct the Vice-Dean I, Heads of Study Programmes, and UPMF/UPMPPS to monitor and evaluate the Research Facilities and Infrastructure Standards, and to compile a report on the monitoring and evaluation results	Vice-Rector I
Vice-Dean I and Programme Coordinators	<ol style="list-style-type: none"> <li>1. Form a team to evaluate the achievement of Research Facilities and Infrastructure Standards</li> <li>2. To evaluate the achievement of Research Facilities and Infrastructure Standards</li> <li>3. Report the results of the evaluation of the achievement of Research Facilities and Infrastructure Standards to the Dean for follow-up</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discuss the results of the evaluation of compliance with Research Facilities and Infrastructure Standards</li> <li>2. Approving the results of the evaluation of compliance with Research Facilities and Infrastructure Standards</li> </ol>	Dean
Vice-Dean I and Head of Programme	To disseminate the results of the evaluation of compliance with Research Facilities and Infrastructure Standards in order to secure improvements from the relevant parties	Dean
Lecturers	Carrying out academic activities to improve compliance with Research Facilities and Infrastructure Standards	Dean

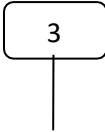
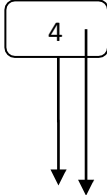
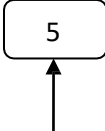
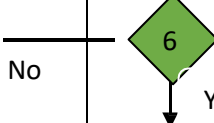
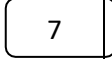

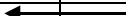

#### 6. Reference

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;

- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education.
- c. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- d. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- e. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- f. Good Practices in Higher Education Quality Assurance, Volume I: The Learning Process;
- g. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
- h. National Research Master Plan 2017–2045;
- i. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- j. Law No. 20 of 2003 on the National Education System;
- k. Law No. 14 of 2005 on Teachers and Lecturers;
- l. Law No. 12 of 2012 on Higher Education;
- m. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- n. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- and
- o. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector I Instructs deans to monitor and evaluate the achievement of Research Facilities and Infrastructure Standards				
2	Deans instruct the First Vice Dean to work with the heads of study programmes to draw up Research Facilities and Infrastructure Standards				

3	Form a team to assess compliance with the Standards for Research Facilities and Infrastructure, conduct an evaluation of compliance with Research Facilities and Infrastructure Standards, and report the results of the evaluation of compliance with Research Facilities and Infrastructure Standards to the dean for follow-up				
4	The Faculty Senate discusses the results of the evaluation of compliance with Research Facilities and Infrastructure Standards, and approves the results of the evaluation of compliance with Research Facilities and Infrastructure Standards				
5	The First Vice Dean/Head of Programme prepares a draft of the Research Facilities and Infrastructure Standards				
6	The Faculty Senate meeting discusses the draft Research Facilities and Infrastructure Standards				
7	The Faculty Senate has approved the Standard for Research Facilities and Infrastructure				
8	The First Vice Dean /Head of Programme disseminates the Research Facilities and Infrastructure Standards				
9	Lecturers carry out academic activities to meet the Research Facilities and Infrastructure Standards				

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

**SOP  
CONTROL OF RESEARCH STANDARDS**

Document Code	:	SOP-UPGRIS-2.6.4
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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**

### **RESEARCH STANDARDS CONTROL**

1. Objective : To oversee the implementation of the Research Facilities and Infrastructure Standards at UPGRIS so that the requirements of these standards can be met
2. Scope : This standard control manual applies : When these Research Facilities and Research Infrastructure require routine and continuous monitoring, supervision, checking, inspection, and evaluation
3. Standards  
Research Facilities and Infrastructure Standards constitute the minimum criteria: a) the facilities and infrastructure required to support the content and process of research in order to achieve research outcomes; b) university facilities used to facilitate research that are at least relevant to the academic discipline of the study programme and can also be utilised for teaching processes and community service activities; c) meeting standards of quality, occupational safety, health, comfort, and security for researchers, the public, and the environment
4. Definition
  - a. Monitoring is the activity of observing a process or activity with the aim of determining whether that process or activity is proceeding in accordance with established standards.
  - b. Evaluation is an activity intended to determine whether a process or activity is in line with the established objectives.
  - c. An audit is a process of examining all aspects of research management, carried out on a regular basis to verify that all research processes across all degree programmes are being conducted in accordance with the Research Assessment Standards.
  - d. Standards for research facilities and infrastructure cover the use of laboratories and other facilities and infrastructure. A laboratory is a room or building equipped with apparatus for conducting scientific experiments, research, practical learning, or the manufacture of medicines and chemical substances. Facilities refer to anything that can be used as a tool to achieve objectives or goals in the field of research. Infrastructure refers to everything

that constitutes the primary support for the implementation of a process (endeavour, development, project), particularly in the field of research.

#### 5. Procedure

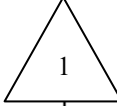
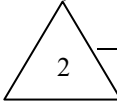
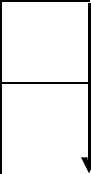

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructing the deans to oversee compliance with the Standards for Research Facilities and Infrastructure	Vice-Rector
Dean	Instruct the Vice-Dean I, together with the Head of Programme, to oversee compliance with Research Facilities and Infrastructure Standards	Vice-Rector I
Vice-Dean I and Head of Programme	<ol style="list-style-type: none"> <li>1. To carry out technical and/or administrative preparations regarding the readiness of the evaluation instruments to be used in accordance with the content of the Research Facilities and Infrastructure Standards.</li> <li>2. To evaluate the implementation of the dissemination of the content of the Research Facilities and Infrastructure Standards communicated to all lecturers, staff, students, alumni, graduate users, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, dissemination sessions, or other forums.</li> <li>3. To evaluate the implementation of the Standards for Research Facilities and Infrastructure and to report the results of this evaluation for further action.</li> </ol>	Dean

#### 6. References

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education;
- c. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- d. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;

- e. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- f. Good Practices in Higher Education Quality Assurance, Book I: The Learning Process;
- g. Good Practices in Higher Education Quality Assurance, Book II: Study Programme Curricula;
- h. National Research Master Plan 2017–2045;
- i. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- j. Law No. 20 of 2003 on the National Education System;
- k. Law No. 14 of 2005 on Teachers and Lecturers;
- l. Law No. 12 of 2012 on Higher Education;
- m. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- n. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media; and
- o. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector I instructs deans to oversee the control of research facilities and infrastructure standards		
2	The Dean instructs the First Vice Dean together with the Head of Programme to oversee the standards for research facilities and infrastructure		
3	1. Carry out technical and/or administrative preparations relating to the readiness of the evaluation instruments to be used in accordance with the Research Facilities and Infrastructure Standards. 2. Conduct periodic and consistent evaluations of the dissemination of the Research Facilities and Infrastructure Standards to all lecturers, staff, students, alumni, graduate employers ( ), professional		

	<p>organisations, and other stakeholders, whether via the website, workshops, information sessions, or other forums.</p> <p>3. Conduct an evaluation of the implementation of the Research Facilities and Infrastructure Standards and report the results of this evaluation to facilitate follow-up action.</p>		
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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**

**SOP  
IMPROVEMENT OF RESEARCH STANDARDS**

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH STANDARDS**

1. Objective : To continuously improve the quality of Research Facilities and Research Infrastructure at the end of each standard cycle
2. Scope : This standard development manual applies: During the Research Facilities and Infrastructure has ended (2 years) and the standard has subsequently been upgraded
3. The  
The Research Facilities and Infrastructure Standard constitutes the minimum criteria: a) the facilities and infrastructure required to support the content and processes of research in order to achieve research outcomes; b) university facilities used to facilitate research that are at least relevant to the field of study of the academic programme and may also be utilised for teaching processes and community service activities; c) meeting standards of quality, occupational safety, health, comfort, and security for researchers, the public, and the environment
4. Definition
  - a. The development or improvement of standards is an effort to evaluate and improve the quality of the content of the standards periodically, continuously and sustainably
  - b. Evaluation of standards is the act of assessing the content of Research Facilities and Infrastructure Standards, based, amongst other things, on:
    - 1) Research results disseminated to all elements of society
    - 2) The results of self-evaluation of research output development programmes
    - 3) Results of user satisfaction surveys regarding research outcomes
    - 4) Results of the Research Assessment Standards workshop
    - 5) Developments in the situation and conditions at UPGRIS, the demands of stakeholders and the wider community, and the introduction of new government policies on higher education, particularly regarding the Standards for Research Facilities and Infrastructure that must be met.
  - 6) The relevance of the vision and mission of UPGRIS

- c. A standard cycle refers to the duration or period of validity of a standard in accordance with the aspects it regulates

5. Procedure

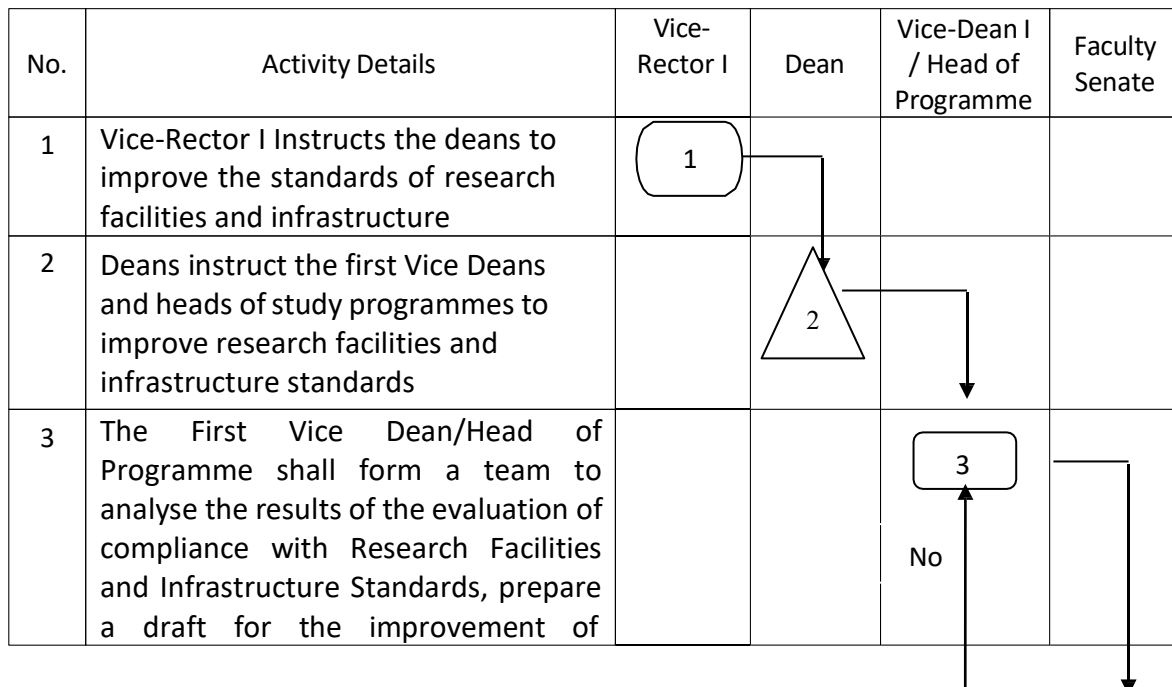
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to improve the standards of research facilities and infrastructure	Vice-Rector
Dean	Instructs the First Vice Dean, together with the Head of Programme, to improve research facilities and infrastructure standards	Vice-Rector I
Vice-Dean I and Programme Coordinator	<ol style="list-style-type: none"> <li>1. Forming a team to analyse the results of the evaluation of compliance with Research Facilities and Infrastructure Standards</li> <li>2. Preparing a draft for the improvement of Research Facilities and Infrastructure Standards</li> <li>3. Formulating the new Research Facilities and Infrastructure Standards during departmental meetings</li> <li>4. Reporting the formulation of the new Research Facilities and Infrastructure Standards to the Dean for follow-up</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the proposed Research Facilities and Infrastructure Standards put forward by the Dean</li> <li>2. Approving the draft of the new Research Facilities and Infrastructure Standards</li> </ol>	Dean
Dean	Proposing the new Research Facilities and Infrastructure Standards for approval by the rector	Dean


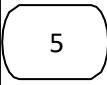
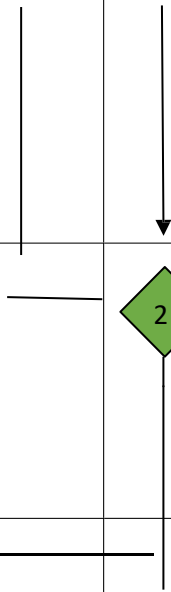
6. Reference

- a. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- b. Director General of Higher Education, 2018. Guidelines for the Implementation of Research and Community Service in Higher Education, 12th edition. Jakarta: Director General of Higher Education.
- c. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;

- d. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- e. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- f. Good Practices in Higher Education Quality Assurance, Book I: The Learning Process;
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- h. National Research Master Plan 2017–2045;
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- k. Law No. 14 of 2005 on Teachers and Lecturers;
- l. Law No. 12 of 2012 on Higher Education;
- m. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- n. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media; and
- o. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions



	Research Facilities and Infrastructure Standards, formulate new Research Facilities and Infrastructure Standards during departmental meetings, and report the formulation of the new Research Facilities and Infrastructure Standards to the Dean for further action				
4	Faculty Senate Discuss the proposed Research Assessment Standards drafted by the Dean, approve the new Research Facilities and Infrastructure Standards, and submit the approved new Research Facilities and Infrastructure Standards to the Dean				
5	The Dean has proposed new standards for research facilities and infrastructure for approval by the Vice-Rector				

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



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

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Effective Date	:	31 March 2023

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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 Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service & Development	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**

This section covers the planning, implementation, control, monitoring and evaluation, as well as the reporting of research activities carried out by the working units responsible for managing research in accordance with the needs and regulations of UPGRIS, both at university and faculty level.

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

To realise the vision, mission and objectives of UPGRIS, these include fostering student intellectual development and the implementation of the Four Pillars of Higher Education, one of which is research output. The indicators used to measure the achievement of research output standards are derived from the National Standards for Higher Education (SN DIKTI), study programme accreditation indicators, institutional accreditation indicators, and higher education ranking indicators. UPGRIS must guide, manage, and facilitate the implementation of the research dharma by every lecturer, both individually and in groups, and ensure that research is published for the benefit of society; therefore, research output standards must be established. In addition to being an effort to achieve the university's vision and mission, the establishment of research output standards is also intended to meet legal requirements, particularly Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education.

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

1. To serve as a guideline for UPGRIS management in establishing policies relating to the field of research
2. To serve as a guideline for the Research and Community Service Office (LPM) in evaluating and monitoring research outcomes
3. To serve as a guideline for faculties and study programmes in setting research output targets in terms of quality and quantity
4. To serve as a guideline for lecturers in producing research outputs

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

1. The Drafting Team is responsible for drafting the researcher standards
2. The Vice-Rector IV is responsible for reviewing the draft research standards
3. The Academic Senate is responsible for providing input on the draft researcher standards
4. The Rector is responsible for approving the draft research output standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing research output standards
6. The LPM is responsible for monitoring research output standards
7. Lecturers and students are responsible for the implementation and achievement of research output standards
8. The Research and Community Service Office (LPPM) is responsible for evaluating research outcomes

#### **F. GLOSSARY**

1. Research is an activity carried out in accordance with scientific principles and methods in a systematic manner to obtain information, data, and evidence relating to the understanding and/or testing of a branch of knowledge and technology.
2. A research proposal is a document used in the submission of a research project, containing the research background, theoretical framework, research methods, and accompanied by a work plan and a research funding plan.

3. A research report is a written document detailing the results of a research study, presented clearly and organised according to specific writing methods and a systematic structure, using straightforward language.
4. Research monitoring and evaluation is the process of assessing the planning, process and results of research based on specific pre-defined indicators.
5. A researcher is a person who carries out research.
6. A lecturer is a professional educator and scholar whose primary duties are to transform, develop, and disseminate knowledge and technology through education, research, and community service.
7. A research reviewer is a trained and certified lecturer assigned to evaluate the planning, process and results of research conducted by a lecturer/group of lecturers, a student/group of students or a lecturer together with students in accordance with the established assessment indicators.

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

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
2.7.1.1	Universities and faculties must ensure the establishment of a research management body ( ).	SN DIKTI Article 52.2	Research management bodies are available at the university, postgraduate and faculty levels.	IKU	Monev	U
2.7.2.1	Universities and faculties are required to ensure the formulation and development of research programme plans that are consistent with the strategic research plan of the higher education institution; drafting and developing regulations, guidelines, and internal	SN DIKTI Article 53.1	The formulation and development of research programme plans that are consistent with the strategic research plan of the Higher Education Institution; formulating and developing regulations, guidelines, and internal research quality assurance systems; facilitating	IKU	Monev	U/F

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASU REMEN T METHO D	INDIC ATOR CODE
	research quality assurance systems; facilitating the implementation of research; monitoring and evaluating the implementation of research; disseminating research results; facilitating the enhancement of researchers' capabilities in the field of research; and awarding recognition to high-achieving researchers.		the implementation of research; monitoring and evaluating the implementation of research; disseminating research results; facilitating the enhancement of researchers' capabilities in the field of research; and awarding recognition to high-achieving researchers.			
2.7.3.1	Universities and faculties must ensure the availability of strategic research plans.	SN DIKTI Articl e 53(2) and APT 42a	University-level research strategic plans and UPPS plans, which form part of the strategic plan, are available.	IKU	Monev	U/F
2.7.4.1	Universities and faculties are required to maintain and ensure the continuous improvement of the quality of research management and operations in the implementation of research programmes.	SN DIKTI Articl e 53 (2)	Guidelines for improving the quality of research management or functions in the sustainable implementation of research programmes are available.	IKU	Monev	U/F

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASU REMEN T METHO D	INDIC ATOR CODE
2.7.5.1	Universities and faculties are required to carry out monitoring and evaluation of the performance of research management bodies.	SN DIKTI  Articl e 53 (2)	Monitoring and evaluation of the performance of research management bodies have been carried out.	IKU	Monev	U/F
2.7.6.1	Universities and faculties are required to establish researcher criteria by referring to the standards for research outcomes, content ( ) and processes in accordance with the SN DIKTI.	SN DIKTI  Articl e 53 (2)	Guidelines on researcher criteria are available, based on standards for research outcomes, content and processes.	IKU	Monev	U/F
2.7.7.1	Universities and Faculties are required to conduct a needs analysis regarding the quantity, type, and specifications of research facilities and infrastructure, and to utilise research facilities and infrastructure in accordance with the SN DIKTI.	DIKTI Stand ards  Articl e 53 (2)	There is a document analysing the requirements regarding the number, type and specifications of research facilities and infrastructure, as well as utilising research facilities and infrastructure.	IKU	Monev	U/F
2.7.8.1	Universities, faculties, study programmes and research institutions are required to report on research performance via the university's database.	SN DIKTI  Articl e 53 (2)	Performance reporting in the field of research has been carried out via PDDIKTI, SIMPELMAS and BIMA.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASU REMEN T METHO D	INDIC ATOR CODE
2.7.9.1	Universities and faculties are required to submit research activity reports to university management and partners/funding bodies, which must be comprehensive, detailed, relevant, up-to-date, submitted on time, and prepared by the research management unit.	APT (C7-B), APT 42d	The implementation of research activity reports submitted to university management and partners/funding bodies, which are comprehensive, detailed, relevant, up-to-date, and submitted on time.	IKU	Monev	U/F
2.7.10.1	Universities, faculties, study programmes and research institutions are required to ensure the availability of valid, complete and well-documented records relating to the planning, implementation, monitoring and reporting of research.	LAM-INFOKOM (C7)	The availability of valid, complete and well-documented research planning, implementation, monitoring and reporting documents.	ICT	AMI	U/F/P
2.7.11.1	Universities must ensure the availability of regulations governing research institutions, whether independent or affiliated with other institutions, which are supported by a Research Master Plan or research roadmap covering the research themes of DTPR and students, as well as the application of scientific	LAM Infokom 65	The existence of regulations governing research institutions, whether or affiliated with other institutions, supported by a Master or a research roadmap covering the research themes of DTPR and students, as well as the application of scientific knowledge to resolve industrial or societal problems,	ICT	Monitoring and Evaluation	U

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDIC ATOR	MEASU REMEN T METHO D	INDIC ATOR CODE
	knowledge to address industrial or societal issues, and which are accompanied by research standards, supported by valid and comprehensive evidence.		and supported by research standards, accompanied by valid and comprehensive evidence.			
2.7.12. 1	Universities and faculties must ensure the availability of research management documents containing valid, comprehensive and well-documented procedures, guidelines and/or manuals.	LAM Infokom 66	Research management documents are available, containing valid, comprehensive and well-documented procedures, guidelines and/or manuals.	ICT	Monev	U/F
2.7.13. 1	The university must ensure the implementation of the research institution management process in managing DTPR and student research, as well as the application of scientific knowledge to solve industrial or societal problems, and must be equipped with research standards relevant to the Research Master Plan, which contains a research roadmap and/or the Study Programme's Research Focus, in a highly effective manner and supported by valid evidence.	LAM Infokom 69	The effective implementation of research institution management processes in overseeing DTPR research and student research, as well as the application of scientific knowledge to address industrial or societal issues, supported by research standards aligned with the Research Master Plan—which includes a research roadmap and/or the Programme's Research Focus—and backed by valid evidence.	IKT	Monev	U

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
2.7.14.1	The university must ensure the implementation of research management with comprehensive documentation, from the call for proposals to the final report.	LAM Infokom 70	The implementation of research management with comprehensive documentation, from the call for proposals to the final report.	IKT	Monev	U

## H. STRATEGIES FOR MEETING STANDARDS

1. Establish an organisational structure that clearly outlines functions and responsibilities.
2. Document all LPPM activities.
3. Organise various training sessions, seminars and workshops.
4. Establishing local, national and international partnerships.

## I. RELATED DOCUMENTS

1. Research Guidelines
2. Guidelines for the Preparation of the Lecturer Research Roadmap

## 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**



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

Document Code	: F-SPMI-UPGRIS-2.7
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	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 Submission :	
Officer Filling in :	

No.	Indicator	Reference	Programme/Faculty Outcomes		
			Programme/Faculty Outcomes	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Research management bodies are in place at university, postgraduate and 7 faculty levels.	SN DIKTI			
2	The formulation and development of research programme plans in accordance with the strategic research plan for Higher Education Institutions; formulating and developing regulations, guidelines, and internal research quality assurance systems; facilitating the implementation of research; monitoring and evaluating the implementation of research; disseminating research results; facilitating the enhancement of researchers' capabilities in the field of research; and awarding recognition to high-achieving researchers.	SN DIKTI			
3	A university-level research strategic plan and UPPS are available as part of the strategic plan.	SN DIKTI and APT			

No.	Indicator	Reference	Programme/Faculty Outcomes		
			Programme/Faculty Outcomes	Programme/Faculty Self-Evaluation	Link to Supporting Documents
4	Guidelines are available for improving the quality of management or the research- t function in the sustainable implementation of research programmes.	SN DIKTI			
5	Monitoring and evaluation of the performance of research management institutions are carried out.	SN DIKTI			
6	Guidelines on researcher criteria are available, based on standards for research outcomes, content and processes.	SN DIKTI			
7	There is a document analysing the requirements regarding the number, type and specifications of research facilities and infrastructure, as well as the utilisation of research facilities and infrastructure.	SN DIKTI			
8	Performance reporting in the field of research is carried out through PDDIKTI, SIMPELMAS and BIMA.	SN DIKTI			
9	The production of research activity reports submitted to university management and partners/funding bodies, which are comprehensive, detailed, relevant, up-to-date and submitted on time.	APT, APT			
10	The availability of valid, complete and well-documented research	LAM- INFOKOM			

No.	Indicator	Reference	Programme/Faculty Outcomes		
			Programme/Faculty Outcomes	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	planning, implementation, monitoring and reporting documents.				
11	The existence of regulations governing research institutions, whether or affiliated with other institutions, which are equipped with a Master or a research roadmap covering DTPR and student research themes, as well as the application of scientific knowledge to solve industrial or societal problems, and equipped with research standards, accompanied by valid and comprehensive evidence.	LAM Infokom			
12	Research management documents are available, containing valid, comprehensive and well-documented procedures, guidelines and/or manuals.	LAM Infokom			
13	The effective implementation of research institution management processes in overseeing DTPR research and student research, as well as the application of scientific knowledge to address industrial or societal issues, supported by research standards aligned with the Research Master Plan—which includes a research	LAM Infokom			

No.	Indicator	Reference	Programme/Faculty Outcomes		
			Programme/Faculty Outcomes	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	roadmap and/or the Programme's Research Focus—and backed by valid evidence.				
14	The implementation of research management with comprehensive documentation, from the call for proposals to the final report.	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)

Signed  
(Full Name)

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



**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF RESEARCH MANAGEMENT STANDARDS**

Document Code	:	SOP-UPGRIS-2.7.1
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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH MANAGEMENT STANDARDS**

1. Purpose : The SOP on the Establishment of Research Management Standards aims to regulate Research Quality Assurance procedures with the aim of ensuring the process of research proposal submission, implementation, reporting and publication of research results, as well as research human resources.
2. Scope : The scope of these guidelines covers procedures for research quality assurance and human resources as qualified and high-calibre researchers.
3. The Research Management Standards constitute the minimum criteria for: a) the planning, implementation, control, monitoring, evaluation, and reporting of research activities; b) the management of research as referred to herein, which is carried out by organisational units tasked with managing research, such as research institutes, research and community service institutes, or other similar forms in accordance with the needs and regulations of the higher education institution
4. Definition
  - b. Designing standards is a working process to produce standards regarding what is required in the Internal Quality Assurance System (SPMI). This activity involves reviewing the 8 national higher education standards and other institutional requirements to formulate new, more detailed and specific standards;
  - c. Formulating standards involves writing the content of each standard in the form of a complete and comprehensive statement, using the Audience, Behaviour, Competence, and Degree framework as a reference for performance measurement;
5. Procedure
  - a. This procedure shall come into effect on the date of its adoption. Any changes to the steps in the procedure and the forms used must be discussed in the designated forum and subsequently approved by the Rector.
  - b. The procedure drafter and the procedure reviewer are responsible for ensuring:

1. All personnel involved in this procedure understand and are familiar with every step and provision within this procedure.
2. All personnel involved in this procedure must possess the competencies required in the authorisation and responsibility documents.
- c. The inspection and monitoring of activities under this procedure are set out in the Checklist
- d. Research quality assurance and human resources activities are carried out on an ongoing basis. The Head of the LPPM is responsible for the implementation of research quality assurance and human resources management, in coordination with the Quality Assurance Agency.
- e. The LPPM draws up a Master Research Plan (RIP), which includes a research roadmap serving as a reference for all research proposals and types of research.
- f. Research quality standards consist of eight standards, namely: standards for outcomes, content, processes, assessment, researchers, facilities and infrastructure, management, and funding & financing
- g. Every research proposal submitted must meet the following research standards as a ' ':
  1. Outcome standards are the minimum criteria regarding the quality of research outcomes, aimed at advancing science and technology as well as improving public welfare and national competitiveness.
  2. Content standards are the minimum criteria regarding the depth and breadth of research material (basic and applied research).
  3. Process standards: minimum criteria regarding research activities comprising planning, implementation and reporting of the research.
  4. Assessment standards are the minimum criteria for evaluating research processes and outcomes, and for measuring the extent to which process and outcome performance targets have been met.
  5. Researcher standards are the minimum criteria for a researcher's ability to conduct research based on qualifications and research outcomes as stipulated by the Director General of Research Strengthening.

6. Facilities and infrastructure standards are the minimum criteria for the facilities and infrastructure available to researchers.
  7. Management standards are the minimum criteria regarding planning, implementation, control, monitoring and evaluation.
  8. Funding and financing standards are the minimum criteria for the sources and mechanisms of funding and the financing of research.
- h. Researcher standards include the standardisation of researchers, namely the assessment of researchers' capabilities, including their interests and competencies. The researcher standards are as follows:
1. Principal researcher
  2. Research team members
  3. Student involvement
  4. Time commitment and dedication
  5. Adherence to research ethics
- i. All researchers must adhere to research ethics when conducting research.
- j. As the body responsible for managing research, the LPPM must implement sound and effective research management, particularly regarding the organisational structure , duties, powers and responsibilities Research Quality Assurance and Human Resources Evaluation
- k. The evaluation of research quality assurance and human resources is carried out in accordance with the records of the person responsible for implementing research quality assurance and human resources, the minutes of the research quality assurance and human resources implementation meeting, and the evolving situation and conditions.
- l. The Head of the LPPM chairs the Research and Human Resources Quality Assurance Evaluation Meeting at the conclusion of each activity.
- m. The agenda for the research and HR quality assurance evaluation meeting covers preparation, implementation, and factors that support or hinder the smooth implementation of research and HR quality assurance.

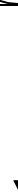
- n. The Head of the LPPM determines the corrective actions to be taken in the next research and HR quality assurance period .
- o. The person responsible for the corrective actions set out in the minutes of the meeting must submit a report on the follow-up actions to the Chair of the LPPM by the deadline specified in the minutes.
- p. The Chair of the LPPM shall report the results of the evaluation meeting to the Vice-Rector I.

6. References

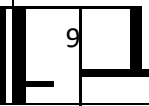
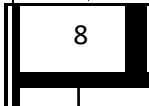
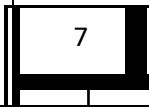
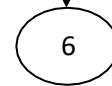
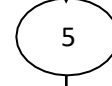
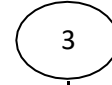
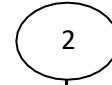
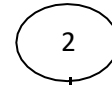
- a. Law No. 12 of 2012 on Higher Education;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 17 of 2010 on the Implementation of Higher Education;
- d. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education; and
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- f. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- g. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia
- h. YPLP PT PGRI, Statutes of UPGRIS;
- i. Current Guidelines on Research and Community Service of the DRPM; and
- j. UPGRIS Community Service Guidelines 2018.

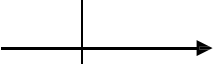
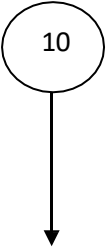

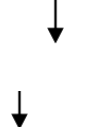
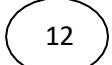

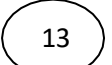
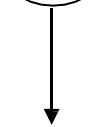
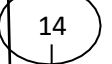

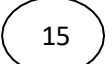
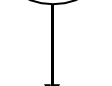
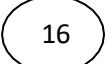
7. Standard Operating Procedures

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITIES	DEAN	LPPM	INTERNAL REVIEW TEAM	
1	This procedure shall come into effect from the date of its issuance. Any changes to the steps in the procedure and the forms used must be discussed in the designated			1		



	forum and subsequently approved by the Rector.					
2	The procedure drafters and the procedure reviewers are responsible for ensuring					
	a. All personnel involved in this procedure understand and are familiar with every step and requirement of this procedure.					
	b. All personnel involved in this procedure must possess the competencies required in the authority and responsibility document.					
3	Inspection and monitoring of activities within this procedure are set out in the Checklist					
4	Research quality assurance and human resources activities are carried out on an ongoing basis. The Head of the LPPM is responsible for the implementation of research quality assurance and human resources, in coordination with the Quality Assurance Agency.					
5	The LPPM draws up a Research Master Plan (RIP), which includes a research roadmap serving as a reference for all research proposals and types of research.					
6	Research quality standards, comprising 8 standards: standards for outcomes, content, processes, evaluation, researchers, facilities and infrastructure, management, and funding & financing					
7	Every research proposal submitted must meet the research standards					
8	Researcher standards include the standardisation of researchers, namely the assessment of a researcher's capacity, encompassing their interests and competencies.					
9	All researchers at must adhere to research ethics when conducting research.					



10	The LPPM, as the body responsible for managing research, must implement sound and effective research management, particularly regarding the organisation's structure , duties, powers and responsibilities. Evaluation of Research Quality Assurance and Human Resources					
11	The evaluation of research quality assurance and human resources is carried out in accordance with the records of the person responsible for implementing research quality assurance and human resources, the minutes of the implementation of research quality assurance and human resources , and the dynamics of the evolving situation and conditions.					
12	The Head of the LPPM chairs the Evaluation Meeting on research quality assurance and human resources at the end of each activity's evaluation period ( ).					
13	The agenda for the evaluation meeting on research quality assurance and human resources covers preparation, implementation, and factors that support or hinder the smooth implementation of research and human resources quality assurance.					
14	The Head of the LPPM determines the corrective actions that must be taken during the next period of quality assurance for research and human resources .					
15	The person responsible for the corrective actions recorded in the meeting minutes must submit a report on the follow-up actions to the Head of the LPPM within the deadline specified in the meeting minutes .					
16	The results of the evaluation meeting for the ' ' were reported by the Chair of the LPPM to the First Vice-Rector.					

**STANDARD DOCUMENTS**  
**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 RESEARCH MANAGEMENT STANDARDS**

Document Code	:	SOP-UPGRIS-2.7.2
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH MANAGEMENT STANDARDS**

1. Purpose: The SOP for the Implementation of Research Management Standards aims to provide an explanation of the research schedule mechanism, whether the funding source is internal or external
2. Scope  
The research schedule is intended to provide lecturers with an explanation of the research implementation schedule and the parties involved in the research implementation process
3. Standards  
Research Management Standards constitute the minimum criteria for: a) the planning, implementation, control, monitoring, evaluation, and reporting of research activities; b) the management of research as referred to herein is carried out by organisational units tasked with managing research, such as research institutes, research and community service institutes, or other similar forms in accordance with the needs and regulations of the higher education institution
4. Definition
  - a. Implementing standards involves putting into practice the provisions based on measurements, specifications and benchmarks as set out in the Research Assessment Standards, which must be adhered to, carried out and achieved.
  - b. A standard procedure is a description of the sequence of steps required to achieve a specific outcome, written in a systematic, chronological, logical and coherent manner, and accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure
  - c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - d. 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 particular field.

- e. Research management standards cover research quality assurance, the research implementation schedule, research implementation contracts, the recruitment of reviewers, and reports from the LPPM to the DRPM

5. Procedures

**Research by Junior/Regular Lecturers**

- a. Proposal submissions are carried out from January to April by the proposer to the University's LPPM
- b. Desk evaluation is carried out from February to May by reviewers appointed by the University's LPPM
- c. 70% of the funds are disbursed by the University's LPPM to the proposer between February and May, after the proposer has uploaded the proposal to Simpemas
- d. The research was carried out from February to October by the proposing team
- e. Research monitoring and evaluation was carried out from April to August by the Review Team or the designated responsible party appointed by the LPPM
- f. The Final Report was submitted between August and November by the proposing team to the LPPM and uploaded to the website [simpelmas.upgris.ac.id](http://simpelmas.upgris.ac.id)
- g. Disbursement of 30% of the funds took place from August to November, after the researcher uploaded the report to simpelmas

**PUPT Grant Research**

- a. Proposal submissions take place from January to April by the proposer to the University's LPPM
- b. The Evaluation Desk is conducted from February to April by reviewers appointed by the University's LPPM
- c. 70% of the funds are disbursed between February and May by the University's LPPM to the proposer, after the proposer has uploaded the report to simpelmas
- d. The research is carried out from March to November by the proposer's team
- e. Research monitoring and evaluation is carried out from April to August by a team of reviewers or designated officials appointed by the LPPM

- f. The Final Report is submitted between August and November by the proposing team to the LPPM and uploaded to the website [simpelmas.upgris.ac.id](http://simpelmas.upgris.ac.id)
- g. Disbursement of 30% of the funds takes place from August to November, after the researcher has uploaded the report to [simpelmas](http://simpelmas.upgris.ac.id)

#### **APBU Research**

- a. Proposal submissions are carried out in July by the proposers to the University's LPPM
- b. The Evaluation Desk is conducted in July by reviewers appointed by the University's LPPM
- c. 70% of the funding was disbursed in August by the LPPM to the proposer, after the proposer uploaded the report to [simpelmas](http://simpelmas.upgris.ac.id)
- d. Research implementation takes place from August to November by the proposer's team
- e. Research monitoring and evaluation is carried out from September to October by the Reviewer Team or the designated responsible party appointed by the University's Research and Community Service Office
- f. The final report is submitted in November by the proposer's team to the University's Research and Community Service Institute (LPPM) and uploaded to the website [simpelmas.upgris.ac.id](http://simpelmas.upgris.ac.id)
- g. The 30% disbursement will take place in November, once the proposer has uploaded the documents to [Simpelmas](http://simpelmas.upgris.ac.id)

#### **DRPM Research**

- a. Submission of proposals for all research schemes (registration, completion, identification, and proposal upload) to SIMLITABMAS takes place from April to May
- b. Proposal selection (pre-proposal evaluation, desk evaluation and presentation) takes place from June to July
- c. Research programme visits take place from August to August
- d. DRPM funding allocation takes place from mid-November to the end of December

#### **Ongoing/Continuing Grant Research**

- a. Implementation of Phase I / 70% funding
  - 1. Completion of daily logs and 70% budget utilisation reports takes place from July to August

2. Uploading of progress reports to be carried out from July to August
  - b. Internal Monitoring and Evaluation of the Research Programme to be carried out from July to August
  - c. External monitoring and evaluation of the research programme will be carried out from August to October
  - d. The submission of follow-up proposals and completion of the application form (proposal details, proposal attributes, research team members/assignment implementation, proposed costs, approval details) will take place from October to November
  - e. Implementation of Phase II/30% Funding
    1. Completion of daily logs and use of 30% of funds will take place from July to October
    2. Uploading of final reports, 100% financial reports, completion of achievement records, and uploading of posters, articles and profiles takes place from November to November
  - f. Funding approval takes place in December
  - g. Research Results Seminar: November to December
6. References
- a. Law No. 12 of 2012 on Higher Education;
  - b. Law No. 20 of 2003 on the National Education System;
  - c. Government Regulation No. 17 of 2010 on the Provision of Higher Education;
  - d. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
  - e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
  - f. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
  - g. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia
  - h. YPLP PT PGRI, Statutes of UPGRIS;
  - i. Current Guidelines on Research and Community Service of the DRPM; and

j. UPGRIS Community Service Guidelines 2018.

7. Standard Operating Procedures

1. Research by junior/regular lecturers

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITY	DEAN	LPPM	Reviewer	
1	Proposal submissions are carried out from January to April by the proposer to the University's LPPM	1		1		
2	The evaluation process takes place from February to May, carried out by reviewers appointed by the University's Research and Community Service Office				2	
3	70% of the funds will be disbursed by the LPPM to the proposers between February and May, following the proposers' upload to Simpelmas	3		3		
4	The research is carried out from February to October by the proposer's team	4				
5	Research monitoring and evaluation was carried out from April to August by the Review Team or those responsible parties appointed by the LPPM			5	5	
6	The Final Report is submitted between August and November by the proposing team to the LPPM and upload the final report to the website <a href="http://simpelmas.upgris.ac.id">simpelmas.upgris.ac.id</a>	6				
7	Disbursement of 30% of the funds takes place from August to November, after the researcher has uploaded the report to simpelmas	7				

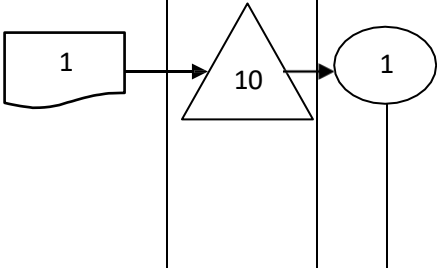
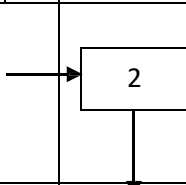
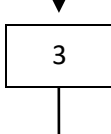
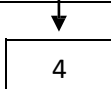
**2. PUPT Grant Research**

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			DATE
		HEAD OF RESEARCH ACTIVITY	DEAN	LPPM	
1	Proposals are submitted by the proposers to the University's Research and Community Service Centre (LPPM) between January and April	1		1	
2	The Evaluation Desk operates from February to April, managed by reviewers appointed by the LPPM University	3		3	2
3	70% of the funds are disbursed by LPPM to the proposer between February and May, after the proposer has uploaded the documents to Simpemas	4			
4	The research is carried out from March to November by the proposer's team			5	
5	Research monitoring and evaluation is carried out from April to August by the Reviewer Team or the designated responsible party appointed by the LPPM	6			5
6	The final report must be submitted by the proposing team to the LPPM between August and November, and uploaded to the website simpemas.upgris.ac.id	7			
7	Disbursement of 30% of the funds took place from August to November, after the researcher uploaded the report to simpemas				

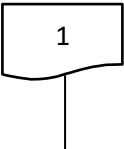
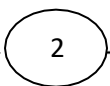
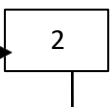
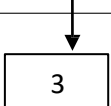
### 3. APBU Research

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITY	DEAN	LPPM	Reviewer	
1	Proposal submissions are made in July by the proposer to the University's LPPM					
2	The Desk Evaluation was conducted in July by a reviewer appointed by the University's Research and Community Service Institute					
3	70% of the funds were disbursed in August by the University's Research and Community Service Institute (LPPM) to the proposers, after the proposers had uploaded their documents to Simpelmas					
4	The research is carried out from August to November by the proposer's team					
5	Research monitoring and evaluation is carried out from September to October by a team of reviewers or designated officials appointed by the LPPM					
6	The Final Report was submitted in November by the proposing team to the LPPM and uploaded to the website <a href="http://simpelmas.upgris.ac.id">simpelmas.upgris.ac.id</a>					
7	Disbursement of 30% of the funds takes place in November, after the proposer has uploaded the report to simpelmas					

#### 4. DRPM Research

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITY	DEAN	LPPM	Reviewer	
1	Submission of proposals for all research schemes (registration, completion, identification, and uploading of proposals) to SIMLITABMAS takes place from April to May					
2	Proposal selection (pre-proposal evaluation, desk evaluation and presentation) takes place from June to July					
3	Research programme visits from August to August					
4	Allocation of DRPM Funding mid-November to late December					

#### 5. Ongoing/Continuing Grant Research

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITY	DEAN	LPPM	Reviewer	
1	Completion of daily logs and budget utilisation reports (70%), and the uploading of progress reports to be carried out from July to August					
2	Internal monitoring and evaluation of the research programme was carried out from July to August					
3	External monitoring and evaluation of the research programme was carried out from August to October					

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITY	DEAN	LPPM	Reviewer	
4	Submission of follow-up proposals and completion of the application (proposal details, proposal attributes, research team members/assignment details, proposed costs, approval details) takes place from October to November	4				
5	Implementation of Phase II / 30% funding a. The completion of daily logs and the use of 30% of the funds took place from July to October b. Uploading the final report, 100% of the financial reports, recording of achievements, and uploading of posters, articles and profiles took place from November to November	5				
6	Funding allocation takes place until December			6		
7	Research Results Seminar held from November to December	7				

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>STANDARD RESEARCH MANAGEMENT EVALUATION</b>

Document Code	:	SOP-UPGRIS-2.7.3
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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	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH MANAGEMENT EVALUATION**

1. Purpose : To evaluate the implementation of Research Management Standards of UPGRIS
2. Scope : This evaluation manual applies to: The implementation of the Research Management Standards must be implemented in all study programmes at the UPGRIS

3. Standards

Research Management Standards constitute the minimum criteria for: a) the planning, implementation, control, monitoring and evaluation, as well as reporting of research activities; b) the management of research as referred to above, which is carried out by organisational units tasked with managing research, such as research institutes, research and community service institutes, or other similar entities in accordance with the needs and regulations of the higher education institution

4. Definition

- i. Implementing standards involves operationalising provisions based on measures, specifications, and benchmarks as stated in the Research Management Standards, which must be adhered to, carried out, and fulfilled
- j. A standard procedure is a description of the sequence of steps to achieve a specific objective, written in a systematic, chronological, logical and coherent manner, and accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure.
- k. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.

Research management standards cover research quality assurance, research implementation schedules, research implementation contracts, the recruitment of reviewers, and reports from the LPPM to the DRPM

## 5. Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to monitor and evaluate the achievement of Research Management Standards	Vice-Rector
Dean	Instructs the First Vice Dean, Heads of Study Programmes, and UPMF/UPMPPS to monitor and evaluate Research Management Standards, and to compile a report on the results of the monitoring and evaluation	Vice-Rector I
Vice-Dean I and Programme Directors	<ol style="list-style-type: none"> <li>1. Form a team to evaluate the achievement of Research Management Standards</li> <li>2. To evaluate the achievement of Research Management Standards</li> <li>3. Report the results of the evaluation of compliance with Research Management Standards to the Dean for follow-up</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discuss the results of the evaluation of compliance with Research Management Standards</li> <li>2. Approve the results of the evaluation of compliance with Research Management Standards</li> </ol>	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of compliance with Research Management Standards to facilitate improvements by relevant parties	Dean
Lecturers	Carry out academic activities to improve compliance with Research Management Standards	Dean

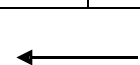
## 6. References

- a. Law No. 12 of 2012 on Higher Education;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 17 of 2010 on the Implementation of Higher Education;
- d. Ministry of Education and Culture Regulation No. 045/U/2002 on the Core Curriculum for Higher Education;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;

- f. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- g. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- h. YPLP PT PGRI, Statutes of UPGRIS;
- i. Current Guidelines on Research and Community Service of the DRPM; and
- j. UPGRIS Community Service Guidelines 2018.

7. Standard Operating Procedures

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector I Instructs deans to monitor and evaluate the achievement of Research Management Standards	△ 1			
2	Deans instruct the First Vice Dean to work with the heads of study programmes to draw up Research Management Standards	△ 2			
3	Form a team to assess compliance with Research Management Standards, carry out the assessment of compliance with Research Management Standards, and report the results of the assessment of compliance with Research Management Standards to the Dean for further action		↓ □ 3		
4	The Faculty Senate discusses the results of the evaluation of compliance with Research Management Standards, and approves the results of the evaluation of compliance with Research Management Standards		↓ □ 4		
5	The First Vice Dean/Head of Programme prepares a draft of the Research Management Standards		□ 5	↓	
6	Senate meeting to discuss the draft Research Management Standards at the Faculty Senate meeting			□ 6	
7	The Faculty Senate has approved the Research Management Standards			□ 7	



8	The First Vice Dean/Head of Programme disseminates the Research Management Standards		8		
9	Lecturers carry out academic activities to meet the Research Management Standards				9

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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**SOP**  
**CONTROL OF RESEARCH MANAGEMENT STANDARDS**

Document Code	:	SOP-UPGRIS-2.7.4
Effective Date	:	31 March 2023

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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH MANAGEMENT STANDARDS**

1. Objective : To oversee the implementation of the Research Management Standards of UPGRIS so that the requirements of these standards can be met
2. Scope : This standard control manual applies When these Research Management Standards require routine and continuous monitoring, supervision, checking, inspection and evaluation
3. Standard

Research Management Standards constitute the minimum criteria for: a) the planning, implementation, control, monitoring and evaluation, as well as reporting of research activities; b) the management of research as referred to above, which is carried out by organisational units tasked with managing research, such as research institutes, research and community service institutes, or other similar bodies in accordance with the needs and regulations of the higher education institution

4. Definition
  - a. Monitoring is the activity of observing a process or activity with the aim of determining whether that process or activity is proceeding in accordance with what has been stipulated in the standards.
  - b. Evaluation is an activity intended to determine whether a process or activity is in line with the established objectives.
  - c. An audit or inspection is an activity designed to examine or audit all aspects of research management, carried out periodically to verify whether all research processes across all study programmes are being conducted in accordance with the Research Assessment Standards.

Research management standards cover research quality assurance, research implementation schedules, research implementation contracts, the recruitment of reviewers, and reports from the LPPM to the DRPM

5. Procedures

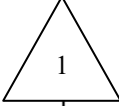
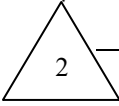
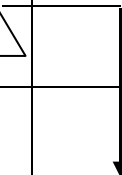
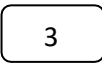
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to implement control over Research Management Standards	Vice-Rector
Dean	Instruct the First Vice Dean and the Head of the Study Programme to oversee compliance with the Research Management Standards	Vice-Rector I
Vice-Dean I and the Head of the Study Programme	<ol style="list-style-type: none"> <li>1. Carry out technical and/or administrative preparations regarding the readiness of the evaluation instruments to be used in accordance with the Research Management Standards.</li> <li>2. Conduct evaluations of the implementation of the dissemination of the Research Management Standards to all lecturers, staff, students, alumni, graduate employers, professional organisations, and other stakeholders on a regular and consistent basis, whether via the website, workshops, dissemination events, or other forums.</li> <li>3. To evaluate the implementation of the Research Management Standards and report the results of this evaluation to facilitate follow-up action.</li> </ol>	Dean

## 6. References

- a. Law No. 12 of 2012 on Higher Education;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- d. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- f. Regulation of the Minister of Education and Culture No. 3 of 2020 on National Standards for Higher Education;
- g. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- h. YPLP PT PGRI, Statutes of UPGRIS;

- i. Current Guidelines on Research and Community Service of the DRPM; and
- j. UPGRIS Community Service Guidelines 2018.

7. Standard Operating Procedures

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector I Instructs deans to implement control over Research Management Standards		
2	The Dean instructs the First Vice Dean together with the Head of Programme to oversee compliance with Research Management Standards		
3	<ol style="list-style-type: none"> <li>1. Carry out technical and/or administrative preparations regarding the readiness of the evaluation instruments to be used in accordance with the Research Management Standards.</li> <li>2. Conduct periodic and consistent evaluations of the dissemination of the Research Management Standards to all lecturers, staff, students, alumni, employers of graduates, professional organisations, and other stakeholders, whether through the website, workshops, information sessions, or other forums.</li> <li>3. Conduct an evaluation of the implementation of the Research Management Standards and report the results of this evaluation to facilitate follow-up action.</li> </ol>		

**STANDARD DOCUMENTS**  
**INTERNAL QUALITY ASSURANCE SYSTEM**  
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**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**SOP**  
**IMPROVEMENT OF RESEARCH 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.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH MANAGEMENT STANDARDS**

1. Objective : To continuously improve the quality of Research Management Standards at the end of each cycle
2. Scope : This standard development manual applies: During the Research Management Standard Research Management Standards cycle ends (2 years) and the standards are subsequently improved
3. The  
The Research Management Standards constitute the minimum criteria for: a) the planning, implementation, control, monitoring and evaluation, as well as the reporting of research activities; b) the management of research as referred to herein is carried out by organisational units in the form of institutions tasked with managing research, such as research institutes, research and community service institutes, or other similar forms in accordance with the needs and regulations of the higher education institution
4. Definition
  - a. The development or improvement of standards is an effort to evaluate and improve the quality of the content of the standards periodically, continuously and sustainably
  - b. Evaluation of standards is the act of assessing the content of Research Management Standards, based, amongst other things, on:
    - 1) Research outcomes disseminated to all elements of society
    - 2) The results of self-evaluation of research output development programmes
    - 3) Results of user satisfaction surveys regarding research outcomes
    - 4) Results of the Research Assessment Standards workshop
    - 5) Developments in the situation and conditions at UPGRIS, the demands of stakeholders and the wider community, and the introduction of new government policies on higher education, particularly regarding the Research Management Standards that must be met.
    - 6) The relevance of the vision and mission of UPGRIS

- c. A standard cycle refers to the duration or period of validity of a standard in accordance with the aspects it regulates

5. Procedures

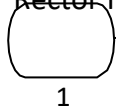
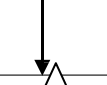
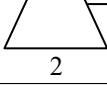
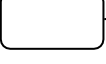


Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to improve research management standards	Vice-Rector
Dean	Instructs the First Vice Dean, together with the Head of Programme, to improve Research Management Standards	Vice-Rector I
Vice-Dean I and Programme Coordinator	<ol style="list-style-type: none"> <li>1. Forming a team to analyse the results of the evaluation of compliance with Research Management Standards</li> <li>2. Preparing a draft for the improvement of Research Management Standards</li> <li>3. Formulating the new Research Management Standards during a departmental meeting</li> <li>4. Reporting the formulation of the new Research Management Standards to the Dean for further action</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the proposed Research Management Standards drafted by the Dean</li> <li>2. Approving the draft of the new Research Management Standards</li> </ol>	Dean
Dean	Proposing the new Research Management Standards for approval by the Vice-Rector	Dean

6. References

- a. Law No. 12 of 2012 on Higher Education;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 17 of 2010 on the Provision of Higher Education;
- d. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
- e. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;

- f. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- g. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- h. YPLP PT PGRI, Statutes of UPGRIS;
- i. Current Guidelines on Research and Community Service of the DRPM; and
- j. UPGRIS Community Service Guidelines 2018.

7. Standard Operating Procedures

No.	Activity Details	Vice-Rector I	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector I Instructs the deans to improve research management standards				
2	Deans instruct the first Vice Deans and heads of study programmes to improve research management standards				
3	The First Vice Dean/Head of Programme shall form a team to analyse the results of the evaluation of compliance with Research Management Standards, prepare a draft for the improvement of Research Management Standards, formulate new Research Management Standards during departmental meetings, and report the formulated new Research Management Standards to the Dean for further action				
4	Faculty Senate Discuss the proposed Research Assessment Standards formulated by the Dean, approve the new Research Management Standards, and submit the approved new Research Management Standards to the Dean				
5	The Dean has proposed new research management standards for approval by the Vice-Rector				

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UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
RESEARCH AND HUMAN RESOURCES QUALITY ASSURANCE**

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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**

### **RESEARCH AND HUMAN RESOURCES QUALITY ASSURANCE**

1. Objective : This SOP aims to regulate the procedures for Quality Assurance and Human Resources in Research.

2. Scope : The scope of this guideline covers quality assurance procedures and human resources as qualified researchers.

#### 3. Definitions

Research quality assurance is based on standards that serve as performance indicators for monitoring the success of achieving research performance targets and strategies. High-quality human resources or researchers are those who apply and adhere to research ethics, including the ethical conduct of researchers when conducting research.

#### 4. Procedures

- a. This procedure shall come into effect from the date of its issuance. Any changes to the steps in the procedure and the forms used must be discussed in the designated forum and subsequently approved by the Rector.
- b. The procedure drafter and procedure reviewer are responsible for ensuring:
  - 1) All personnel involved in this procedure understand and are familiar with every step and requirement of this procedure.
  - 2) All personnel involved in this procedure must possess the competencies specified in the authority and responsibility document.
- c. Inspections and monitoring of activities within this procedure are set out in the Checklist.
- d. Research and human resources quality assurance activities are carried out on an ongoing basis. The Head of the LPPM is responsible for the implementation of research and human resources quality assurance, in coordination with the Quality Assurance Agency.
- e. The LPPM draws up a Research Strategic Plan (Renstra) which includes a research roadmap, serving as a reference for all research proposals/types of research.
- f. Research quality standards consist of eight standards, namely: standards for outcomes, content, process, evaluation, researchers, facilities and infrastructure, management, and funding and financing.

- g. Every research proposal submitted must meet the following research standards:
- 1) The results standard refers to the minimum criteria regarding the quality of research outcomes, aimed at advancing science, technology and the arts, as well as improving public welfare and national competitiveness.
  - 2) Content standards are the minimum criteria regarding the depth and breadth of research material (basic, applied and development research).
  - 3) Process standards: these are the minimum criteria regarding research activities, comprising planning, implementation, monitoring and evaluation, and research reporting.
  - 4) Assessment standards are the minimum criteria for evaluating research processes and outcomes, and for measuring the extent to which process and outcome performance targets have been met.
  - 5) Researcher standards are the minimum criteria for a researcher's ability to conduct research based on qualifications and research outcomes as stipulated by the Director General of Research Strengthening.
  - 6) Facilities and infrastructure standards are the minimum criteria for the facilities and infrastructure available to researchers.
  - 7) Management standards are the minimum criteria regarding planning, implementation, control, monitoring and evaluation.
  - 8) Funding and financing standards are the minimum criteria for the sources and mechanisms of funding and the financing of research.
- h. The procedure developer and procedure reviewer are responsible for ensuring: Researcher standards include the standardisation of researchers, namely the assessment of a researcher's capacity, encompassing their interests and competencies. These researcher standards are as follows:
- 1) Principal investigator.
  - 2) Research team members.
  - 3) Student involvement.
  - 4) Time commitment and dedication.

5) Adherence to research ethics.

- i. All researchers must adhere to research ethics when conducting research.
- j. As the body responsible for managing research, the LPPM must implement sound and effective research management, particularly with regard to organisational structure, duties and powers, as well as responsibilities for the evaluation of research quality assurance and human resources.
- k. Research quality assurance and human resources evaluations are conducted in accordance with the records of the person responsible for implementing research quality assurance and human resources, the minutes of the research quality assurance and human resources implementation, and the dynamics of the evolving situation and conditions.
- l. The Head of the LPPM chairs the research quality assurance and human resources evaluation meeting at the conclusion of each activity.
- m. The agenda for the meeting to evaluate research quality assurance and human resources covers preparation, implementation, and factors that support or hinder the smooth running of research quality assurance and human resources.
- n. The Head of the LPPM determines the corrective actions to be taken during the next research and HR quality assurance period .
- o. The person responsible for the corrective actions recorded in the meeting minutes must submit a report on the follow-up actions to the Head of the LPPM by the deadline specified in the meeting minutes.
- p. The Chair of the LPPM reports the results of the evaluation meeting to the Rector.

5. References

- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
- e. Government Regulation No. 19 of 2005 on National Education Standards;

- f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan 2015–2019; and
- i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		LPM	LPPM	RECTOR
1	LPPM draws up a strategic plan (Renstra) for research.		1	
2	LPPM is drafting a quality assurance plan for research and human resources.		2	
3	The LPM evaluates the draft quality assurance framework for research and human resources.	3		
4	LPPM revises and finalises the research and human resources quality assurance framework.		4	
5	The Rector approves the quality assurance of research and human resources.		No	5
6	The quality assurance documents for research and human resources at the LPPM of UPGRIS have been documented.		6	Yes

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**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**SOP**  
**ALIGNMENT OF PERCEPTIONS REGARDING PROPOSAL EVALUATION**

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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**

### **ALIGNMENT OF PERCEPTIONS REGARDING PROPOSAL EVALUATION**

1. **Purpose** : This guideline aims to provide guidance on the process of aligning the assessment of proposals carried out by internal assessors/reviewers with the Research and Community Service Institute (LPPM) of UPGRIS, to ensure that proposals submitted to the LPPM and/or the Directorate of Research and Community Service (DRPM) are assessed in accordance with the evaluation criteria set out in the applicable guidelines.
2. **Scope** : The scope of these guidelines covers the procedures for harmonising the assessment of proposals by internal assessors, using the assessment criteria of the LPPM and/or DRPM as a reference.
3. **Definition** : The harmonisation of proposal assessment perceptions is an activity carried out by internal assessors to align their assessment perceptions of a proposal.
4. **Procedure**
  - a. The LPPM sends an invitation to internal assessors/reviewers regarding the alignment of perceptions regarding proposal evaluation.
  - b. LPPM conducts the alignment of assessment perceptions for proposals with designated resource persons.
  - c. Evaluators/reviewers participate in the proposal evaluation perception alignment activity.
  - d. The resource person presents the material for the proposal evaluation perception alignment activity.
  - e. LPPM communicates the results of the alignment of perceptions regarding proposal evaluation concerning the criteria for proposals eligible for funding in accordance with the DRPM guidelines.
  - f. Reviewers use the results of the consensus-building exercise as a reference when assessing the eligibility of proposals for funding.
5. **References**
  - a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;

- b. Law No. 20 of 2003 on the National Education System;
- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
- e. Government Regulation No. 19 of 2005 on National Education Standards;
- f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan 2015–2019; and
- i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		LPPM	Assessor/Reviewer	Speaker
1	LPPM has sent an invitation to internal assessors/reviewers regarding the alignment of assessment criteria for proposals.	1 ↓		
2	The LPPM conducted a workshop to align perceptions regarding proposal evaluation with the appointed experts.	2 ↓		
3	Assessors/reviewers attend the proposal assessment alignment session.	→	3 ↓	
4	The resource person presents the material for the proposal assessment alignment session.			3 ↓
5	The Research and Community Service Office (LPPM) presented the results of the alignment of assessment criteria regarding the requirements for proposals eligible for funding in accordance with the DRPM guidelines.	3 ↓		
6	Assessors/reviewers use the results of the consensus-building exercise as a reference in assessing the eligibility of proposals for funding.	→	5	

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INTERNAL QUALITY ASSURANCE SYSTEM  
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**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
STANDARDS FOR RESEARCH FUNDING AND FINANCING**

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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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	

## **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 covers the minimum criteria regarding the sources and mechanisms of funding and financing for research conducted by UPGRIS lecturers and students, which are used for research planning; research implementation; research control; research monitoring and evaluation; reporting of research results; and dissemination of research results.

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

To realise the vision, mission and objectives of UPGRIS, these include fostering student intellectual development and the implementation of the Four Pillars of Higher Education, one of which is research output. The indicators used to measure the achievement of research output standards are derived from the National Standards for Higher Education (SN DIKTI), study programme accreditation indicators, institutional accreditation indicators, and higher education ranking indicators. UPGRIS must guide, manage, and facilitate the implementation of the research dharma by every lecturer, both individually and in groups, and ensure that research is published for the benefit of society; therefore, research output standards must be established. In addition to being an effort to achieve the university's vision and mission, the establishment of research output standards is also intended to meet legal requirements, particularly Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education.

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

1. To serve as a guideline for UPGRIS management in establishing policies relating to the field of research

2. To serve as a guideline for the Research and Community Service Office (LPM) in evaluating and monitoring research outcomes
3. To serve as a guideline for faculties and study programmes in setting research output targets in terms of quality and quantity
4. To serve as a guideline for lecturers in producing research outputs

## **E. RESPONSIBLE PARTIES**

1. The Drafting Team is responsible for drafting the researcher standards
2. The Vice-Rector IV is responsible for reviewing the draft research standards
3. The Academic Senate is responsible for providing input on the draft researcher standards
4. The Rector is responsible for approving the draft research output standards and proposing their adoption to the YPLP of PT PGRI Central Java
5. The YPLP PT PGRI Central Java is responsible for establishing research output standards
6. The LPM is responsible for monitoring research output standards
7. Lecturers and students are responsible for the implementation and achievement of research output standards
8. The Research and Community Service Office (LPPM) is responsible for evaluating research outcomes

## **F. GLOSSARY**

1. Research is an activity carried out in accordance with scientific principles and methods in a systematic manner to obtain information, data, and evidence relating to the understanding and/or testing of a branch of knowledge and technology.
2. A research proposal is a document used in the submission of a research project, containing the research background, theoretical framework, research methods, and accompanied by a work plan and a research funding plan.
3. A research report is a written document detailing the results of a research study, presented clearly and organised according to specific writing methods and a systematic structure, using straightforward language.
4. Research monitoring and evaluation is the process of assessing the planning, process and results of research based on specific pre-defined indicators.
5. A researcher is a person who conducts research.
6. Lecturers are professional educators and scholars whose primary duties are to transform, develop and disseminate knowledge and technology through education, research and community service.

7. Research reviewers are trained and certified lecturers assigned to evaluate the planning, process and results of research conducted by a lecturer/group of lecturers, a student/group of students or a lecturer in collaboration with students in accordance with the established assessment indicators.

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

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASU REMEN T METHO D	INDIC ATOR CODE
2.8.1.1	Universities and faculties must ensure the availability of funding and research financing mechanisms for lecturers and students.	SN DIKTI Article 54.5	The availability of research funding and financing mechanisms for lecturers and students.	IKU	Monev	U/F
2.8.2.1	Universities and faculties must ensure the availability of funds for research management ( ), capacity building for researchers, and incentives for scientific publications.	SN DIKTI Article 55 (2)	The availability of funds for research management, capacity building for researchers, and incentives for scientific publication.	IKU	Monev	U/F
2.8.3.1	Universities and faculties must ensure that the total funding secured by lecturers over the last three years is greater than or equal to 20 million.	APT 33	Achievement of an average of 20 million or more in funds obtained by lecturers over the last three years .	IKU	AMI	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASU REMEN T METHO D	INDIC ATOR CODE
2.8.4.1	Universities and faculties are required to ensure that the allocation of funds for the ‘ ‘ research grant for lecturers reaches: 10 million per lecturer per year.	LAMDI K 41	Achievement of the disbursement of research funds for study programmes under the ‘ ‘ scheme amounting to ≥ 10 million per lecturer per year.	IKT	AMI	U/F
2.8.5.1	Universities and faculties must ensure that the percentage of research funding realised for investment in human resources and facilities and infrastructure is in accordance with the planning investment and exceeds the standard for research to support the creation of a healthy and conducive academic atmosphere through activities in the field of research.	APS 39 and APT 35	Achieving the percentage of funds allocated for investment in human resources and facilities and infrastructure in accordance with the investment plan and exceeding the standard for research to support the creation of a healthy and conducive academic environment through research activities.	IKU	Monev	U/F
2.8.6.1	The university and faculties must ensure the availability of funds for scientific publication incentives for lecturers.	UPGRIS	Funds for scientific publication incentives for lecturers are available and have been utilised.	IKT	Monev	U/F
2.8.7.1	Universities and faculties must ensure the availability of publication funds for lecturers in study programmes of at least 3 million per year per lecturer.	LAMDI K 43	Publication funds are available for lecturers in study programmes, amounting to at least 3 million per year per lecturer	IKT	Monito ring and Evaluati on	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASU REMEN T METHO D	INDIC ATOR CODE
2.8.8.1	Faculties and study programmes must ensure the availability of external research funding to finance research by lecturers and students.	LAMEM BA C7	Research funding from outside the institution is available to finance research by lecturers and students.	IKT	AMI	F/P

## H. STRATEGIES FOR ACHIEVING STANDARDS

The strategy for achieving funding standards is to increase the number of research proposals submitted to the DRPM, to submit an annual research budget to the institution that is higher than the previous year's, and to submit research proposals to other parties.

## I. RELATED DOCUMENTS

1. Research Guidelines
2. Guidelines for the Preparation of the Lecturer Research Roadmap

## J. REFERENCES

1. Law of the Republic of Indonesia Number 12 of 2012 on 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 UPGRI

**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 RESEARCH FUNDING AND FINANCING**

Document Code	: F-SPMI-UPGRIS-2.8
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 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 funding and research financing mechanisms for lecturers and students.	SN DIKTI			
2	Availability of funds for research management ( ), capacity building for researchers, and incentives for scientific publication.	SN DIKTI			
3	The average amount of funding secured by lecturers over the last three years is at least 20 million.	APT			
4	Achievement of research funding for the study programme amounting to $\geq 10$ million per lecturer per year.	LAMDIK			
5	Achievement of the percentage of research funding realised for investment in human resources and facilities and infrastructure in accordance with the planning investment and exceeding the standards for research to support the	APS and APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	creation of a healthy and conducive academic atmosphere through activities in the field of research.				
6	Funds for scientific publication incentives for lecturers are available and have been utilised.	UPGRIS			
7	Publication funds are available for lecturers in the study programme, amounting to at least 3 million per year per lecturer	LAMDIK			
8	External research funding is available to support research by lecturers and students.	LAMEMBA			

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



**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
ESTABLISHMENT OF RESEARCH FUNDING AND FINANCING STANDARDS**

Document Code	:	SOP-UPGRIS-2.8.1
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, 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 & Cooperation	31/03/2023	
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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH FUNDING AND FINANCING**

1. Purpose : The SOP on the Establishment of Research Funding and Financing Standards aims to provide guidance to researchers regarding the sources of research funding
2. Scope : The scope of this guideline covers research funding.
3. Standards  
Research Funding and Financing Standards, namely: a) minimum criteria for sources and mechanisms of research funding and financing derived from internal university research funds, government funds, collaborations with other institutions both domestically and internationally, or funds from the public; b) used to finance research planning, research implementation, research control, research monitoring and evaluation, reporting of research results and dissemination of research results; c) research management funds must be provided by the higher education institution and used to finance research management (proposal selection, monitoring and evaluation, research reporting and dissemination of research results), research capacity building, and incentives for scientific publication or intellectual property rights (IPR); e) higher education institutions are not permitted to deduct funds from research grants received by researchers.
4. Definitions
  - a. Developing standards is a working process aimed at establishing standards regarding the requirements of the Internal Quality Assurance System (SPMI). This activity involves reviewing the eight national higher education standards and other institutional requirements to formulate new, more detailed standards;
  - b. Formulating standards involves writing the content of each standard in the form of a complete and comprehensive statement, using the Audience, Behaviour, Competence, and Degree framework as a reference for performance measurement;
5. Procedure
  - a. Lecturers prepare proposals in accordance with the specified format and deadlines.
  - b. Lecturers submit a request to the Dean to conduct research.
  - c. The Dean signs the proposal and records the research activities.

- d. Lecturers submit research proposals to the Research Institute of UPGRIS.
- e. The Head of the Research Institute signs and sends the proposal to the relevant institution.
- f. The Research Institute announces the outcome (accepted or rejected) to the lecturer concerned. If accepted, the Research Institute prepares a contract with the research lecturer.
- g. The lecturer signs the agreement with the Research and Community Service Institute.
- h. The Research Institute disburses 70% of the research funds.
- i. The Head of the Research and Community Service Institute (LPPM) at UPGRIS signs the research progress report approval form and sends the research progress report to the relevant institution.
- j. The final report is a prerequisite for the release of the remaining 30% of the funding, ensuring that the researcher receives 100% of the funds.

## 6. References

- a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Law No. 12 of 2012 on Higher Education;
- e. Law No. 14 of 2015 on Teachers and Lecturers;
- f. Law No. 18 of 2002 on the National System of Research, Development and Application of Science and Technology;
- g. Law No. 20 of 2003 on the National Education System;
- h. Government Regulation No. 19 of 2005 on National Education Standards;
- i. Law No. 12 of 2012 on Higher Education;
- j. Law No. 14 of 2015 on Teachers and Lecturers;
- k. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;
- l. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;

- m. Research and Community Service Guidebook, Latest Edition;
- n. SPMI Policy of UPGRIS;
- o. UPGRIS. 2015. UPGRIS Research Strategic Plan 2016–2020. Semarang: Lontar Media;
- p. Research and Community Service Guidebook, 11th Edition, 2017;
- q. SPMI Policy of UPGRIS;
- r. UPGRIS. 2015. UPGRIS Strategic Plan 2015–2019. Semarang: Lontar Media;
- s. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media ;
- and
- t. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		HEAD OF RESEARCH ACTIVITIES	DEAN	LPPM	HIGHER EDUCATION COORDINATING BOARD	
1	Lecturers prepare proposals in accordance with the specified format and deadlines.	1				
2	Lecturers submit an application to the Dean to conduct research.		2			
3	The Dean signs the proposal and records the research activities.		3			
4	The lecturer submits the research proposal to the Research Institute of UPGRIS.			4		
5	The Head of the Research Institute signs and sends the proposal to the relevant institution.			5		
6	The Research Institute notifies the relevant lecturer of the outcome (accepted or rejected). If accepted, the Research Institute draws up a contract with the research lecturer.			6		
7	The lecturer signs the agreement with the Research and Community Service Institute.	7				

8	The Research Institute disburses 70% of the research funds.			8		
9	The Head of the Research and Community Service Institute (LPPM) at UPGRIS signs the research progress report approval form and sends the research progress report to the relevant institution.			9		
10	The final report is a prerequisite for the release of the remaining 30% of the funding, ensuring that the researcher receives 100% of the funds.	10				

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP IMPLEMENTATION OF RESEARCH FUNDING AND FINANCING STANDARDS</b>

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	Fajar Cahyadi, M.Pd.		31/03/2023	
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Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH FUNDING AND FINANCING**

1. Purpose: The Standard Operating Procedure (SOP) for the Implementation of Research Funding and Financing Standards aims to implement the Research Funding and Financing Standards of UPGRIS

2. Scope

This implementation manual applies: When the Research Funding and Financing Standards must be implemented across all study programmes at the UPGRIS

3. Standards

Research Funding and Financing Standards, namely: a) minimum criteria for sources and mechanisms of research funding and financing derived from internal university research funds, government funds, collaborations with other institutions both domestically and internationally, or funds from the public; b) used to finance research planning, research implementation, research control, research monitoring and evaluation, reporting of research results and dissemination of research results; c) research management funds must be provided by the higher education institution and used to finance research management (proposal selection, monitoring and evaluation, research reporting and dissemination of research results), research capacity building, and incentives for scientific publication or intellectual property rights (IPR); e) higher education institutions are not permitted to deduct funds from research grants received by researchers.

4. Definitions

a. Implementing standards means operationalising provisions based on measures, specifications, and benchmarks as stated in the Research Assessment Standards, which must be adhered to, carried out, and fulfilled.

b. A standard operating procedure is a systematic, chronological, logical and coherent description of the sequence of steps required to achieve a particular objective, accompanied by a flowchart to facilitate understanding by all parties who will be carrying out the procedure



- c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.
  - d. Competence is a set of intelligent, responsible actions possessed by an individual as a prerequisite for being regarded by society as capable of carrying out tasks in a specific field.
  - e. The standards for research funding and financing cover the funding or financing of research. Research financing refers to the procedures for funding research activities in accordance with the contract signed by the Principal Investigator and the Head of the Research and Community Service Centre (LPPM) at UPGRIS
5. Procedures
- a. Carry out technical and/or administrative preparations in accordance with the contents of the Research Funding and Financing Standards.
  - b. Disseminate the contents of the Research Funding and Financing Standards to all lecturers, staff, students, alumni, graduate employers, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, information sessions, or other forums.
  - c. Preparing and drafting documents such as standard operating procedures (SOPs), work instructions, or other similar documents in accordance with the Research Funding and Financing Standards.
  - d. Conducting research activities across all study programmes at the Universitas of Indonesia using the Research Funding and Financing Standards as a benchmark for achievement.
6. References
- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
  - b. Law No. 20 of 2003 on the National Education System;
  - c. Government Regulation No. 19 of 2005 on National Education Standards;
  - d. Law No. 12 of 2012 on Higher Education;
  - e. Law No. 14 of 2015 on Teachers and Lecturers;

- f. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- g. Law No. 20 of 2003 on the National Education System;
- h. Government Regulation No. 19 of 2005 on National Education Standards;
- i. Law No. 12 of 2012 on Higher Education;
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- k. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;
- l. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- m. Research and Community Service Guidebook, Latest Edition;
- n. SPMI Policy of UPGRIS;
- o. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- p. Research and Community Service Guidebook, 11th Edition 2017;
- q. SPMI Policy of UPGRIS;
- r. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- s. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- and
- t. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		PRINCIPAL INVESTIGATOR	DEAN	LPPM	Higher Education Coordination Agency	
1	Carry out technical and/or administrative preparations in accordance with the provisions of the Research Funding and Financing Standards.					
2	Communicate the contents of the Research Funding and Financing Standards to all lecturers, staff, students, alumni, graduate					



	employers, academic and professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, outreach sessions, or other forums.					
3	Preparing and drafting documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the provisions of the Research Funding and Financing Standards					
4	Conducting research activities across all study programmes, using the Research Funding and Financing Standards as a benchmark for achievement.					

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



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS</b> <b>UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP</b> <b>STANDARD EVALUATION OF RESEARCH FUNDING AND FINANCING</b>

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistyia Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH FUNDING AND FINANCING STANDARDS**

1. Objective : To evaluate the implementation of the Research Funding and Research Funding at UPGRIS
2. Scope : This evaluation manual applies to: The implementation of the Research Funding and Financing Standards must be implemented in all study programmes at UPGRIS

3. Standards

Standards for Research Funding and Financing, namely: a) minimum criteria for sources and mechanisms of research funding and financing derived from internal university research funds, government funds, collaborations with other institutions both domestically and abroad, or funds from the public; b) used to finance research planning, research implementation, research control, research monitoring and evaluation, reporting of research results and dissemination of research results; c) research management funds must be provided by the university and used to finance research management (proposal selection, monitoring and evaluation, research reporting and dissemination of research results), research capacity building, and incentives for scientific publication or intellectual property rights (IPR); e) universities are not permitted to deduct funds from research grants received by researchers.

4. Definitions

- a. Implementing standards means operationalising provisions based on measures, specifications, and benchmarks as stated in the Statement of Research Funding and Financing Standards, which must be adhered to, carried out, and fulfilled
- b. A standard procedure is a description of the sequence of steps to achieve a specific objective, written in a systematic, chronological, logical and coherent manner, and accompanied by a flowchart to facilitate understanding by all parties who will carry out the procedure.
- c. Work instructions are a detailed list of tasks to be carried out by the person assigned the task.

- d. The standards for research funding and financing cover the funding or financing of research. Research financing refers to the procedures for funding research activities in accordance with the contract signed by the Principal Investigator and the Head of the Research and Community Service Centre (LPPM) at UPGRIS

#### 5. Procedure

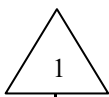

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to monitor and evaluate the achievement of Research Funding and Financing Standards	Vice-Rector
Dean	Instructs the First Vice Dean, Heads of Study Programmes, and the Research Funding and Management Unit (UPMF/UPMPPS) to monitor and evaluate the Research Funding and Financing Standards, and to compile a report on the monitoring and evaluation results	Vice-Rector I
Vice-Dean I and Programme Directors	<ol style="list-style-type: none"> <li>1. Forming a team to assess compliance with the Research Funding and Financing Standards</li> <li>2. Conducting an evaluation of compliance with Research Funding and Financing Standards</li> <li>3. Reporting the results of the evaluation of compliance with Research Funding and Financing Standards to the Dean for follow-up</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the results of the evaluation of compliance with Research Funding and Financing Standards</li> <li>2. Approving the results of the evaluation of compliance with Research Funding and Financing Standards</li> </ol>	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of compliance with Research Funding and Financing Standards to facilitate improvements by the relevant parties	Dean
Lecturers	Carrying out academic activities to improve compliance with research funding and financing standards	Dean

#### 6. Reference


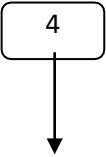
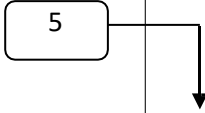
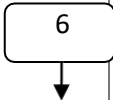


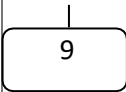
- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;

- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Law No. 12 of 2012 on Higher Education;
- e. Law No. 14 of 2015 on Teachers and Lecturers;
- f. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- g. Law No. 20 of 2003 on the National Education System;
- h. Government Regulation No. 19 of 2005 on National Education Standards;
- i. Law No. 12 of 2012 on Higher Education;
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- k. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- l. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- m. Research and Community Service Guidebook, Latest Edition;
- n. SPMI Policy of UPGRIS;
- o. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- p. Research and Community Service Guidebook, 11th Edition 2017;
- q. SPMI Policy of UPGRIS;
- r. UPGRIS. 2015. UPGRIS Strategic Plan 2015–2019. Semarang: Lontar Media;
- s. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- and
- t. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector I Instructs deans to monitor and evaluate the achievement of Research Funding and Financing Standards				
2	The Dean has instructed the First Vice Dean to work with the Head of				



	the Programme to draw up Standards for Research Funding and Financing				
3	Form a team to evaluate the achievement of the Research Funding and Financing Standards, to evaluate the achievement of the Research Funding and Financing Standards, and to report the results of the evaluation of the achievement of the Research Funding and Financing Standards to the Dean for follow-up				
4	The Faculty Senate discusses the results of the evaluation of the achievement of Research Funding and Financing Standards, and approves the results of the evaluation of the achievement of Research Funding and Financing Standards				
5	The Vice Dean I/Head of Programme prepares a draft of the Research Funding and Financing Standards				
6	The Faculty Senate meeting discusses the draft Research Funding and Financing Standards				
7	The Faculty Senate approved the Research Funding and Financing Standards				
8	The First Vice Dean/Head of Programme disseminates the Research Funding and Financing Standards				
9	Lecturers carry out academic activities to meet the Research Funding and Financing Standards				

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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS**  
**UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**  
**SOP**  
**CONTROL OF RESEARCH FUNDING AND FINANCING 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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH FUNDING AND FINANCING STANDARDS**

1. Purpose : To control the implementation of Funding Standards and Research funding for UPGRIS to ensure that the standards are met
2. Scope : This standard control manual applies When the Research Funding and Financing Standards require routine and continuous monitoring, supervision, checking, inspection, and evaluation
3. Research  
Research Funding and Financing Standards, namely: a) minimum criteria for sources and mechanisms of research funding and financing derived from internal university research funds, government funds, collaborations with other institutions both domestically and internationally, or funds from the public; b) used to finance research planning, research implementation, research control, research monitoring and evaluation, reporting of research results and dissemination of research results; c) research management funds must be provided by the higher education institution and used to finance research management (proposal selection, monitoring and evaluation, research reporting and dissemination of research results), research capacity building, and incentives for scientific publication or intellectual property rights (IPR); e) higher education institutions are not permitted to deduct funds from research grants received by researchers.
4. Definitions
  - a. Monitoring is the activity of observing a process or activity with the aim of determining whether that process or activity is proceeding in accordance with established standards.
  - b. An evaluation is an activity designed to determine whether a process or activity is in line with the established objectives.
  - c. An audit or inspection is an activity to examine or audit all aspects of research implementation, carried out periodically to verify whether all research processes across all study programmes are proceeding in accordance with the Research Assessment Standards.

- d. The standards for research funding and financing cover the funding or financing of research. Research financing refers to the procedures for funding research activities in accordance with the contract signed by the Principal Investigator and the Head of the Research and Community Service Centre (LPPM) at UPGRIS

5. Procedure

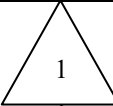
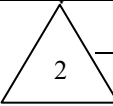
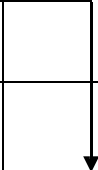
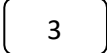
Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to oversee the Standards for Research Funding and Financing	Vice-Rector
Dean	Instructs the First Vice Dean together with the Head of Programme to oversee compliance with Research Funding and Financing Standards	Vice-Rector I
Vice-Dean I and the Head of Programme	<ol style="list-style-type: none"> <li>1. Carry out technical and/or administrative preparations relating to the readiness of the evaluation tools to be used in accordance with the Research Funding and Financing Standards.</li> <li>2. Evaluating the implementation of the dissemination of the Research Funding and Financing Standards to all lecturers, staff, students, alumni, graduate employers, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, dissemination events, or other forums.</li> <li>3. Conduct an evaluation of the implementation of the Research Funding and Financing Standards and report the results of the evaluation of the implementation of the Research Funding and Financing Standards to facilitate follow-up action.</li> </ol>	Dean

6. References

- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Law No. 12 of 2012 on Higher Education;
- e. Law No. 14 of 2015 on Teachers and Lecturers;

- f. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- g. Law No. 20 of 2003 on the National Education System;
- h. Government Regulation No. 19 of 2005 on National Education Standards;
- i. Law No. 12 of 2012 on Higher Education;
- j. Law No. 14 of 2015 on Teachers and Lecturers;
- k. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
- l. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- m. Research and Community Service Guidebook, Latest Edition;
- n. SPMI Policy of UPGRIS;
- o. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- p. Research and Community Service Guidebook, 11th Edition 2017;
- q. SPMI Policy of UPGRIS;
- r. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- s. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- and
- t. YPLP PT PGRI, Statutes of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector I Instructs deans to implement control over research funding and financing standards		
2	The Dean instructs the First Vice Dean together with the Head of Programme to oversee the Standards for Research Funding and Financing		
3	1. To carry out technical and/or administrative preparations regarding the readiness of the evaluation instruments to be used in accordance with the Research Funding and Financing Standards.		







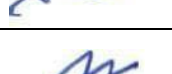


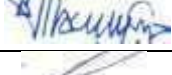

	<p>2. Conduct periodic and consistent evaluations of the dissemination of the Research Funding and Financing Standards to all lecturers, staff, students, alumni, employers of graduates, professional organisations, and other stakeholders, whether through the website, workshops, information sessions, or other forums.</p> <p>3. Conduct an evaluation of the implementation of the Research Funding and Financing Standards and report the results of this evaluation to facilitate follow-up action.</p>		
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**STANDARD DOCUMENTS  
INTERNAL QUALITY ASSURANCE SYSTEM  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



<b>APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG</b>
<b>SOP IMPROVEMENT OF RESEARCH FUNDING AND FINANCING STANDARDS</b>

Document Code	:	SOP-UPGRIS-2.8.5
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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 RESEARCH FUNDING AND FINANCING STANDARDS**

1. Objective : To continuously improve the quality of the Research Funding and Financing Standards at the end of each cycle of these standards.
2. Scope : This standard development manual applies: During the Research Funding and Financing Standard Research Funding and Financing cycle (2 years) and the standards are subsequently improved.
3. The Research Funding and Financing Standards, namely: a) minimum criteria for sources and mechanisms of research funding and financing derived from internal university research funds, government funds, collaborations with other institutions both domestically and internationally, or funds from the public; b) used to finance research planning, research implementation, research control, research monitoring and evaluation, reporting of research results and dissemination of research results; c) research management funds must be provided by the higher education institution and used to finance research management (proposal selection, monitoring and evaluation, research reporting and dissemination of research results), research capacity building, and incentives for scientific publication or intellectual property rights (IPR); e) higher education institutions are not permitted to deduct funds from research grants received by researchers.
4. Definition
  - a. Development or improvement of standards is an effort to evaluate and improve the quality of the content of standards periodically, continuously and sustainably
  - b. Standard evaluation is the act of assessing the content of the Research Funding and Financing Standards, based, amongst other things, on:
    - 1) Research outcomes disseminated to all elements of society
    - 2) The results of self-evaluation of research outcome development programmes
    - 3) Survey results on user satisfaction with research outcomes
    - 4) Outcomes of the Research Evaluation Standards Workshop

5) Developments in the situation and conditions at UPGRIS, the demands of stakeholders and the wider community, as well as the introduction of new government policies on higher education, particularly regarding the Research Funding and Financing Standards that must be met.

6) The relevance of the vision and mission of UPGRIS

c. The standard cycle refers to the duration or period of validity of a standard in accordance with the aspects it regulates

### 5. Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs the deans to improve the Standards for Research Funding and Financing	Vice-Rector
Dean	Instructs the First Vice Dean and the Head of the Study Programme to improve the standards for research funding and financing	Vice-Rector I
Vice-Dean I and the Head of the Programme	<ol style="list-style-type: none"> <li>1. Form a team to analyse the results of the evaluation of the achievement of Research Funding and Financing Standards</li> <li>2. Prepare a draft for the improvement of Research Funding and Financing Standards</li> <li>3. Formulate the new Research Funding and Financing Standards during a departmental meeting</li> <li>4. Reporting the formulation of the new Research Funding and Financing Standards to the Dean for further action</li> </ol>	Dean
Faculty Senate	<ol style="list-style-type: none"> <li>1. Discussing the proposed Research Funding and Financing Standards put forward by the dean</li> <li>2. Approving the draft of the new Research Funding and Financing Standards</li> </ol>	Dean
Dean	Proposing new standards for research funding and financing for approval by the Vice-Rector	Dean

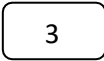




### 3. References

- a. Law No. 18 of 2002 on the National System for Research, Development and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;

- d. Law No. 12 of 2012 on Higher Education;
- e. Law No. 14 of 2015 on Teachers and Lecturers;
- f. Law No. 18 of 2002 on the National System of Research, Development and Application of Science and Technology;
- g. Law No. 20 of 2003 on the National Education System;
- h. Government Regulation No. 19 of 2005 on National Education Standards;
- i. Law No. 12 of 2012 on Higher Education;
- j. Law No. 14 of 2015 on Teachers and Lecturers;
- k. Regulation of the Minister of Education and Culture No. 3 of 2020 concerning National Standards for Higher Education;
- l. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- m. Research and Community Service Guidebook, Latest Edition;
- n. SPMI Policy of UPGRIS;
- o. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- p. Research and Community Service Guidebook, 11th Edition 2017;
- q. SPMI Policy of UPGRIS;
- r. UPGRIS. 2015. Strategic Plan of UPGRIS 2015–2019. Semarang: Lontar Media;
- s. UPGRIS. 2015. Strategic Research Plan of UPGRIS 2016–2020. Semarang: Lontar Media;
- and
- t. YPLP PT PGRI, Statutes of UPGRIS.

4. Work Instructions

No.	Activity Details	Vice-Rector I	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector I Instructs the deans to improve the standards for research funding and financing	1	↓		
2	The Dean has instructed the First Vice Dean and the Head of the Study Programme to improve the standards for research funding and financing		2	↓	

3	The First Vice Dean/Head of Programme formed a team to analyse the results of the evaluation of the achievement of Research Funding and Financing Standards, prepared a draft for the improvement of Research Funding and Financing Standards, formulated the new Research Funding and Financing Standards during a departmental meeting, and reported the formulation of the new Research Funding and Financing Standards to the Dean for further action				
4	The Faculty Senate discussed the draft Research Assessment Standards proposed by the Dean, approved the new draft Research Funding and Financing Standards, and submitted the approved new Research Funding and Financing Standards to the Dean				
5	The Dean proposes the new Research Funding and Financing Standards for approval by the Vice-Rector				

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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS  
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG  
SOP  
DETERMINATION OF THE WINNING RESEARCH PROPOSAL**




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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 & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 THE WINNING RESEARCH PROPOSAL**

1. Purpose : This guideline aims to provide guidance on the selection of winning research proposals in accordance with the assessment criteria set out in the applicable Research Guidelines.
2. Scope : The scope of this guideline sets out the procedures for determining the successful research proposals in accordance with the assessment criteria of the DRPM.
3. Definition: The selection of winning research proposals constitutes the final stage of the evaluation of research proposals submitted by researchers in accordance with the assessment criteria of the DRPM.
4. Procedure
  - a. The LPPM determines the names of the prospective researchers to be selected as winners
  - b. The selection of winners is based on the order of the highest proposal scores, the ratio of winners to the number of proposals received, and the available research funding
  - c. The list of winners for all research schemes is announced by the LPP
5. References
  - a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
  - b. Law No. 20 of 2003 on the National Education System;
  - c. Law No. 12 of 2012 on Higher Education;
  - d. Law No. 14 of 2015 on Teachers and Lecturers;
  - e. Government Regulation No. 19 of 2005 on National Education Standards;
  - f. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
  - g. SPMI Policy of the UPGRIS;
  - h. UPGRIS Research Strategic Plan 2015–2019; and
  - i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

## 6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT	
		REVIEWER	LPPM
1	The reviewer submits the assessment results for the evaluated proposal.		
2	LPPM ranks the proposals based on scores and funding.		
3	LPPM announces the winners of research proposals to be funded		

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



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

**SOP  
DETERMINATION OF THE WINNING RESEARCH PROPOSAL**

Document Code	:	SOP-UPGRIS-2.8.7
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	
	Setiawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs & Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II for Administration & Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs & Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV for Research, Community Service & 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 THE WINNING RESEARCH PROPOSAL**

1. Purpose: This SOP aims to provide an explanation of the mechanism for research implementation contracts, whether the funding source is a DRPM grant or the APBU.
2. Scope
  - a. The research implementation contract process to provide clarification to lecturers regarding the research implementation contract
  - b. Parties involved in the research implementation contract process
3. Definition: Research implementation contracts are concluded between the LPPM and the research funder (where funds from DRPM grants are represented by LLDIKTI) and between the LPPM and the researcher.
4. Procedure

The university, through the LPPM, signs a Research Implementation Contract Agreement with the funding body; if the funding is from the DRPM, it is represented by the LLDIKTI.

The LPPM files the research implementation contract agreement with the funding body.

In accordance with the contract agreement referred to in point (b) above, the University, through the LPPM, enters into a research implementation contract with the principal investigator whose research proposal has been approved, as set out in the research implementation assignment agreement, which sets out the rights and obligations of the researcher.

The LPPM invites each principal investigator whose research proposal has been approved to sign the research assignment agreement.

The principal investigator shall sign the research assignment, which covers the management of research outputs—including time, costs, rights and obligations—and other matters set out in the annex, which forms an integral part of the research assignment.

The researcher carries out the research activities following the signing of the agreement.

The LPPM files the research assignment agreement

5. References

- a. Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
- b. Law No. 20 of 2003 on the National Education System;
- c. Law No. 12 of 2012 on Higher Education;
- d. Law No. 14 of 2015 on Teachers and Lecturers;
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- g. SPMI Policy of UPGRIS;
- h. UPGRIS Research Strategic Plan 2015–2019; and
- i. Research and Community Service Guidebook XII, 2018, Revised Edition 2019.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECTOR	LPPM	SPEAKER/REVIEWER
1	The Research and Community Service Office (LPPM) invites all principal investigators whose research proposals have been approved to sign the research assignment			1	
2	The principal investigator signs the research assignment, which covers the management of research outputs, including time, costs, rights and obligations, and other matters set out in the appendix as an integral part of the research assignment	2			
3	The researcher carries out the research activities following the signing of the agreement	3			
4	LPPM archives the assignment agreement document			4	

