

Internal Quality
Assurance System



STANDARD COMMUNITY SERVICE



**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 :
- that the Yayasan Pembina Lembaga Pendidikan Perguruan Tinggi PGRI Semarang is the organiser of Universitas Persatuan Guru Republik Indonesia Semarang;
 - 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;
 - that the implementation of the four pillars of higher education can be carried out effectively in accordance with applicable regulations;
 - that for the purposes of points a and b and c above must be stipulated by a Decree of the Yayasan.
- Having regard to :
- Law Number 20 of 2003 concerning the National Education System;
 - Law No. 12 of 2012 on Higher Education;
 - Government Number 17 Year 2010 Concerning Management and Implementation Education;
 - PGRI Articles of Association and Bylaws 2019;
 - Articles of Association of YPLP PT PGRI Semarang 2007;
 - Statutes of Universitas Persatuan Guru Republik Indonesia Semarang 2019;
 - 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 :
- 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;
 - 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

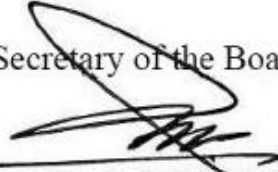


Dr. Bunyamin, M.Pd.

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
PKM OUTCOME STANDARDS**

Document Code	:	S-UPGRIS-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, 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 Community Service outcomes or all outputs generated through activities that systematically fulfil scientific principles and methods in accordance with the academic autonomy and culture at UPGRIS, whether carried out by lecturers/groups of lecturers, students/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, including the intellectual development of students and the implementation of the Four Pillars of Higher Education, one of which is the facilities and infrastructure for community service. UPGRIS must guide, manage and facilitate so that the duty of community service can be carried out by every lecturer, both individually and in groups, and can be publicised for the benefit of the community; therefore, standards for the facilities and infrastructure for community service need to be established. In addition to being an effort to achieve the university's vision and mission, the establishment of standards for facilities and infrastructure for community service is also intended to meet legal requirements, particularly Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education. In this context, facilities and infrastructure refer to the minimum criteria for the facilities and infrastructure required to support the community service process in order to achieve the desired outcomes of community service.

D. PURPOSE OF ESTABLISHING STANDARDS

1. To serve as a guideline for UPGRIS management in establishing policies relating to community service, including community service facilities and infrastructure.
2. To serve as a guideline for the LPM in evaluating and managing the requirements for community service facilities and infrastructure.

3. To serve as a guideline for faculties and study programmes in determining the requirements for community service facilities and infrastructure in terms of both quality and quantity
4. To serve as a guideline for lecturers in selecting, determining, using and maintaining facilities and infrastructure for community service.

E. RESPONSIBLE PARTIES

1. The Drafting Team is responsible for drafting the standards for community service facilities and infrastructure
2. The Vice-Rector IV is responsible for reviewing the draft standards for community service facilities and infrastructure
3. The Academic Senate is responsible for providing input on the draft standards for community service facilities and infrastructure
4. The Rector is responsible for approving the draft standards for community service facilities and infrastructure and proposing their adoption to the YPLP PT PGRI Central Java
5. The YPLP of PT PGRI Central Java is responsible for establishing the standards for community service facilities and infrastructure
6. The LPM is responsible for monitoring the standards for community service facilities and infrastructure
7. Lecturers and students are responsible for the implementation and achievement of the standards for community service facilities and infrastructure
8. The LPPM is responsible for evaluating community service facilities and infrastructure

F. GLOSSARY

1. Standards for community service facilities and infrastructure are the minimum criteria for facilities and infrastructure in accordance with the needs of the content and learning process in order to fulfil graduate learning outcomes.
2. Facilities and infrastructure for community service are all equipment required for the implementation of community service, which may include office equipment, transport and funding
3. Community service is an activity carried out systematically according to scientific principles and methods to obtain information, data and details relating to the understanding and/or testing of a branch of science and technology;
4. The Head of the Community Service Team is the coordinator of the community service team; and

5. Community Service Team Members are members of the team tasked with assisting the team leader in carrying out community service activities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDI CATOR	MEASU REMEN T METHO D	INDIC ATOR CODE
3.1.1.1	Universities must ensure that community service carried out by lecturers and students serves as a means of resolving problems faced by the community by utilising the relevant expertise of the academic community, implemented in a planned and consistent manner in accordance with the regulations in force at the university.	SN DIKTI P 57.2a	The availability of community service outcomes can resolve problems faced by the community by utilising the relevant expertise of the academic community, accompanied by valid and complete documentary evidence.	IKU	Monev	U/F/P
3.1.1.2	The university must ensure that the outcomes of community service carried out by lecturers and students serve as a means of resolving the problems faced by the community by utilising the relevant expertise of the academic community, implemented in a planned and consistent manner in accordance with the regulations in force at the university.	P 57.2b	The availability of community service outcomes can resolve problems faced by the community through the use of appropriate technology, accompanied by valid and complete documentary evidence.	IKU	Monev	U/F/P
3.1.1.3	The university must ensure that the outcomes of community service carried out by lecturers and students serve as a means of resolving the problems faced by the community by utilising the relevant expertise of the academic community,	P 57.2c	The availability of the outcomes of community service may be utilised as material for the development of science and technology, accompanied by valid	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDI CAT OR	MEASU REMEN T METHO D	INDIC ATOR CODE
	implemented in a planned and consistent manner in accordance with the regulations in force at the university.		and complete documentary evidence.			
3.1.1.4	The university must ensure that the outcomes of community service carried out by lecturers and students serve as a means of resolving problems faced by the community by utilising the relevant expertise of the academic community, implemented in a planned and consistent manner in accordance with the regulations in force at the university.	P 57.2d	The availability of community service outcomes may be used to create teaching materials or training modules to enrich learning resources, accompanied by valid and complete documentary evidence.	IKU	Monev	U/F/P
3.1.2.1	Faculties and study programmes must ensure that lecturers' community service outcomes are published annually in reputable international journals, international journals, accredited national journals or non-accredited journals.	APT 56 APS 27	Publication of lecturers' PkM 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	F/P
3.1.3.1	Faculties and study programmes must ensure that lecturers publish the results of their Community Engagement (PkM) in the form of articles or papers at local/national/international seminars and/or in national/international media.	APT 57	Publication of lecturers' PkM results at local/national/international seminars and/or in national/international media, with a target of 1 publication per lecturer per year, accompanied by valid and complete documentary evidence.	IKU	AMI	F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDI CAT OR	MEASU REMEN T METHO D	INDIC ATOR CODE
3.1.4.1	Universities, faculties and study programmes must ensure the existence of PkM outputs that are recognised in the form of IPR (Patents, Simple Patents, Copyright, Industrial Design, Plant Variety Protection, etc.), Appropriate Technology, Standardised Products, Certified Products, Works of Art, Social Engineering, and in the form of ISBN-registered books and book chapters.	APT 59	There are PkM outputs by lecturers 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 with-ISBN, and book chapters, with a target of 1 publication per lecturer per year, accompanied by valid and complete documentary evidence.	IKU	AMI	U/F/P
3.1.5.1	Universities, faculties and study programmes must ensure that PkM outputs are published in reputable international journals, international journals, accredited national journals, non-accredited journals, local/national/international seminars and/or national/international mass media, carried out by student- s either independently or in collaboration with lecturers.	APS 64	There are PkM outputs by students, either independently or in collaboration with lecturers, published in reputable international journals, international journals, accredited national journals, non-accredited journals, local/national/international seminars and/or national/international mass media, amounting to at least 10% of the total number of active students, accompanied by valid and complete documentary evidence.	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDI CAT OR	MEASU REMEN T METHO D	INDIC ATOR CODE
3.1.6.1	Universities, faculties and study programmes must ensure that PkM outputs receive recognition in the form of IPR (patents, utility models, copyright, industrial design, plant variety protection, etc.), appropriate technology, standardised products, certified products, works of art, social engineering, and in the form of ISBN-registered books and book chapters produced by students either independently or in collaboration with lecturers.	APS 65	There are student PkM outputs, produced either independently or in collaboration with lecturers, 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, Works of Art, Social Engineering, and in the form of books with-ISBN, or book chapters, amounting to at least 3% of the total number of active students, accompanied by valid and complete documentary evidence.	IKU	AMI	U/F/P
3.1.7.1	Universities, faculties and study programmes are required to provide incentives for the outcomes of nationally accredited PkM (Community Service) activities at the Sinta 1 or Sinta 2 level, or from reputable international programmes, achieved by lecturers and students.	UPGRIS	Policies regarding the provision of incentives derived from nationally accredited PkM outputs (Sinta 1, Sinta 2 or reputable international) and international achievements obtained by lecturers and students are available and implemented accompanied by valid and complete documentary evidence.	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDI CAT OR	MEASU REMEN T METHO D	INDIC ATOR CODE
3.1.8.1	Universities, faculties and study programmes are required to ensure that scientific works resulting from DTSP Community Service (PkM) and student projects are cited by others.	LAMDI K 80	At least 50% of DTSP Community Service (PkM) and student research outputs must be cited by others, accompanied by valid and complete documentary evidence.	IKT	AMI	U/F/P
3.1.9.1	Universities, faculties and study programmes must ensure that the outcomes of Community Service (PkM) activities produced by lecturers and students in education study programmes are adopted by the community.	LAMDI K 81	At least 10% of community service 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
3.1.10. 1	Universities, faculties and study programmes are required to evaluate lecturers' performance based on the community service outputs produced by lecturers.	LAMEM BA K9.C2	The implementation of lecturer performance evaluations based on the community service outputs produced by lecturers in the study programme, accompanied by valid and complete documentary evidence.	IKT	AMI	U/F/P
3.1.11. 1	Universities and faculties are required to provide guidelines governing the contribution of community service outputs to the development of science, practice and professionalism.	LAMEM BA K9.C3	Guidelines governing the contribution of community engagement outputs to the development of science, practice s and the profession are available and implemented, accompanied by valid and complete documentary evidence.	IKT	AMI	U/F/P

H. STRATEGY FOR ACHIEVING THE STANDARD

1. The Vice-Rector 1 forms a working group to draft documents regarding the standards for community service facilities and infrastructure to support community service activities.
2. The Research and Community Service Institute (LPPM) disseminates information on the standards for Community Service facilities and infrastructure to all relevant units and conducts an evaluation of the use of Community Service facilities and infrastructure
3. The LPM evaluates and monitors the alignment between the needs and the availability of Community Service facilities and infrastructure
4. Deans and programme heads monitor the needs and availability of Community Service facilities and infrastructure in terms of both quality and quantity
5. Lecturers shall select, designate, utilise and maintain the facilities and infrastructure for community service in accordance with the requirements of community service activities.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS
9. Guidelines for the Community Service Strategic Plan

10. Community Service Handbook
11. Work Instructions for Community Service
12. Work Instructions for Community Service

J. REFERENCES

1. Law of the Republic of Indonesia No. 12 of 2012 on Higher Education;
2. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on the Higher Education Quality Assurance System;
3. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Standards for Higher Education;
4. 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.
5. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
6. Assessment Matrix for Self-Evaluation Reports and Study Programme Performance Reports, BAN-PT 2019
7. BAN-PT Regulation No. 3 of 2019 concerning Higher Education Accreditation Instruments
8. LAMEMBA Study Programme Accreditation Assessment Guidelines for the Independent Accreditation Agency for Economics, Management, Business and Accounting 2020
9. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
10. Strategic Plan of UPGRIS
11. Statutes of UPGRIS
12. Guidelines for the Community Service Strategic Plan
13. Community Service Handbook

**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 COMMUNITY SERVICE OUTCOMES

Document Code	: F-SPMI-UPGRIS-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, 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 Completion :	
Officer Filling in :	

No.	Indicator	Reference	Programme/Faculty Outcomes		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The availability of community service outcomes can resolve issues faced by the community by utilising the relevant expertise of academic staff, accompanied by valid and complete documentary evidence.	SN DIKTI			
2	The availability of community service outcomes can resolve issues faced by the community through the use of appropriate technology, supported by valid and complete documentary evidence.	SN DIKTI			
3	The availability of community service outcomes can be used as material for the development of science and technology, accompanied by valid and complete documentary evidence.	SN DIKTI			
4	The availability of community service outcomes can be used to create teaching materials or training modules to enrich learning resources, accompanied by valid and complete documentary evidence.	SN DIKTI			

No.	Indicator	Reference	Programme/Faculty Outcomes		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
5	Publication of lecturers' community service results in reputable international journals, international journals, nationally accredited journals () or non-accredited journals, with a target of 1 publication per lecturer per year, accompanied by valid and complete documentary evidence.	APT APS			
6	Publication of lecturers' Community Engagement (PkM) results at local/national/international seminars and/or in national/international mass media, with a target of 1 publication per lecturer per year, accompanied by valid and complete documentary evidence.	APT			
7	Faculty members' PkM results have received recognition in the form of IPR (Patents, Utility Models, Copyright, Industrial Design, 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 publication per lecturer per year, accompanied by valid and complete documentary evidence.	APT			
8	There are student Community Service (PkM) outputs, either	APS			

No.	Indicator	Reference	Programme/Faculty Outcomes		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	independently or in collaboration with lecturers, published in reputable international journals, international journals, accredited national journals, non-accredited journals, local/national/international seminars and/or national/international mass media, amounting to at least 10% of the total number of active students , accompanied by valid and complete documentary evidence.				
	There are student PkM outputs, either independently or in collaboration with lecturers, that have received recognition in the form of IPR (Patents, Simple Patents, Copyright, Industrial Product Designs, 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, amounting to at least 3% of the total number of active students, accompanied by valid and complete documentary evidence.	APS			
	Policies regarding the provision of incentives for outputs from nationally accredited Community Engagement (PkM) programmes (Sinta 1, Sinta 2) or reputable international	UPGRIS			

No.	Indicator	Reference	Programme/Faculty Outcomes		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	programmes, obtained by lecturers and students, are in place and implemented, accompanied by valid and complete documentary evidence.				
	Scientific works resulting from DTSP Community Service (PkM) and student projects are cited by others by at least 50% of DTSP, accompanied by valid and complete documentary evidence.	LAMDIK			
	At least 10% of the community service outputs from lecturers and students in the education study programme have been adopted by the community (), accompanied by valid and complete documentary evidence.	LAMDIK			
	The implementation of lecturer performance evaluations based on the community service outputs produced by lecturers in the study programme, accompanied by valid and complete documentary evidence.	LAMEMBA			
	Guidelines governing the contribution of community service outputs to the development of knowledge, practice and professionalism are available and implemented, 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 STANDARDS FOR COMMUNITY SERVICE OUTCOMES

Document Code	:	SOP-UPGRIS-3.1.1
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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, 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
ESTABLISHMENT OF STANDARDS FOR COMMUNITY SERVICE OUTCOMES

1. Purpose : The SOP for the Establishment of Community Service Outcome Standards aims to design, formulate, and establish the Community Service Outcome Standards of UPGRIS
2. Scope : This standard-setting manual applies: From the time the Community Service Community Service Outcomes were first designed, formulated, and established
3. The
The Community Service Outcome Standards cover the minimum criteria regarding:
 - a) the quality of community service outcomes; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
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
General Provisions
 - a. The requirements for Community Service are carried out once per academic year (in accordance with the schedule for internal and external community service).

- b. Those required to report on the outcomes of community service are the community service practitioners who have carried out such service.
- c. The Head of the LPPM is responsible for organising the reporting of community service outcomes.
- d. The organisation of the reporting of community service outcomes is led by the Head of the Community Service Centre.
- e. The Head of the Community Service Centre is responsible for the implementation of the reporting of community service outcomes.

Procedure for Reporting the Results of Community Service under the Decentralised DRPM:

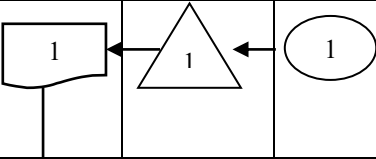
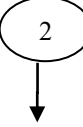


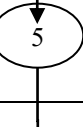

- a. The assessment process will be monitored and evaluated by assessors.
- b. The results of the evaluators' assessment will be reported by the LPPM via SIMLITABMAS.
- c. At the end of the community service implementation, each researcher reports the community service activities in the form of community service outputs.
- d. The community service practitioner uploads to SIMLITABMAS a soft copy of the annual report or final report (following the SIMLITABMAS community service 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 community service outputs (scientific publications, intellectual property rights, appropriate technology, textbooks) or supporting documents for the outputs.

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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Implementation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service, 12th Edition, DRPM, Ministry of Research, Technology and Higher Education; and
- l. Guidelines for Community Service, UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		PRINCIPAL INVESTIGATOR	DEAN	LPPM	HIGHER EDUCATION COORDINATING BOARD	
1	Determining the schedule for the seminar on the results community service.					
2	The seminar on the outcomes of community service involves Assessors and community service members.					
3	Seminar participants are entitled to request clarification regarding the results of community service activities that they do not yet understand.					
4	All questions and feedback from seminar participants are recorded in the minutes of the seminar on community service outcomes.					
5	The minute-taker prepares the minutes of the seminar on community service outcomes.					
6	The evaluation of the organisation of the internal community service					

	seminar is carried out in accordance with the notes of the person responsible for organising the internal community service seminar , the minutes of the internal community service seminar, and the dynamics of the evolving situation and conditions.					
7	Chairing the evaluation meeting on the organisation of the internal community service seminar at the end of each event.			7		
8	Materials for the evaluation meeting regarding the organisation of internal community service seminar activities at the end of each event.			8		
9	Meeting materials for the evaluation of the organisation of internal community service seminar activities, covering preparation, implementation, and factors that support and hinder the smooth running of the internal community service seminar.			9		
10	Determining corrective actions to be taken for the next internal community service seminar.			10		
11	The Head of the Community Service Centre must verify these corrective actions and, if necessary, the Head of the Community Service Centre must take preventive measures to ensure that such incidents do not occur again.			11		

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



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP IMPLEMENTATION OF STANDARDS FOR COMMUNITY SERVICE OUTCOMES

Document Code	:	SOP-UPGRIS-3.1.2
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 STANDARDS FOR COMMUNITY SERVICE OUTCOMES

1. Objective : The SOP for the Implementation of Community Service Outcome Standards aims to implement the Community Service Outcome Standards of UPGRIS
2. Scope : This implementation manual applies: When the Community Service Outcome Standards Community Service Outcomes must be implemented by all lecturers at the UPGRIS
3. The
The Community Service Outcome Standards cover the minimum criteria regarding:
 - a) the quality of Community Service outcomes; b) being directed towards the development of science and technology, as well as improving community 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 as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
4. Definition
 - a. Implementing standards involves operationalising 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 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.
 - 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 Community Service Output Standards are the minimum criteria for Community Service Outputs, which include products, publications and intellectual property rights for the benefit of the community.
5. Procedure
- a. Carry out technical and/or administrative preparations in accordance with the content of the Community Service Output Standards.
 - b. Communicate the contents of the Community Service Output 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.
 - c. Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the content of the Community Service Output Standards.
 - d. Implement community service activities across all study programmes, using the Community Service Outcome Standards as a benchmark for achievement.
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. 19 of 2005 on National Education Standards;
 - d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
 - e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines on Research and Community Service, DRPM, Ministry of Research, Technology and Higher Education; and
- l. Guidelines for Community Service at 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 contents of the Community Service Output Standards.					
2	Disseminate the contents of the Community Service Outcomes 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	Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the content of the Community Service Outcome Standards.					
4	Conducting research activities across all study programmes, using the Community Service Outcomes 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 EVALUATION OF COMMUNITY SERVICE OUTCOMES

Document Code	:	SOP-UPGRIS-3.1.3
Effective Date	:	31 March 2023

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

SOP
EVALUATION OF STANDARDS FOR COMMUNITY SERVICE OUTCOMES

1. Objective : To evaluate the implementation of the Community Service Outcome Standards of UPGRIS
2. Scope : This evaluation manual applies: When the for Community Service Outcomes must be implemented in all study programmes at the UPGRIS
3. The
The Standard for Community Service Outcomes covers minimum criteria regarding:
 - a) the quality of Community Service outcomes; b) being directed towards the development of science and technology, as well as improving community 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 as well as compliance with university regulations and provisions; 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 results of community service.
4. Definition
 - a. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement of Community Service 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 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 assignee.

- d. Community Service Output Standards are the minimum criteria for Community Service Outputs, covering products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

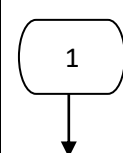
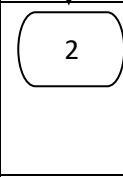
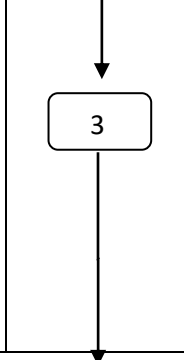
Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs the deans to monitor and evaluate the achievement of standards for Community Service outcomes	Vice-Rector
Dean	Instructs the First Vice Dean, Programme Coordinators, and the UPMF/UPMPPS to monitor and evaluate the standards of Community Service outcomes, and to compile a report on the monitoring and evaluation results	Vice-Rector IV
Vice-Dean I and Programme Coordinators	<ol style="list-style-type: none"> 1. Form a team to evaluate the achievement of Community Service outcome standards 2. To evaluate the achievement of Community Service outcome standards 3. Report the results of the evaluation of the achievement of Community Service outcome standards to the Dean for follow-up 	Dean
Faculty Senate	<ol style="list-style-type: none"> 1. Discussing the results of the evaluation of the achievement of Community Service outcome standards 2. Approving the results of the evaluation of the achievement of Community Service standards 	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of the achievement of Community Service outcome standards to facilitate improvements by the relevant parties	Dean
Lecturers	Carrying out academic activities to enhance the achievement of Community Service outcome 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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;

- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service, DRPM, Ministry of Research, Technology and Higher Education;
- l. Guidelines for Community Service, 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 standards for Community Service outcomes				
2	Deans instruct the First Vice Dean to work with the heads of study programmes to formulate standards for Community Service outcomes				
3	Form a team to evaluate the achievement of Community Service outcome standards, conduct the evaluation of the achievement of Community Service outcome standards, and report the results of the evaluation of the achievement of Community Service outcome standards to the Dean for follow-up				

4	The Faculty Senate discussed the results of the evaluation of the achievement of Community Service outcome standards, and approved the results of the evaluation of the achievement of Community Service outcome standards		4		
4	The Vice Dean I/Head of Programme prepares a draft of the Community Service outcome standards		4		
5	Senate meeting to discuss the draft standards for Community Service outcomes at the Faculty Senate meeting			5	
6	The Faculty Senate approved the standards for Community Service outcomes			5	
7	The First Vice Dean /Head of Programme disseminates the Community Service outcome standards		6		
8	Lecturers carry out academic activities to achieve the standards for Community Service outcomes				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 STANDARDS FOR COMMUNITY SERVICE OUTCOMES

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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, 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
STANDARD OUTCOME CONTROL
COMMUNITY SERVICE

1. Objective : To oversee the implementation of the Community Service Outcome Standards of UPGRIS so that the content of these standards can be achieved
2. Scope : This standard control manual applies When the Community Service Standards require routine and continuous monitoring, supervision, checking, inspection and evaluation
3. The
The Community Service Outcome Standards cover the minimum criteria regarding:
 - a) the quality of Community Service outcomes; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
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 or inspection is an activity to examine or audit all aspects of the implementation of Community Service, carried out periodically to verify whether all Community Service processes across all study programmes are proceeding in accordance with the content of the Community Service Output Standards.

- d. The Community Service Outcome Standards are the minimum criteria for Research Output, covering products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector I	Instructs deans to carry out standard control of community service outcomes	Vice-Rector
Dean	Instructs the First Vice Dean, together with the Head of Programme, to carry out standard control of community service outcomes	Vice-Rector I
Vice-Dean I and Programme Coordinator	<ol style="list-style-type: none"> 1. Conduct periodic monitoring of the standards of community service outcomes at the start, mid-point and end of each semester in accordance with the applicable curriculum 2. Monitoring the planning of learning by checking lecturers' SIP entries to ensure they comply with the current curriculum 3. Report the results of the monitoring of community service standards to the Dean for follow-up 	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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines on Research and Community Service, DRPM, Ministry of Education and Culture, Research, Technology and Higher Education; and
- l. Guidelines for Community Service at UPGRIS.

7. Work Instructions












No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	The First Vice-Rector has instructed the deans to implement standardised monitoring of the outcomes of community service	1 ↓	
2	Deans instruct the first Vice Dean and the head of the study programme to monitor the standards of Community Service outcomes	2	↓
3	The First Vice Dean/Head of Programme periodically monitors graduate competency standards at the start, mid-point and end of each semester in accordance with the applicable curriculum; provides guidance to lecturers and staff to carry out academic activities in accordance with the applicable curriculum; instructs all lecturers to prepare lesson plans in accordance with the applicable curriculum; and to complete the Course Information System (SIP); monitors lesson plans by checking lecturers' SIP entries to ensure they comply with the current curriculum; and reports the results of monitoring the standards of Community Service outcomes to the Dean for follow-up		3

**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 STANDARDS FOR COMMUNITY SERVICE OUTCOMES

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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
IMPROVEMENT OF OUTCOME STANDARDS
COMMUNITY SERVICE

1. Objective : To continuously improve the quality of the Community Service Outcome Standards Community Service at the end of each standard cycle
2. Scope : This standard development manual applies: During the cycle of the Community Service Community Service Standards cycle (2 years) and subsequently the quality of these standards is improved
3. The Community Service Outcome Standard covers the minimum criteria regarding:
 - a) the quality of Community Service outcomes; b) aimed at advancing science and technology, as well as improving the welfare of society and the nation's 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 results of community service.
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. Standard evaluation is the act of assessing the content of Community Service Outcome Standards, based, amongst other things, on:
 - 1) Community Service Outcomes disseminated to all elements of society
 - 2) The results of self-evaluation of the Community Service Outcomes development programme
 - 3) The results of user satisfaction surveys regarding Community Service Outcomes

- 4) The results of workshops on Community Service Outcome Standards
 - 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 Community Service Outcome 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. Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs the deans to improve the standards of Community Service outcomes	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to improve the standards of Community Service outcomes	Vice-Rector IV
Deans and programme coordinators	<ol style="list-style-type: none"> 1. Form a team to analyse the results of the evaluation of the achievement of Community Service standards 2. Preparing a draft for the improvement of Community Service outcome standards 3. Formulate new research outcome standards during departmental meetings 4. Reporting the formulation of new Community Service outcome standards to the Dean for follow-up 	Dean
Faculty Senate	<ol style="list-style-type: none"> 3. Discussing the proposed Community Service outcome standards put forward by the Dean 4. Approving the new standards for Community Service outcomes 	Dean
Dean	Proposing new standards for Community Service outcomes for approval by the rector	Dean

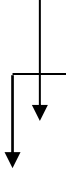
5. Reference

- a. Law No. 12 of 2012 on Higher Education;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;

- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines on Research and Community Service, DRPM, Ministry of Education and Culture, Research, Technology and Higher Education; and
- l. Guidelines for Community Service at UPGRIS.

6. Work Instructions

No.	Activity Details	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector IV Instructs the deans to improve the standards of community service outcomes	1			
2	The Dean instructs the Vice-Dean I, together with the Head of Programme, to improve the standards of community service outcomes		2		
3	The First Vice Dean/Head of Programme forms a team to analyse the evaluation results regarding the achievement of community service standards, prepares a draft for improving community service standards, formulates new community service standards during a departmental meeting, and reports the formulated new community service standards to the Dean for further action			3	

4	Faculty Senate Discuss the proposed community service outcome standards formulated by the Dean, approve the new community service outcome standards , and submit the approved new community service outcome standards to the Dean				4
5	Dean Proposes the new standards for community service outcomes for approval by the rector		5		

**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
PROCESS FOR REPORTING THE RESULTS OF COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.1.6
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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
PROCESS FOR REPORTING THE RESULTS OF COMMUNITY SERVICE

1. Purpose: This SOP aims to provide guidance on the process of reporting the outcomes of community engagement, with the aim of explaining the mechanisms for reporting such outcomes, whether the funding originates from the Directorate of Research and Community Engagement (DRPM) and/or the university itself
2. Scope:
 - a. The process of reporting the results of community service aims to explain the mechanisms involved in reporting the results of community service.
 - b. Parties involved in the reporting process for community service outcomes
3. Definition

Every lecturer who undertakes community service, whether funded by the DRPM and/or the university, is required to report the results of community service as an accountability for the use of funds;
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 Community Service Strategic Plan;
 - i. Guidebook on Research and Community Service by the Directorate General of Research, Technology and Higher Education, Ministry of Education and Culture
 - j. UPGRIS Research and Community Service Guidebook.

5. Procedures

- 1) The LPPM provides information regarding the submission of community service activity reports in accordance with the contract documents to the community service team/activity implementers.
- 2) The community service team/activity implementers prepare activity reports and financial expenditure reports in accordance with the specified format and attach supporting documents.
- 3) The community service team/activity implementers submit the activity reports to the LPPM for verification.
- 4) The Head of the LPPM verifies the activity and financial reports, ensuring the supporting documents are complete.
- 5) The Chair of the LPPM approves the activity report and financial report.
- 6) The community service team/implementers upload the community service reports funded by the DRPM to Simlitabmas and those funded by the university's internal budget to Sempelmas.
- 7) The community service team/implementers submit the original financial report to the LPPM.
- 8) The LPPM sends the community service activity report to the funding body and files the proof of receipt of the report.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT	
		COMMUNITY SERVICE	LPPM
1	The researcher compiles and prepares the research report.	1 ↓	
2	The LPPM announces the research report schedule.	2 ↓	
3	Researchers upload their research reports.	3	
4	The LPPM verifies the accuracy and completeness of the community service report,	↑	4 No

	as well as its compliance with the community service contract.		Compliant ↓
5	The Chair of the LPPM approves the community service activity report		5
6	The researcher uploads the research report along with the Head of LPPM's approval form.	6	

**STANDARD DOCUMENTS
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APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP FOLLOW-UP ON THE RESULTS OF COMMUNITY SERVICE

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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
FOLLOW-UP ON THE RESULTS OF COMMUNITY SERVICE

1. Objective : The SOP on Follow-up of Community Service Outcomes aims to regulate the follow-up of community service outcomes.
2. Scope : The scope of this guideline is to regulate the procedures for for the follow-up of community service outcomes.

3. Definition

Follow-up on the outcomes of community service refers to the outputs of community service in the form of scientific publications, appropriate technology, intellectual property rights (IPR), and other community service outputs. Scientific publications are articles published in conference proceedings, reputable international journals, accredited national journals indexed in Sinta, and non-accredited national journals that have an ISSN.

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 Community Service Strategic Plan;
- i. Guidebook on Research and Community Service by the Directorate General of Research, Technology and Higher Education, Ministry of Education and Culture; and
- j. UPGRIS Research and Community Service Guidebook

5. Procedures

General Provisions

- 1) Follow-up activities on the results of community service are carried out in several forms, namely: scientific publications, intellectual property rights, appropriate technology and/or policies, and publications in accordance with what is stated in the submitted community service proposal.
- 2) The community service implementer is responsible for the follow-up of the community service results.
- 3) Follow-up on community service outcomes is reported to the LPPM.
- 4) The researcher is obliged to follow up on the results of the research in the form of research outputs.

Special Provisions:

A. Scientific publications

1. The researcher reports the research outputs in the form of scientific publications to the LPPM and uploads them to SIMPELMASV2
2. Articles published in print or electronic journals must be uploaded to SIMPELMASV2.

B. Intellectual Property Rights

1. Researchers must report the outcomes of their community service in the form of IPR to the LPPM via a written declaration containing personal details and proof of IPR.
2. Intellectual Property Rights (IPR) are the result of innovative activities carried out by academic staff. The IPR data submitted includes the name of the academic staff member as the inventor, their 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 or granted), registration number, as well as the IPR certificate number and document.

C. Appropriate technology

1. The staff member reports the community service output in the form of IPR to the LPPM via a statement letter containing personal details and proof of IPR.

2. Appropriate Technology to be submitted includes: lecturer’s name, NIDN, study programme, research scheme, year of service, and title of the appropriate technology.

D. Follow-up Evaluation of Community Service Outcomes

1. The follow-up evaluation of community service outcomes is carried out by the LPPM, taking into account the dynamics of the evolving situation and conditions.
2. The Head of the LPPM chairs the Follow-up Evaluation Meeting on community service outcomes 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 activities.

The Chair of the LPPM determines the corrective actions to be taken during the next follow-up period for community service outcomes.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECT OR	LPPM	RECTOR
1	The staff member submits the outcomes of their service activities—including scientific publications, appropriate technology, intellectual property rights (IPR), and appropriate technology—to the LPPM in the form of a declaration letter containing personal details.	1		2	
2	The follow-up evaluation of community service outcomes is carried out by the LPPM, taking into account the dynamics of the evolving situation and conditions.			3	
3	The Head of the LPPM chairs the Follow-up Evaluation Meeting on research outcomes at the conclusion of each activity.			4	
4	The agenda for the follow-up evaluation meeting covers preparation, implementation, and				
				5	

	factors that support or hinder the smooth implementation of the follow-up to community service activities.				
5	The Head of the LPPM determines the corrective actions to be taken during the next follow-up period for research results.			6	

**STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
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**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARDS FOR COMMUNITY SERVICE**

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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 regarding the depth and breadth of Community Service material at UPGRIS, which refers to community service outcome standards and is derived from the results of Community Service or the development of science and technology in line with community needs.

C. RATIONALE FOR ESTABLISHING STANDARDS

To realise the vision, mission, and objectives of UPGRIS, including the intellectual development of students and the implementation of the Four Pillars of Higher Education, one of which is the outcomes of community service. UPGRIS must guide and facilitate so that the duty of community service can be carried out by every lecturer, both individually and in groups, and so that the content of community service can be published for the benefit of the community; therefore, it is necessary to establish standards for the content of community service

D. OBJECTIVES OF ESTABLISHING STANDARDS

1. To serve as a guideline for the leadership of UPGRIS in establishing policies related to the field of community service
2. To serve as a guideline for the LPM in evaluating and monitoring the outcomes of community service

3. To serve as a guideline for faculties and study programmes in setting targets for community service achievements in terms of both quality and quantity
4. To serve as a guideline for lecturers in achieving community service outcomes

E. RESPONSIBLE PARTIES

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

F. GLOSSARY

1. Standards for community service facilities and infrastructure are the minimum criteria regarding facilities and infrastructure in accordance with the needs of the content and learning process in order to fulfil graduate learning outcomes.
2. Facilities and infrastructure for community service are all equipment required for the implementation of community service, which may include office equipment, transport and funding
3. Community service is an activity carried out systematically according to scientific principles and methods to obtain information, data and details relating to the understanding and/or testing of a branch of science and technology;
4. The Head of the Community Service Team is the coordinator of the community service team;
and

5. Community Service Team Members are members of the team tasked with assisting the team leader in carrying out community service activities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
3.2.1.1	Universities, faculties and study programmes must ensure the implementation of PkM materials resulting from research and development in science and technology, the outcomes of which can be directly applied and are required by the user community.	SN DIKTI P 58.3a	The implementation of PkM materials resulting from research and development in science and technology, the outcomes of which can be directly applied and are needed by the user community, accompanied by valid evidence.	IKU	Monev	U/F/P
3.2.2.1	Universities, faculties and study programmes must ensure the implementation of PkM materials resulting from research and development in science and technology, the outcomes of which can empower the community.	SN DIKTI P 58.3b	The application of PkM materials resulting from research and development in science and technology, the outcomes of which can empower the community, accompanied by valid evidence.	IKU	Monev	U/F/P
3.2.3.1	Universities, faculties and degree programmes are required to ensure the implementation of PkM materials derived from research and the development of science and technology, so as to create appropriate	SN DIKTI P 58.3c	The application of PkM materials derived from research and development in science and technology to create appropriate and usable technologies aimed at improving the standard of living and the welfare of	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	technologies that can be utilised to improve the standard of living and welfare of the community.		the community, supported by valid evidence.			
3.2.4.1	Universities, faculties and study programmes must ensure the application of PkM materials derived from research and development in science and technology that can produce problem-solving models, social engineering, and/or policy recommendations that can be directly applied by the community, the business sector, industry, and/or the government.	SN DIKTI P 58.3d	The application of PkM materials derived from research and development in science and technology that can produce problem-solving models, social engineering, and/or policy recommendations that can be directly applied by the community, the business sector, industry, and/or the government, accompanied by valid evidence.	IKU	Monev	U/F/P
3.2.5.1	Universities, faculties and study programmes must ensure the implementation of PkM materials resulting from research and development in science and technology to produce intellectual property that can be directly applied by the community, the business sector and/or industry.	SN DIKTI P 58.3e	The application of PkM materials resulting from research and development in science and technology to generate intellectual property that can be directly applied by the community, the business sector, and/or industry, accompanied by valid evidence.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
3.2.6.1	Universities must ensure the availability of formal documents outlining a valid strategic plan for community service , which includes the development framework, a roadmap for community service, resources, strategic programme objectives, and internationally oriented performance indicators.	APT 44a and APT 36	Availability of a formal Community Service Strategic Plan document containing the development framework, the community service roadmap, resources (including internal community service funding allocation), strategic programme objectives and performance indicators, as well as being oriented towards international competitiveness, accompanied by valid evidence.	IKU	Monev	U/F
3.2.7.1	Faculties and study programmes must ensure the relevance of PkM within the faculty, covering the following elements: having a roadmap that encompasses the PkM themes of lecturers and students as well as the commercialisation/application of the programme’s scientific , lecturers and students carry out PkM in accordance with the PkM roadmap, evaluate the	APS 50 and LAMD IK	The availability of PkM relevance within the faculty encompasses the following elements: having a roadmap that covers the themes of lecturer and student PkM as well as the commercialisation/application of academic knowledge within the study programme; lecturers and students carrying out PkM in accordance with the PkM roadmap; conducting an evaluation of the alignment of lecturers’ and students’	IKU	Monev	F/P

NO PS	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	alignment of lecturers' and students' PkM with the roadmap, and use the evaluation results to improve the relevance of PkM and the academic development of the study programme.		PkM with the roadmap, and using the evaluation results to improve the relevance of PkM and the academic development of the study programme, accompanied by valid evidence.			
3.2.8.1	Faculties and education study programmes are required to provide written policies from the university leadership, faculty and study programme heads regarding community service (strategic plan, creation of the PkM roadmap, and implementation of PkM at the university and faculty levels), which have been disseminated, implemented, evaluated and followed up.	LAMD IK 66	The availability of written policies from the university, faculty and study programme leadership regarding community service (strategic plan, development of a community service roadmap, and implementation of community service at the university and faculty) which have been disseminated, implemented, evaluated and followed up, accompanied by valid evidence.	IKT	AMI	F/P

H. STRATEGY FOR ACHIEVING STANDARDS

1. The existence of comprehensive policies and management systems for community service that have been developed and published;
2. The existence of the Research and Community Service Information System (Simpelmas) website;
3. Policies and efforts undertaken by the institution to ensure the sustainability and quality of community service; and
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, planned community service.

I. RELATED DOCUMENTS

1. SNDIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS
9. Community Service Strategic Plan
10. Community Service Handbook
11. Work Instructions for Community Service

J. REFERENCES

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

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



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

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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 implementation of Community Service (PkM) materials resulting from research and development in science and technology, the outcomes of which can be directly applied and are required by the user community, accompanied by valid evidence.	SN DIKTI			
2	The implementation of PkM materials resulting from research and development in science and technology, the outcomes of which can empower the community, accompanied by valid evidence.	SN DIKTI			
3	The application of PkM materials derived from research and development in science and technology to create appropriate technologies that can be utilised to improve the standard of living and welfare of the community, supported by valid evidence.	SN DIKTI			
4	The application of PkM materials derived from research and development in science and technology that can produce problem-solving models, social engineering, and/or policy recommendations 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
	directly implemented by the community, the business sector, industry, and/or the government, supported by valid evidence.				
5	The application of PkM materials resulting from research and development in science and technology to generate intellectual property that can be directly applied by the community, the business sector, and/or industry, accompanied by valid evidence.	APT and APT			
6	The availability of a formal Community Engagement Strategic Plan document setting out the development framework, the Community Engagement roadmap, resources (including the allocation of internal Community Engagement funds), strategic programme objectives and performance indicators, and an international competitiveness focus, supported by valid evidence.	APS and LAMDIK			
7	The relevance of PkM within the faculty encompasses the following elements: having a roadmap that encompasses the PkM themes of lecturers and students as well as the commercialisation/application of academic knowledge from the study programme; lecturers and students carrying out PkM in	LAMDIK			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	accordance with the PkM roadmap; conducting evaluations of the alignment of lecturers' and students' PkM with the roadmap, and using the evaluation results to improve the relevance of PkM and the academic development of study programmes, supported by valid evidence.				
8	The availability of written policies from the university, faculty and study programme leadership regarding community engagement (strategic plans, development of PkM roadmaps, and implementation of PkM at the university and faculty levels), which have been disseminated, implemented, evaluated and followed up, accompanied by valid evidence.	SN DIKTI			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Checker,
Faculty Quality Assurance Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

Signature
(Full Name)









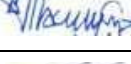


Signature
(Full Name)

**STANDARD 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 CONTENT STANDARDS FOR COMMUNITY SERVICE

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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	

SOP
ESTABLISHMENT OF CONTENT STANDARDS FOR COMMUNITY SERVICE

1. Objective : The SOP on Community Service Content Standards aims to provide an explanation the mechanism for reporting the results of community service, whether the funding comes from the Directorate of Research and Community Service (DRPM) and/or the university itself.
2. Scope : This standard-setting manual applies at the time the Community Service were first designed, formulated and established
3. The
The Community Service Content Standards cover the minimum criteria regarding:
 - a) the quality of community service content; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as 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 content of community service.
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 formulate new, more detailed standards;
 - b. Formulating standards involves writing the content of each standard into a complete and comprehensive statement, using the Audience, Behaviour, Competence, and Degree framework as a reference for performance measurement;
5. Procedure

- a. The LPPM provides information regarding the collection of community service activity reports in accordance with the contract documents to the community service team/activity implementers.
 - b. The community service team/activity implementers prepare activity reports and financial expenditure reports in accordance with the specified format and attach supporting documents.
 - c. The community service team/activity implementers submit the activity reports to the LPPM for verification.
 - d. The Chair of the LPPM verifies the activity and financial reports, ensuring the supporting documents are complete.
 - e. The Chair of the LPPM approves the activity report and financial report.
 - f. The community service team/implementers upload the community service reports funded by the DRPM to Simlitabmas and those funded by the university's internal budget to Simpelmas.
 - g. The community service team/implementers submit the original financial report to the LPPM.
 - h. The LPPM sends the community service activity report to the funding body and archives the proof of receipt of the report.
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. 19 of 2005 on National Education Standards;
 - d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
 - e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- 1. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
- k. Community Service Guidelines of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		TIME
		LPPM	LECTURER/ IMPLEMENTER	
1	LPPM provides information regarding the submission of community service activity reports in accordance with the contract documents to the community service team/activity implementers.			
2	The community service team/activity implementers prepare activity reports and financial expenditure reports in accordance with the specified format and attach the supporting documents.			
3	Lecturers / Activity coordinators submit activity reports to the LPPM for verification			
4	The Head of the LPPM verifies the activity and financial reports, along with the supporting documentation			
5	The Head of the LPPM approves the activity reports and financial reports			
6	The community service team uploads the community service report funded by the DRPM to Simlitabmas and the report funded by the university's internal budget to Simpelm.			









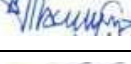


7	The service team/implementers submit the original financial report to the LPPM	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">7</div>		
8	The LPPM sends the community service activity report to the funding body and files the proof of receipt of the report	<div style="text-align: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">7</div> <div style="margin: 5px 0;">↓</div> <div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">8</div> </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 IMPLEMENTATION OF STANDARDS FOR COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.2.2
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 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	

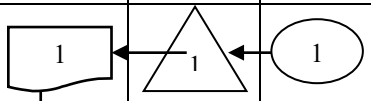
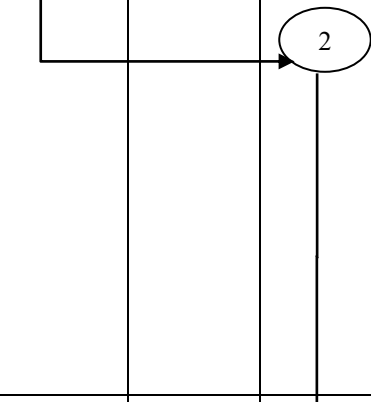


SOP
IMPLEMENTATION OF STANDARDS FOR COMMUNITY SERVICE

1. Objective : SOP for the Implementation of Community Service Content Standards aims to implement the Community Service Content Standards of UPGRIS
2. Scope : This implementation manual applies: When the Community Service Content Standards Community Service must be implemented by all lecturers at the UPGRIS
3. The
The Community Service Content Standards cover the minimum criteria regarding:
 - a) the quality of Community Service content; b) being directed towards the development of science and technology, as well as improving community welfare and national competitiveness; c) all outputs generated through activities that systematically fulfil scientific principles and methods in accordance with academic autonomy and culture; d) the fulfilment of graduate learning outcomes as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
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 carrying out tasks in a specific field.
 - j. Content standards for Community Service are the minimum criteria regarding Community Service outputs, which include products, publications, and intellectual property rights for the welfare of the community.
5. Procedure
- a. Carry out technical and/or administrative preparations in accordance with the Community Service Content Standards.
 - b. Disseminate the contents of the Community Service Content 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.
 - c. Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the Community Service Outcomes Standards.
 - d. Implement community service activities across all study programmes, using the Community Service Outcomes Standards as a benchmark for achievement.
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. 19 of 2005 on National Education Standards;
 - d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
 - e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Research and Community Service Guidelines for the Research and Community Service Handbook; and
- l. Community Service Guidelines of UPGRIS.

7. Work Instructions









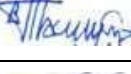


NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		PRINCIPAL INVESTIGATOR	DEAN	LPPM	Higher Education Coordination Agency	
1	Carry out technical and/or administrative preparations in accordance with the Community Service Content Standards.					
2	Disseminate the contents of the Community Service Content 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 similar documents in accordance with the Community Service Content Standards.					
4	Conducting research activities across all study programmes, using the Community Service Content 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 EVALUATION OF COMMUNITY SERVICE CONTENT

Document Code	:	SOP-UPGRIS-3.2.3
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, 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
EVALUATION OF STANDARDS FOR COMMUNITY SERVICE

1. Objective : To evaluate the implementation of the Community Service Content Standards at UPGRIS
2. Scope : This evaluation manual applies: When the for Community Service must be implemented in all study programmes at the UPGRIS
3. The
The Community Service Content Standard covers the minimum criteria regarding:
 - a) the quality of Community Service content; b) being directed towards the development of science and technology, as well as improving community welfare and national competitiveness; c) all outputs generated through activities that systematically fulfil scientific principles and methods in accordance with academic autonomy and academic culture; d) the fulfilment of graduate learning outcomes as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
4. Definition
 - a. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement of Community Service Outcomes 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 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 assignee.

- d. Community Service Content Standards are the minimum criteria for Community Service Outputs, covering products, publications, and intellectual property rights for the welfare of the community.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to monitor and evaluate the achievement of standards regarding Community Service	Vice-Rector
Dean	Instructs the Vice-Dean I, programme heads, and UPMF/UPMPPS to monitor and evaluate the standards for Community Service, and to compile a report on the results of the monitoring and evaluation	Vice-Rector IV
Vice-Dean I and Programme Coordinators	4. Form a team to evaluate the achievement of Community Service outcome standards 5. To evaluate the achievement of Community Service outcome standards 6. Report the results of the evaluation of the achievement of Community Service content standards to the Dean for follow-up	Dean
Faculty Senate	7. Discussing the results of the evaluation of the achievement of Community Service content standards 8. Approving the results of the evaluation of the achievement of Community Service content standards	Dean
Vice-Dean I and Head of Programme	Communicate the results of the evaluation of the achievement of content standards for Community Service to facilitate improvements by the relevant parties	Dean
Lecturers	Carry out academic activities to enhance the achievement of the Community Service content standards	Dean

6. Reference

1. Law No. 12 of 2012 on Higher Education;
2. Law No. 20 of 2003 on the National Education System;
3. Government Regulation No. 19 of 2005 on National Education Standards;

4. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
5. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
6. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education;
8. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
9. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
10. YPLP PT PGRI, Statutes of UPGRIS;
11. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
12. Community Service Guidelines 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 standards regarding Community Service	1			
2	Deans instruct the First Vice Dean to work with the programme coordinators to develop the content standards for Community Service	2			
3	Form a team to evaluate the achievement of the content standards for Community Service, to evaluate the achievement of the Community Service outcome standards, and to report the results		3		











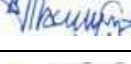


No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
	of the evaluation of the achievement of the Community Service content standards to the Dean for follow-up				
4	The Faculty Senate discusses the results of the evaluation of the achievement of Community Service content standards, and approves the results of the evaluation of the achievement of Community Service content standards		4 ↓		
4	The First Vice Dean/Head of Programme prepares a draft of the Community Service content standards		4	↓	
5	Senate meeting to discuss the draft standards for the outcomes of Community Service during the Faculty Senate meeting			5 ↓	
6	The Faculty Senate approved the content standards for Community Service			6	
7	The First Vice Dean/Head of Programme disseminated information on the content standards for Community Service		7 →		
8	Lecturers carry out academic activities to meet the content standards for Community Service				8

**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 STANDARDS FOR COMMUNITY SERVICE CONTENT

Document Code	:	SOP-UPGRIS-3.2.4
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	

SOP
CONTROL OF CONTENT STANDARDS
Community Service

1. Objective : To oversee the implementation of the Content Standards for Community Service of UPGRIS so that the content of these standards can be achieved/met
2. Scope : This standard control manual applies: When the Content Standards Community Service require routine and continuous monitoring, supervision, checking, inspection and evaluation
3. The
The Community Service Content Standard covers the minimum criteria regarding:
 - a) the quality of the content of community service; b) aimed at developing science and technology, as well as improving the welfare of the community and the nation's 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 results of community service.
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 to examine or audit all aspects of the implementation of Community Service, carried out periodically to verify whether all Community Service processes across all study programmes are proceeding in accordance with the content of the Community Service Content Standards.

- h. The Community Service Content Standards are minimum criteria regarding Research Output, which include products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

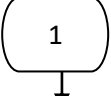
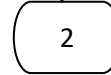
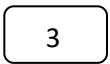
Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to carry out standard control of community service content	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to oversee the standardisation of the outcomes of community service	Vice-Rector I
Vice-Dean I and Programme Coordinator	4. Conduct periodic monitoring of the content standards for community service at the start, mid-point, and end of each semester in accordance with the applicable curriculum 5. Monitoring the planning of learning by checking lecturers' SIP entries to ensure they comply with the current curriculum 6. Report the results of the monitoring of the content standards for community service to the Dean for follow-up	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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
- l. Community Service Guidelines of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector I Instructs deans to implement quality control of Community Service content		
2	The Dean instructs the First Vice Dean together with the Head of Programme to oversee the standards of Community Service content		
3	The First Vice Dean/Head of Programme conducts periodic content standard checks at the start, mid-point and end of each semester in accordance with the current curriculum; provides guidance to lecturers and staff on carrying out academic activities in accordance with the current curriculum; instructs all lecturers to prepare lesson plans in accordance with the current curriculum; and to complete the Course Information System (SIP); monitors lesson plans by checking lecturers' SIP entries to ensure they comply with the current curriculum; and reports the results of the content standard control for Community Service to the Dean for follow-up		

**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 CONTENT STANDARDS FOR COMMUNITY SERVICE

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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, 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
IMPROVEMENT OF CONTENT STANDARDS
Community Service

1. Objectives : To continuously improve the quality of the Community Service Content Standards Community Service at the end of each standard cycle
2. Scope : This standard development manual applies: During the Community Service Content Standard Community Service (2 years) and subsequently the quality of the standards is improved
3. The
The Community Service Content Standard covers minimum criteria regarding:
 - a) the quality of Community Service content; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
4. Definition
 - a. The development or improvement of standards is an effort to evaluate and improve the quality of the content of the standards on a periodic, ongoing and continuous basis
 - b. The evaluation of standards is the process of assessing the content of the Community Service Standards, based, amongst other things, on:
 - 1) Community Service content disseminated to all elements of society
 - 2) The content of the self-evaluation of Community Service development programmes
 - 3) The content of user satisfaction surveys regarding the outcomes of Community Service
 - 4) The content of workshops on Community Service Outcome Standards

- 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 Community Service Content 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. Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to improve the standards of Community Service content	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to improve the standards of Community Service content	Vice-Rector IV
Deans and programme coordinators	5. Form a team to analyse the results of the evaluation of the achievement of Community Service content standards 6. Preparing a draft for the improvement of the content standards for Community Service 7. Formulate new research content standards during departmental meetings 8. Reporting the formulation of the new Community Service content standards to the Dean for follow-up	Dean
Faculty Senate	9. Discussing the proposed Community Service content standards formulated by the dean 10. Approving the new Community Service content standards	Dean
Dean	Proposing new Community Service content standards for approval by the rector	Dean

6. Reference

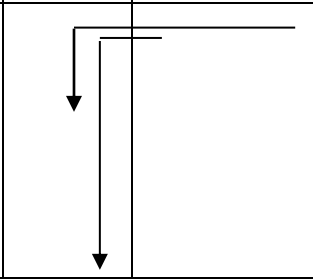
1. Law No. 12 of 2012 on Higher Education;
2. Law No. 20 of 2003 on the National Education System;
3. Government Regulation No. 19 of 2005 on National Education Standards;
4. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;

5. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
6. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education;
8. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
9. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
10. YPLP PT PGRI, Statutes of UPGRIS;
11. Research and Community Service Guidelines in the Research and Community Service Handbook, 13th Edition 2020; and
12. UPGRIS Community Service Guidelines 2020.

7. Work Instructions

No.	Activity Details	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector IV Instructs the deans to improve the standards of community service outcomes	1			
2	The Dean instructs the Vice-Dean I, together with the Head of Programme, to improve the standards of community service outcomes		2		
3	The First Vice Dean/Head of Programme forms a team to analyse the evaluation results regarding the achievement of community service standards, prepares a draft for improving community service standards, formulates new community service standards during a departmental meeting, and reports the formulated new community service standards to the Dean for further action			3	



No.	Activity Details	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
4	Faculty Senate Discuss the proposed community service outcome standards submitted by the Dean, approve the new community service outcome standards, and submit the approved new community service outcome standards to the Dean				4
5	Dean Proposes the new community service outcome standards for approval by the rector		5		

**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 RECRUITMENT OF INTERNAL REVIEWERS

Document Code	:	SOP-UPGRIS-3.2.6
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, 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

INTERNAL REVIEWER RECRUITMENT

1. Purpose : This SOP aims to provide an explanation of the mechanisms for the recruitment of the internal community service reviewer team.
2. Scope : The scope of this SOP details the mechanisms for the recruitment of internal reviewers for community service at the LPPM of UPGRIS.
3. Definition : The recruitment of the community service review team is the process carried out by the LPPM to select lecturers who meet the requirements as candidates for internal community service reviewers, to be subsequently appointed by the Rector as the internal review team of the LPPM at UPGRIS.
4. Procedure
 - a. The LPPM disseminates information regarding the recruitment of internal reviewers to lecturers within the UPGRIS community.
 - b. Lecturers who meet the criteria may apply to become internal community service reviewers with the LPPM and complete the registration form via the website or by post, as provided by the LPPM.
 - c. Once the registration forms have been received by LPPM staff, the administrative requirements are checked by LPPM.
 - d. The Head of the LPPM forms a selection committee for internal reviewers tasked with selecting candidates for internal reviewers.
 - e. Internal reviewer candidates selected by the selection panel are then verified by the Head of LPPM.
 - f. The LPPM invites the verified internal reviewer candidates to attend the internal reviewer candidate training.
 - g. LPPM proposes the internal reviewer candidates who have passed the selection based on the training results to the Rector.
 - h. The Rector issues a Decree on internal reviewers for community service at the LPPM of UPGRIS.

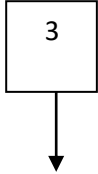

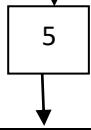
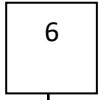



- i. LPPM submits the names of internal reviewers to DRPM by uploading the decree appointing internal reviewers to Simlitabmas, and subsequently schedules the duties of the internal reviewers for community service at LPPM, UPGRIS.

5. References

- a. Law No. 18 of 2002 concerning the National System of 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 Community Service Strategic Plan; and
- i. Research and Community Service Handbook.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		LECTURER	LPPM	RECTOR
1	The LPPM is promoting the recruitment of internal reviewers for community service projects to lecturers at UPGRIS		<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>	
2	Eligible lecturers may apply to become candidates for internal community service reviewers by submitting an application form via the website or by post, as provided by the LPPM.	<div style="border: 1px solid black; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div>		

3	The LPPM reviews the completed forms and supporting documents of the prospective internal service-learning reviewers			
4	LPPM forms a selection panel for internal community service reviewers			
5	LPPM verifies the candidates for internal service reviewers who have been selected by the team/committee			
6	LPPM invites the verified candidates for internal service reviewers to attend the training for internal service reviewers			
7	LPPM submits the names of prospective internal service reviewers to the Rector for the issuance of a Rector's Decision establishing the LPPM UPGRIS internal service review team.			
8	The Rector approves and issues the Decree on the internal review team for community service at the LPPM of UPGRIS			
9	The LPPM submits the list of names of the internal review team for community service at the LPPM of UPGRIS to the DRPM			

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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARDS FOR COMMUNITY SERVICE PROCESSES**

Document Code	:	S-UPGRIS-3.3
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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, 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 the Community Service process at UPGRIS, whether carried out by lecturers or by students, comprising the planning, implementation, and reporting of activities.

C. RATIONALE FOR ESTABLISHING STANDARDS

To realise the vision, mission, and objectives of the UPGRIS, including the intellectual development of students and the implementation of the Four Pillars of Higher Education— one of which is the outcomes of community service— UPGRIS must have a system for planning, managing, and implementing community service programmes. To this end, standards for the community service process are required.

D. OBJECTIVES OF ESTABLISHING STANDARDS

1. To serve as a guideline for UPGRIS leadership in establishing policies related to the field of community service

2. To serve as a guideline for the Community Service Unit (LPM) in evaluating and monitoring the outcomes of community service
3. To serve as a guideline for faculties and study programmes in setting targets for community service achievements in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving community service outcomes

E. RESPONSIBLE PARTIES

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

F. GLOSSARY

1. Standards for community service facilities and infrastructure are the minimum criteria regarding facilities and infrastructure in accordance with the needs of the content and learning process in order to fulfil graduate learning outcomes.
2. Facilities and infrastructure for community service are all equipment required for the implementation of community service, which may include office equipment, transport and funding
3. Community service is an activity carried out systematically according to scientific principles and methods to obtain information, data and details relating to the understanding and/or testing of a branch of science and technology;
4. The Head of the Community Service Team is the coordinator of the community service team;
and

5. Community Service Team Members are members of the team tasked with assisting the team leader in carrying out community service activities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
3.3.1.1	Universities, faculties and study programmes must ensure that community service activities carried out by lecturers take into account quality standards, occupational safety, health, comfort and the safety of researchers, the community and the environment.	SN DIKTI P59.3 and APT 44b, 45, LAMDI K S2 48	The availability of community service guidelines that have been disseminated, are easily accessible, align with the strategic plan for community service, and are understood by stakeholders, accompanied by valid documentation.	IKU	Monev	U/F/P
3.3.1.2	Universities, faculties and study programmes must ensure that community service activities carried out by lecturers take into account quality standards, occupational safety, health, comfort and the safety of researchers, the community and the environment.	SN DIKTI P59.3 and APT 44c	The implementation of community service by lecturers and students in accordance with the lecturers' community service agenda, which refers to the roadmap for community service of the university, faculty and study programme, and is carried out in accordance with the guidelines for the implementation of community service whilst taking into account quality standards, occupational	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
			safety, health, comfort and the safety of researchers, the community and the environment, accompanied by valid documentation.			
3.3.2.1	The university, faculties and study programmes must ensure that community service activities carried out by students, as a form of learning, are directed towards meeting graduate learning outcomes and the provisions of university regulations.	SN DIKTI P59.4	The implementation of community service activities by students as a form of learning must be directed towards fulfilling graduate learning outcomes and university regulations, accompanied by valid documentation.	IKU	Monev	U/F/P
3.3.3.1	Universities and faculties are required to ensure that community service activities are carried out in a targeted, measurable and structured manner.	SN DIKTI P59.6	The implementation of community service activities in a targeted, measurable and planned manner, accompanied by valid documentation.	IKU	Monev	U/F/P
3.3.4.1	Universities and faculties must ensure the availability of community service guidelines that are disseminated, easily accessible, in line with the strategic plan for community service , and understood by stakeholders.	APT 44b	The availability of community service guidelines that are disseminated, easily accessible, in line with the strategic plan for community service , and understood by stakeholders, accompanied by valid documentation.	IKU	AMI	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
3.3.5.1	Faculties and study programmes must ensure that lecturers and students carry out community service in accordance with the community service agenda, which refers to the community service roadmap.	APS 50	The implementation of community service in accordance with the community service agenda, which refers to the community service roadmap, accompanied by valid documentation.	IKU	AMI	F/P
3.3.6.1	Study programmes and lecturers are required to follow the procedures for submitting community service proposals via the SIMPELMAS information system.	UPGRIS	The implementation of the procedure for submitting community service proposals via the SIMPELMAS Information System, accompanied by valid documentation.	IKT	Monev	P
3.3.7.1	Faculties and study programmes must ensure the preparation of community service progress reports, which are prepared by lecturers, including progress reports and final reports that meet the minimum requirements of the university's internal Community Service reviewers.	UPGRIS	The preparation of Community Service progress reports by lecturers that meet the minimum requirements of the university's internal Community Service reviewers, accompanied by valid supporting documents.	IKT	Monev	F/P
3.3.8.1	The university, faculties and study programmes must ensure the availability of mechanisms for implementing DTPR Community Service and student	LAM Infoko m 78	The availability of mechanisms for implementing DTPR Community Service and student activities in	IKT	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	participation in accordance with the DTPR Community Service agenda, which refers to the Community Service roadmap, accompanied by valid and comprehensive evidence.		accordance with the DTPR Community Service agenda, which refers to the Community Service roadmap, accompanied by valid and comprehensive evidence.			
3.3.9.1	The university must ensure the availability of regulations, policies, standards, KPIs and ICT relating to the number of PkM activities relevant to the field of information and communications technology adopted by the community, accompanied by.	LAM Infoko m 92	The availability of regulations, policies, standards, KPIs and ICTs relating to the number of PkM activities relevant to the field of information and communications technology adopted by the community, accompanied by.	ICT	Monev	U
3.3.10. 1	The university must ensure the availability of regulations, policies, standards, KPIs and ICTs relating to the number of community engagement activities in the information and communications technology (ICT) sector that have received intellectual property rights (IPR) recognition (Patents, Utility Models, Copyright, Industrial	LAM Infoko m 93	The availability of regulations, policies, standards, KPIs and ICTs relating to the number of community service programmes in the field of information and communication technology that have received intellectual property rights (patents, utility models, copyright, industrial design), accompanied by	ICT	Monev	U

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	Design), accompanied by valid and comprehensive evidence.		valid and comprehensive evidence.			
3.3.11. 1	The university must ensure the availability of regulations, policies, standards, KPIs and ICTs relating to the number of PkM activities relevant to the field of information and communications technology that are adopted by the community, accompanied by valid and comprehensive evidence.	LAM Infoko m 99	The implementation of regulations, policies, standards, KPIs and ICTs relating to the number of community engagement activities relevant to the field of information and communications technology adopted by the community, accompanied by valid and very comprehensive.	ICT	Monev	U
3.3.12. 1	Universities and faculties must have (a) a policy (b) dissemination of the policy (c) implementation of the policy (d) evaluation of policy implementation (e) follow-up on the results of the evaluation of policy implementation regarding Community Engagement.	LAM PPG 55	The availability and implementation of (a) policy (b) policy dissemination (c) policy implementation (d) evaluation of policy implementation (e) follow-up on the results of the evaluation of policy implementation regarding PkM, accompanied by complete and valid evidence.	IKT	Monev	U/F

H. STRATEGY FOR ACHIEVING STANDARDS

1. The existence of comprehensive policies and systems for community service that have been developed and published;
2. The existence of the Research and Community Service Information System (Simpelmas) website;
3. The policies and efforts undertaken by the institution to ensure the sustainability and quality of community service; and
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 community service.

I. RELATED DOCUMENTS

1. SNDIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS
9. Community Service Strategic Plan
10. Community Service Handbook
11. Work Instructions for Community Service

J. REFERENCES

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

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



APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG STANDARD FORM FOR COMMUNITY SERVICE PROCESSES
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Document Code	: F-SPMI-UPGRIS-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, 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	Self-Evaluation of the Programme/Faculty	Links to Supporting Documents
1	The availability of community service guidelines that have been disseminated, are easily accessible, align with the strategic plan for community service, and are understood by stakeholders, accompanied by valid supporting documents.	SN DIKTI and APT, LAMDIK S2			
2	The implementation of community service by lecturers and students in accordance with the lecturers' community service agenda, which refers to the university, faculty and study programme community service roadmaps, and is carried out in accordance with the community service implementation guidelines, taking into account quality standards, occupational safety, health, comfort and security of researchers, the community and the environment, accompanied by valid documentation.	SN DIKTI and APT			
3	The implementation of community service activities by students as a form of learning must be directed towards fulfilling graduate learning outcomes and the provisions of	SN DIKTI			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Self-Evaluation of the Programme/Faculty	Links to Supporting Documents
	university regulations (), accompanied by valid documentation.				
4	The implementation of community service activities must be targeted, measurable and planned, accompanied by valid documentation.	SN DIKTI			
5	The availability of community service guidelines that are disseminated, easily accessible, aligned with the strategic plan for community service, and understood by stakeholders, accompanied by valid documentation.	APT			
6	The implementation of community service in accordance with the community service agenda, which refers to the community service roadmap, accompanied by valid documentation.	APS			
7	The implementation of procedures for submitting community service proposals via the SIMPELMAS information system, accompanied by valid documentation.	UPGRIS			
8	The preparation of a progress report on community service by a lecturer who meets the minimum requirements for an internal university community service reviewer, accompanied by valid documentation.	UPGRIS			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Self-Evaluation of the Programme/Faculty	Links to Supporting Documents
9	The availability of mechanisms for implementing DTPR Community Service and student activities in accordance with the DTPR Community Service agenda, which refers to and the Community Service roadmap, accompanied by valid and comprehensive evidence.	LAM Infokom			
10	The availability of regulations, policies, standards, IKU and IKT relating to the number of PkM activities relevant to the field of infokom adopted by the community, accompanied by.	LAM Infokom			
11	The availability of regulations, policies, standards, KPIs and ICTs relating to the number of community engagement activities in the infokom field that have received intellectual property rights (patents, utility models, copyright, industrial design rights), accompanied by valid and comprehensive evidence.	LAM Infokom			
12	The implementation of regulations, policies, standards, KPIs and ICTs relating to the number of PkM activities relevant to the infokom sector that have been adopted by the community, accompanied by valid and comprehensive evidence.	LAM Infokom			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Self-Evaluation of the Programme/Faculty	Links to Supporting Documents
13	The availability and implementation of (a) policies, (b) policy dissemination, (c) policy implementation, (d) evaluation of policy implementation, and (e) follow-up on the results of the evaluation of policy implementation regarding PkM, accompanied by complete and valid evidence.	LAM PPG			

Semarang, date of completion

Form Verifier,
Head of LPM

Form Checker,
Faculty Quality Assurance Unit

Form Filler,
Head of Programme/Dean

Signature
(Full Name)

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 COMMUNITY SERVICE PROCESSES

Document Code	:	SOP-UPGRIS-3.3.1
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, 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
ESTABLISHMENT OF STANDARDS FOR COMMUNITY SERVICE PROCESSES

1. Objective : The SOP on Community Service Process Standards aims to provide an explanation of the mechanism for Community Service Implementation Contracts, whether the funding source is from the Directorate of Research and Community Service (DRPM) and/or the university's internal funds
2. Scope : This standard-setting manual applies: From the time the Community Service Process Standards Community Service Process Standards were first designed, formulated, and established
3. The Process Standards for Community Service, which include minimum criteria regarding:
 - a) the quality of community service processes; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's competitiveness; c) all outputs generated through activities that systematically adhere to scientific principles and methods in accordance with scientific autonomy and academic culture; d) the fulfilment of graduate learning outcomes as well as compliance with the provisions and regulations 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 community service process.
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

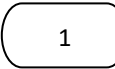
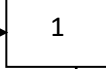
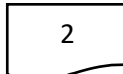
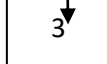
- a. Higher education institutions, through their Research and Community Service Offices (LPPM), sign a Community Service Implementation Contract with the funding body; if the funding comes from the Directorate General of Higher Education (DRPM), this is represented by the Regional Higher Education Coordinating Agency (Kopertis).
- b. The LPPM files the Community Service Implementation Contract Agreement with the funding body.
- c. Based on this letter, the university, through the LPPM, draws up a Community Service Implementation Contract Agreement with the head of the service team whose proposal has been declared successful in the selection process, as set out in the community service assignment agreement, which stipulates the rights and obligations of the service team.
- d. The LPPM invites each head of the community service team whose proposal has been approved to sign the Community Service Assignment.
- e. The head of the community service programme signs the Community Service Assignment. The management of the community service outputs, including time, costs, rights and obligations, and other matters, is set out in the annex, which forms an integral part of the Community Service Assignment.
- f. The community service coordinator carries out community service activities after signing the agreement.
- g. The LPPM archives the assignment agreement document

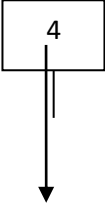
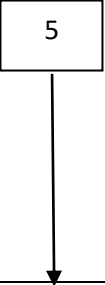
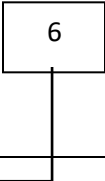
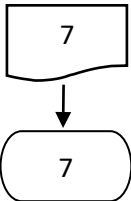
6. References

- a. Law No. 12 of 2012 on Higher Education;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;

- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 on 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- 2. Guidelines on Research and Community Service in the Research and Community Service Handbook; and
- k. Community Service Guidelines of UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			TIME
		LPPM	LLDIKTI	HEAD OF COMMUNITY SERVICE ACTIVITIES	
1	Higher education institutions, through the LPPM, sign a Community Service Implementation Contract with the funding body; if the funding comes from the DRPM, this is represented by the Kopertis.				
2	The LPPM files the Community Service Implementation Contract Agreement with the funding body.				
3	Based on this letter, the university, through the LPPM, draws up a Community Service Assignment Agreement with the head of the community service team whose proposal				

	has been approved, as set out in the Community Service Implementation Assignment Agreement, which sets out the rights and obligations of the community service team.				
4	The LPPM invites each head of the community service team whose proposal has been approved to sign the Community Service Assignment Agreement				
5	The community service project leader shall sign the Community Service Assignment; the outputs of the community service, including time, costs, rights and obligations, and other matters, are set out in the appendix as an integral part of the Community Service Assignment.				
6	The volunteer shall carry out community service activities following the signing of the agreement				
7	The Research and Community Service Office (LPPM) files the assignment agreement				

**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
SOP IMPLEMENTATION OF STANDARDS FOR COMMUNITY SERVICE PROCESSES

Document Code	:	SOP-UPGRIS-3.3.2
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	

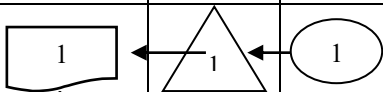
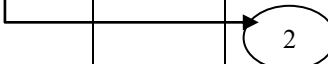


SOP
IMPLEMENTATION OF STANDARDS FOR COMMUNITY SERVICE PROCESSES

1. Objective : The SOP for the Implementation of the Standard Process for Community Service aims to implement the Community Service Process Standards of UPGRIS
2. Scope : This implementation manual applies: When the Community Service Process Standards for Community Service must be implemented by all lecturers at the UPGRIS
3. The
The Community Service Process Standards encompass minimum criteria regarding:
 - a) the quality of the Community Service process; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as 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 community service process.
4. Definition
 - a. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Community Service Content 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 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 carrying out tasks in a specific field.
 - e. Community Service Process Standards are the minimum criteria for Community Service Outputs, covering products, publications, and intellectual property rights for the welfare of the community.
5. Procedure
- a. Carry out technical and/or administrative preparations in accordance with the contents of the Community Service Process Standards.
 - b. Disseminate the contents of the Community Service Process 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, dissemination events, or other forums.
 - c. Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the contents of the Community Service Process Standards.
 - d. Implement Community Service activities across all study programmes, using the Community Service Process Standards as a benchmark for achievement.
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. 19 of 2005 on National Education Standards;
 - d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
 - e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
- l. Community Service Guidelines 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 Community Service Process Standards.					
2	Disseminate the contents of the Community Service Process 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 similar documents in accordance with the content of the Community Service Process Standards.					
4	Conducting research activities across all study programmes, using the Community Service Process 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 PROCEDURE FOR EVALUATING COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.3.3
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, 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
STANDARD PROCEDURE FOR EVALUATING COMMUNITY SERVICE

1. Objective : To evaluate the implementation of the Community Service Process Standards at UPGRIS

2. Scope : This evaluation manual applies: When the for Community Service must be implemented in all study programmes at the UPGRIS

3. The

The Community Service Process Standard covers minimum criteria regarding:

a) the quality of the Community Service process; b) being directed towards the development of science and technology, as well as improving community 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 as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to communicate the community service process.

4. Definition

e. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement of Standards for Community Service Processes, which must be adhered to, carried out, and fulfilled

f. 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.

g. Work instructions are a detailed list of tasks to be carried out by the assignee.

- h. The Community Service Process Standards are the minimum criteria for Community Service Outputs, which include products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to monitor and evaluate the achievement of standards in the Community Service process	Vice-Rector
Dean	Instructs the Vice-Dean I, programme heads, and UPMF/UPMPPS to monitor and evaluate the standards of the Community Service process, and to compile a report on the results of the monitoring and evaluation	Vice-Rector IV
Vice-Dean I and Programme Coordinators	7. Form a team to evaluate the achievement of Community Service process standards 8. To evaluate the achievement of Community Service process standards 9. Report the results of the evaluation of the achievement of Community Service process standards to the Dean for follow-up	Dean
Faculty Senate	11. Discussed the results of the evaluation of compliance with the standards for the Community Service process 12. Approving the results of the evaluation of compliance with Community Service process standards	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of the achievement of Community Service process standards to facilitate improvements by the relevant parties	Dean
Lecturers	Carrying out academic activities to enhance compliance with the Community Service process standards	Dean

6. Reference

1. Law No. 12 of 2012 on Higher Education;
2. Law No. 20 of 2003 on the National Education System;
3. Government Regulation No. 19 of 2005 on National Education Standards;
4. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;

5. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
6. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education;
8. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
9. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
10. YPLP PT PGRI, Statutes of UPGRIS;
11. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
12. Community Service Guidelines of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector IV Instructs deans to monitor and evaluate the achievement of standards in the Community Service process	1 ↓			
2	The Dean instructs the Vice-Dean I to work with the Head of Programme to develop standards for the Community Service process	2	↓		
3	Form a team to evaluate the achievement of the Community Service process standards, to evaluate the achievement of Community Service process standards, and to report the evaluation process regarding the achievement of Community Service process standards to the Dean for follow-up		3 ↓		

4	The Faculty Senate discusses the results of the evaluation of the achievement of Community Service process standards, and approves the results of the evaluation of the achievement of Community Service process standards		4		
4	The First Vice Dean/Head of Programme prepares a draft of the Community Service process standards		4		
5	Senate meeting to discuss the draft standards for the Community Service process at the Faculty Senate meeting			5	
6	The Faculty Senate has approved the standards for the Community Service process			6	
7	The First Vice Dean/Head of Programme disseminates the standards for the Community Service process		7		
8	Lecturers carry out academic activities to meet the standards for Community Service processes				8

**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 STANDARDS FOR COMMUNITY SERVICE PROCESSES

Document Code	:	SOP-UPGRIS-3.3.4
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, 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
PROCESS STANDARD CONTROL
COMMUNITY SERVICE

1. Objective : To oversee the implementation of the Community Service Process Standards of the UPGRIS so that the content of these standards can be achieved/fulfilled
2. Scope : This standard control manual applies: When the Community Service Process Standards Community Service Process Standards require routine and continuous monitoring, supervision, checking, inspection and evaluation
3. The
The Community Service Process Standard covers the minimum criteria regarding:
 - a) the quality of Community Service processes; b) aimed at developing science and technology, as well as improving the welfare of society and the nation's 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 community service process.
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 or inspection is an activity to examine or audit all aspects of the implementation of Community Service, carried out periodically to verify whether all Community Service processes across all study programmes are proceeding in accordance with the content of the Community Service Process Standards.

- d. The Community Service Process Standards are the minimum criteria regarding Community Service Outputs, which include products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to implement standard controls over community service processes	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to oversee the standardisation of community service processes	Vice-Rector I
Vice-Dean I and Programme Coordinator	7. Conduct periodic monitoring of the standard community service process at the start, mid-point and end of each semester in accordance with the applicable curriculum 8. Monitoring the planning of learning by checking lecturers' SIP entries to ensure they comply with the current curriculum 9. Report the results of the monitoring of community service process standards to the Dean for follow-up	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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
- l. Community Service Guidelines of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector IV Instructs deans to implement standardised control of the Community Service process	1 ↓	
2	The Dean instructs the First Vice Dean together with the Head of Programme to implement standardised control of the Community Service process	2	↓
3	The First Vice Dean/Head of Programme carries out periodic monitoring of the Community Service process standards at the beginning and midway through the programme, and reports the results of the monitoring of Community Service outcomes to the Dean for follow-up		3

**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 IMPROVEMENT OF STANDARDS FOR COMMUNITY SERVICE PROCESSES

Document Code	:	SOP-UPGRIS-3.3.5
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, 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
IMPROVEMENT OF PROCESS STANDARDS
COMMUNITY SERVICE

1. Objective : To continuously improve the quality of the Community Service Process Standards Community Service at the end of each standard cycle
2. Scope : This standard development manual applies: During the cycle of the Community Service Process Standards cycle (2 years) and subsequently the quality of these standards is improved
3. The
The Community Service Process Standard covers the minimum criteria regarding:
 - a) the quality of the Community Service process; b) aimed at developing science and technology, as well as improving community welfare and national competitiveness; c) all outputs generated through activities that systematically fulfil scientific principles and methods in accordance with academic autonomy and culture; d) the fulfilment of graduate learning outcomes as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
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. Standard evaluation is the act of assessing the content of the Community Service Process Standards, based, amongst other things, on:
 - 1) The Community Service Process being disseminated to all elements of society
 - 2) Self-evaluation process for the Community Service programme
 - 3) Results of the user satisfaction survey on Community Service outcomes
 - 4) Results of the workshop on Community Service Process Standards

- 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 Community Service 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. Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs the deans to improve the standards of the Community Service process	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to improve the standards of the Community Service process	Vice-Rector IV
Deans and programme coordinators	9. Form a team to analyse the results of the evaluation of the achievement of standards for the Community Service process 10. Preparing a draft for the improvement of Community Service process standards 11. Formulate new standards for the Community Service process during a departmental meeting 12. Reporting the formulation of the new Community Service process standards to the Dean for follow-up	Dean
Faculty Senate	13. Discussing the proposed Community Service process standards formulated by the Dean 14. Approving the new draft standards for community service processes	Dean
Dean	Proposing new standards for Community Service processes for approval by the rector	Dean

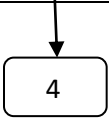
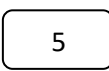
6. Reference

1. Law No. 12 of 2012 on Higher Education;
2. Law No. 20 of 2003 on the National Education System;
3. Government Regulation No. 19 of 2005 on National Education Standards;
4. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;

5. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
6. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education;
8. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
9. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
10. YPLP PT PGRI, Statutes of UPGRIS;
11. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
12. Community Service Guidelines of UPGRIS.

7. Work Instructions

No.	Activity Details	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector IV Instructs the deans to improve the standards of community service processes	1			
2	Deans instruct Vice-Deans I and programme heads to improve standards in community service processes		2		
3	The First Vice Dean/Head of Programme shall form a team to analyse the results of the evaluation of the achievement of standards for community service processes, prepare a draft for the improvement of community service process standards, formulate new standards for community service outcomes during departmental meetings, and report the formulated new			3	

	community service process standards to the Dean for further action				
4	Faculty Senate Discuss the proposed formulation of community service process standards submitted by the Dean, approve the new formulation of community service outcome standards, and submit the approved new community service process standards to the Dean				
5	Dean Proposes the new standards for community service processes for approval by the 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 PROCEDURE FOR PROPOSAL DISCUSSION SEMINARS

Document Code	:	SOP-UPGRIS-3.3.6
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, 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

PROCEDURE FOR PROPOSAL DISCUSSION SEMINARS

1. Purpose : This SOP aims to outline the sequence of stages in the seminar discussion of community service proposals to assess those that have passed the evaluation stage in accordance with internal assessment criteria.

2. Scope : The scope of these guidelines governs the procedures for the proposal discussion seminar by internal assessors in accordance with the assessment criteria.

3. Definition

The Proposal Discussion Seminar is part of the community service proposal selection process, aimed at refining the proposals. This community service Proposal Discussion Seminar involves internal reviewers in accordance with the assessment criteria.

4. Procedure

- a. The LPPM issues an invitation to the proposal discussion seminar.
- b. Lecturers receive a letter of assignment from the LPPM to attend the proposal discussion seminar.
- c. Participants in the proposal discussion seminar are prospective community service practitioners who have passed the desk evaluation stage.
- d. The Head of the LPPM is responsible for organising the proposal discussion seminar.
- e. Prospective researchers who have passed the desk evaluation are required to present their proposals to the appointed assessors.
- f. The organising committee ranks the results of the proposal discussion assessment.
- g. The evaluation of the proposal discussion seminar is carried out in accordance with the notes of the person in charge of the seminar, the minutes of the seminar, and the dynamics of the situation and conditions.
- h. The committee reports the evaluation results to 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; and
- i. Research and Community Service Handbook.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECTOR	LPPM	SPEAKER/REVIEWER
1	LPPM issues an invitation to a seminar to discuss the proposal			1	
2	Lecturers receive a letter of assignment from the LPPM to attend the proposal discussion seminar	2			
3	The Head of the LPPM organises a proposal seminar			3	
4	Candidates who have passed the desk evaluation are required to present their proposals to the appointed assessors	4			
5	The committee ranks the results of the proposal assessment			5	
6	The committee reports the evaluation results to the LPPM			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 QUALITY ASSURANCE PROCESS

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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

QUALITY ASSURANCE PROCESS

1. Mission, Objectives and Nature of Activities

- 1) The mission of UPGRIS's community service activities is to enhance community empowerment through the development of science, technology and the arts.
- 2) Community service activities are based on current issues within the community, which are developed into interdisciplinary research/educational programmes whose outcomes can be felt by the community.
- 3) Community service activities must benefit the community, the university and the academic community.

2. Principles of Implementation

The organisation of community service activities carried out by the academic community at UPGRIS must adhere to several principles:

- 1) The principle of benefit, namely that community service activities are directed and organised to provide the greatest possible benefit to the community, the university, and the academic community.
- 2) The principle of accountability, namely that all community service activities must be scientifically accountable and must always refer to the latest scientific developments, which are dynamic in nature.
- 3) The principle of transparency, namely that community service activities are conducted openly, based on clear structures and rules with a spirit of mutual trust, thereby fostering a conducive atmosphere for carrying out the activities.
- 4) The principle of quality, namely that community service activities are conducted by consistently prioritising the quality of inputs, processes, outputs and outcomes.
- 5) The principle of coherence and integrity, namely that community service activities are conducted in an integrated (interdisciplinary), focused, structured, and systematic manner, based on the university's vision and mission to ensure effectiveness and efficiency.

- 6) The principle of public-oriented service, namely that the organisation of community service activities is dynamic and must be able to ensure that the interests of the wider public are accommodated without compromising scientific ideals.
- 7) The principle of legality, namely that all parties involved directly or indirectly in the organisation of activities must comply with applicable laws.

3. Policy Direction and Programme Development

- 1) The LPPM coordinates and designs strategic community service programmes that are well-planned in terms of activities, funding, implementation schedules, and reporting.
- 2) Research and community service programmes must be designed based on a self-evaluation covering the strengths, weaknesses, opportunities, and threats (SWOT) of available resources.
- 3) LPPM establishes community service centres in accordance with needs.
- 4) Services should possess a competitive edge by taking into account the dynamics within the community, thereby bringing about changes in community behaviour.
- 5) The LPPM must play an active role in applying research outcomes to the community through appropriate technological innovations.
- 6) LPPM disseminates developments in science, technology, and culture to the wider community.
- 7) LPPM may carry out mutually beneficial service and consultancy activities for the industrial sector, government and private institutions, as well as community-led initiatives, at local, regional, national, and international levels.
- 8) The LPPM must facilitate the acquisition of intellectual property rights for new findings derived from the application of technology within the community.

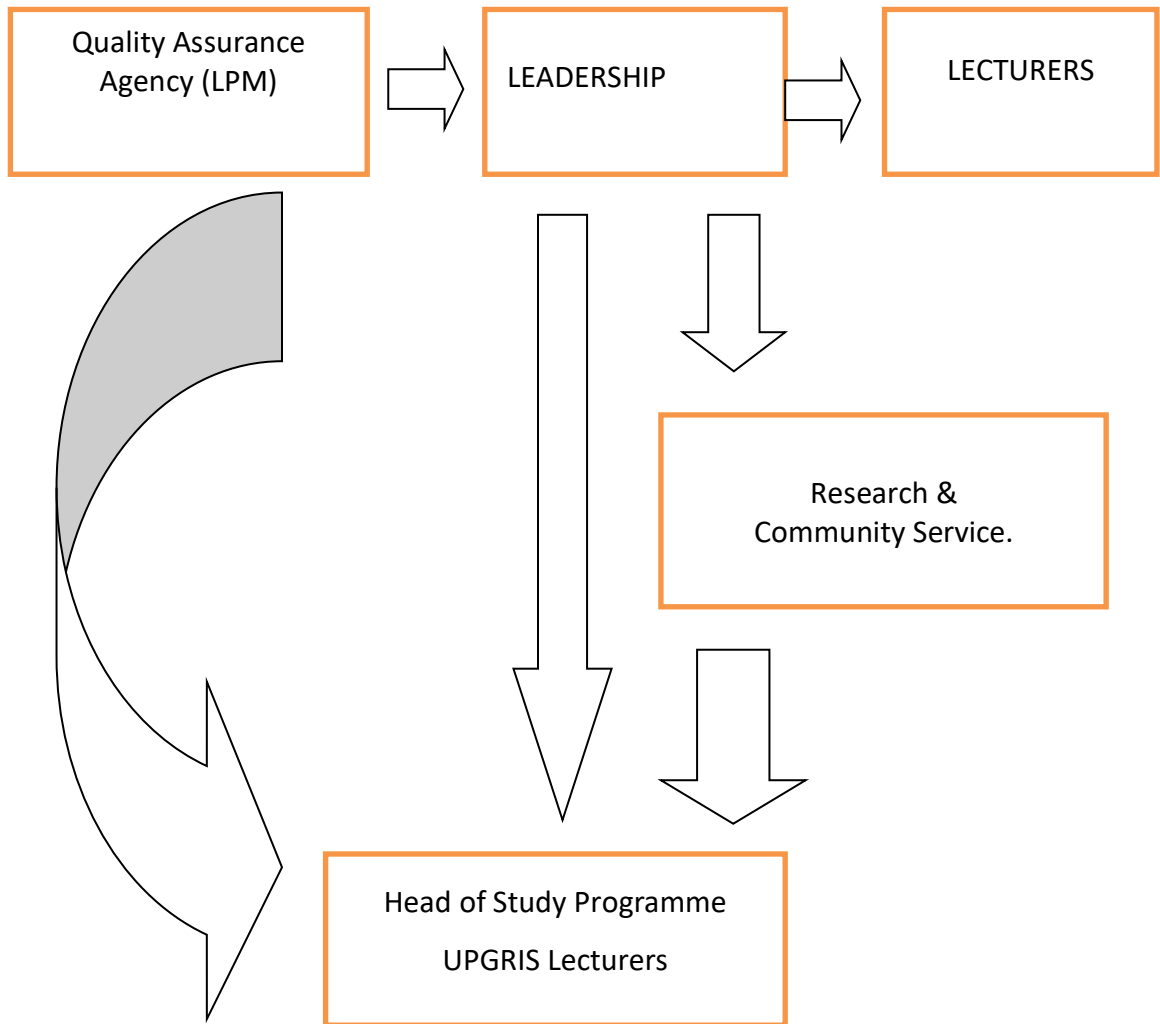
4. References

- 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. 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. Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
 - g. Research and Community Service Guidebook;
 - h. SPMI Policy of UPGRIS; and
 - i. UPGRIS Community Service Strategic Plan.
5. Programme Evaluation
- 1) Community service activities must be continuously evaluated and reviewed to ensure that the benefits are felt by the community and that the issues addressed remain relevant.
 - 2) Community service activities must reflect the university's tangible contribution to welfare; therefore, the university must be receptive to proposals for activities and changes occurring within the community.
6. Institutional Framework
- 1) The university leadership, through the LPPM, plans, coordinates and implements community service activities for communities in rural and urban areas, as well as other community groups that require the tangible and meaningful involvement of the university.
 - 2) Services may be provided by the LPPM or by other units within the institution in coordination with the LPPM

7. Organisational Structure of the Quality Assurance Agency

The organisational structure of the Quality Assurance Agency for the university's community service activities is shown in the organisational chart below:



1. Quality assurance for community service activities consists of the University Leadership, assisted by the Head of the Quality Assurance Agency (LPM), based on the norms, quality standards and policies established by the university senate.
2. The Community Service Institution, as the designer, implementer and manager of community service activities, ensures that the Quality Assurance Agency conducts audits of the activities carried out.
3. For the purposes of internal monitoring, the Community Service Agency may be assisted by the Quality Assurance Agency

QUALITY ASSURANCE PROCEDURES FOR ACTIVITIES COMMUNITY SERVICE ACTIVITIES

1. Direction and Types of Community Service Activities

- a. The direction of community service activities is determined by referring to the university's vision and mission, as well as the needs of the community and the objectives to be achieved.
- b. In line with the university's development, therefore:**
 1. Community service activities within the university are research-based. Consequently, community service activities are expected to facilitate the transfer of knowledge and technology developed from the university's research outcomes. Furthermore, synergies between the university's human resources and the communities involved in the activities should be fostered, prioritising the unique strengths and potential of those communities.
 2. Community service activities should be conducted with a focus on community empowerment and the enhancement of its potential, the improvement of community quality and self-reliance, and the increase in local revenue. Activities may take the form of pioneering activities and supporting activities. Pioneering activities are those that pioneer new approaches to addressing a problem, including the development of a new system for implementing such activities. Supporting activities are those carried out to support the activities of other parties with the aim of accelerating and improving the quality of the development process and the success of achieving its objectives. These supporting activities are categorised as complementary activities, where the service activity supports the success of activities carried out jointly with other parties, and supplementary activities, where the service activity, in its process, strengthens or improves the quality of the process carried out by other parties, even though each is implemented independently.
- c. Community service is developed in the form of community education, community service, regional development, and action research
- d. The types of activities carried out may include:**

- 1) Assistance to the government in developing regional potential and conducting regional inventories, as well as establishing appropriate cooperation by involving the expertise of higher education institutions, government authority and the community.
- 2) The creation of platforms for science-based entrepreneurship, particularly for communities with weak economies or low levels of education, by applying the knowledge and skills derived from research.
- 3) Organising cooperation between universities and local areas to support the development of small businesses.
- 4) Organising collaborations with industry and institutions to enhance capabilities in the application of science and technology, as well as providing education and training for industrial personnel to improve their skills in science and technology.
- 5) Establishing pilot schemes for science-based entrepreneurship within the campus, involving the academic community and alumni.
- 6) Developing an information system and technology services.

2.2 Quality Assurance Management in Community Service Activities

Quality assurance management in community service activities encompasses quality standard planning, quality control and quality improvement

- a. Quality standard planning involves the process of identifying the needs of the target community as objectively and accurately as possible and translating these into programmes. Consequently, community service activities should be preceded by direct surveys of community issues. Based on the survey results and community feedback, community service activities, target groups and the quality of these activities are planned.
- b. Quality control involves the implementation of planned steps (procedures) to ensure they are managed and adhere to procedures, so that everything proceeds as intended. In relation to community service activities, every activity item must adhere to procedures, and changes to activity items are made only after careful evaluation. Thus, the quality of the planned activities will be achieved and guaranteed.

- c. Quality improvement in community service activities involves evaluation to identify weaknesses and issues from previous information, namely quality standards planning, quality control, and information regarding implementation in the field. Based on the evaluation results, new quality standards and quality control methods are then planned. Quality standards for the implementation of community service by higher education institutions need to be improved gradually in line with their capabilities and established with reference to the institution's vision and mission and the needs of the community.
- d. The success of quality assurance in community service activities can be measured by the following indicators:
 - a. Relevance, namely the alignment of community service activities with the needs of the target community.
 - b. Efficiency, namely the economical use of financial, human and time resources for the production and delivery of community service that meets the needs of the target community.
 - c. Effectiveness, namely the alignment of planning with the results achieved, or the appropriateness of the systems, methods, and procedures used to produce the planned services.
 - d. Accountability, namely the extent to which the performance and community service can be accounted for.
 - e. Creativity, namely the institution's ability to innovate, renew, or create something in line with the times, including the capacity for self-evaluation.
 - f. Empathy, namely the ability of community service managers to provide wholehearted and sincere service to all target audiences.
 - g. Responsiveness, namely the ability of community service managers to observe and respond to the circumstances and needs of the user community quickly and appropriately.
 - h. Productivity, namely the ability of the institution and all management staff to produce services that meet the needs of the user community in accordance with

established plans, both quantitatively and qualitatively.

2.3. Mechanisms for Meeting Standards

The mechanism for meeting standards consists of policy formulation and policy implementation:

2.3.1. The policy formulation stage includes:

- a. The University determines long-term community service programmes and disseminates them to the academic community
- b. The university elaborates on the long-term programme in annual plans, flagship programmes and their performance indicators.
- c. Institutions need to have Guidelines for the Implementation of Community Service, covering proposal submission, proposal selection, funding, implementation procedures, quality assurance, supervision and monitoring of activities, as well as a reporting system.
- d. Higher education institutions need to establish a technical implementation unit capable of carrying out technology innovation management functions, including facilitating patent protection and commercialisation.

2.3.2. The activity implementation phase includes:

- a. The preparation phase, comprising: the determination of the title of the community service activity and the application of science and technology to be undertaken, the appointment of the team and their core tasks, the identification of the target group, and a review of the literature related to the science and technology to be applied.
- b. Initial field survey and situation analysis. This stage involves collecting data from the community regarding the conditions and potential of the area (physical, social, economic and environmental aspects relevant to the activity), and collecting data from the target groups.
- c. Identification and formulation of problems, formulation of the objectives and benefits of the activity, establishment of a problem-solving framework,

determination of the timing and methods of the activity, preparation of the activity budget and design of the activity evaluation.

- d. Drafting and submission of the proposal, followed by review and revision of the proposal.
- e. Drafting of contracts for those who pass the selection process.
- f. Implementation of activities, analysis of obstacles in the field and how to overcome them.
- g. Evaluation and reporting.

2.4. Quality Control of Activities

2.4.1. Standard Control at the Proposal Stage.

- a. Evaluation takes place throughout the proposal drafting process, with immediate corrections made where errors occur.
- b. The proposal selection stage is carried out through a desk evaluation by three competent internal reviewers. During this process, various weaknesses in the community service proposals are identified and analysed, and corrections can be made immediately. Consequently, only proposers who successfully pass this selection process will have their programmes approved.

2.4.2. Standard Control at the Final Outcome Stage of Community Service

- a. A comprehensive evaluation of the implementation of community service covering the process, presentation, and outcomes of the community service. Evaluation of field activities by distributing questionnaires containing a list of questions regarding satisfaction, targets/objectives, and the impact felt by participants before and after the activity is carried out (pre-test and post-test).
- b. Identify the weaknesses of the activities, their causes and the inhibiting factors to uncover the root of the problem.
- c. Drawing up a plan to overcome obstacles in order to improve quality.

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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARDS FOR THE EVALUATION OF COMMUNITY SERVICE**

Document Code	:	S-UPGRIS-3.4
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd., M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd., M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
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 assessment of the process and outcomes of Community Service at UPGRIS, whether carried out by lecturers or by students.

C. RATIONALE FOR ESTABLISHING STANDARDS

To realise the vision, mission, and objectives of UPGRIS, including the intellectual development of students and the implementation of the Four Pillars of Higher Education, one of which is the outcomes of community service. Proposals for community service must be assessed to determine whether they are approved or not and to determine the approved funding for community service activities that have been approved. To ensure that community service activities and outcomes are properly monitored whilst also ensuring accountability for the funds received, standards for the assessment of community service are required.

D. OBJECTIVES OF ESTABLISHING STANDARDS

1. To serve as a guideline for UPGRIS leadership in establishing policies related to the field of community service
2. To serve as a guideline for the LPM in evaluating and monitoring the outcomes of community service

3. To serve as a guideline for faculties and study programmes in setting targets for community service achievements in terms of both quality and quantity
4. To serve as a guideline for lecturers in achieving community service outcomes

E. RESPONSIBLE PARTIES

1. The Vice-Rector IV is responsible for reviewing the draft community service standards
2. The Academic Senate is responsible for providing input on the draft community service standards
3. The Vice-Rector is responsible for approving the draft standards for community service outcomes and proposing their adoption to the YPLP PT PGRI Central Java
4. YPLP PT PGRI Central Java is responsible for establishing the standards for community service outcomes
5. The LPM is responsible for monitoring the standards for community service outcomes
6. Lecturers and students are responsible for the implementation and achievement of community service outcome standards
7. The LPPM is responsible for evaluating the outcomes of community service

F. GLOSSARY

1. Standards for community service facilities and infrastructure are the minimum criteria regarding facilities and infrastructure in accordance with the needs of the content and learning process in order to fulfil graduate learning outcomes.
2. Facilities and infrastructure for community service are all equipment required for the implementation of community service, which may include office equipment, transport and funding
3. Community service is an activity carried out systematically according to scientific principles and methods to obtain information, data and details relating to the understanding and/or testing of a branch of science and technology;
4. The Head of the Community Service Team is the coordinator of the community service team; and
5. Community Service Team Members are members of the team tasked with assisting the team leader in carrying out community service activities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
3.4.1.1	Universities, faculties and study programmes are required to conduct an assessment of the process and outcomes of community service by lecturers and students, carried out in an integrated manner whilst fulfilling the principles of educational value, objectivity, accountability and transparency.	SN DIKTI P60.2	The implementation of community service assessment covering 6 aspects of community service assessment: procedures for assessment and review are in place; the appointment of reviewers is legally valid; assessment results for proposed community service initiatives are available; legal basis for the assignment of researchers/researcher collaborations; documented minutes of monitoring and evaluation results; all community service outputs are documented, and a review and follow-up of the community service assessment results are conducted, accompanied by valid evidence.	IKU	Monev	U/F/P
3.4.1.2	Universities, faculties and degree programmes are required to conduct an assessment of the processes and outcomes of community engagement by lecturers and students, carried out	SN DIKTI P60.2	The implementation of monitoring and evaluation of the alignment of lecturers' and students' community service themes with the faculty and study programme's community service roadmap through proposal seminars and	IKU	Monev	F/P

NO	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	in an integrated manner whilst fulfilling the principles of educational value, objectivity, accountability and transparency .		community service outcome seminars, accompanied by valid evidence.			
3.4.2.1	The university, faculty and study programme are required to provide minimum criteria for assessing the outcomes of community service, including: the level of community satisfaction; changes in the community's attitudes, knowledge and skills in line with the programme's objectives; the sustainable application of science and technology within the community; the creation of enriched learning resources and/or learning opportunities, as well as the professional development of the academic community as a result of the advancement of science and technology; or the resolution of social issues and policy recommendations that	SN DIKTI P60.4	The availability of minimum criteria for assessing the outcomes of community service includes: the level of community satisfaction; changes in attitudes, knowledge, and skills within the community in line with the programme's objectives; the sustainable application of science and technology within the community; the creation of enriched learning resources and/or learning opportunities, as well as the professional development of the academic community as a result of the advancement of science and technology; or the resolution of social issues and policy recommendations that can be utilised by stakeholders, accompanied by valid evidence.	IKU	Monev	U/F/P

NO	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	can be utilised by stakeholders.					
3.4.3.1	Universities, faculties and study programmes are required to develop and establish methods and instruments for assessing community service that are relevant, accountable and capable of representing measures of success in the performance process and the outcomes of community service.	SN DIKTI P60.5	The availability of relevant, accountable, and representative methods and instruments for assessing community service that reflect the success of the performance process and the outcomes of community service, supported by valid evidence.	IKU	Monev	U/F/P
3.4.4.1	Universities, faculties and study programmes must ensure the implementation of the community service assessment process covering the following 6 aspects: assessment and review procedures, the legality of the appointment of reviewers, the results of the assessment of community service proposals, the legality of the assignment of community service implementers/community	APT 44c	The implementation of the PkM assessment process covers the following six aspects: assessment and review procedures, the legality of the appointment of reviewers, the results of the assessment of PkM proposals, the legality of the assignment of PkM implementers/PkM collaborations, minutes of monitoring and evaluation results, and documentation of PkM outputs on a regular basis and followed up, accompanied by valid evidence.	IKU	AMI	U/F/P

NO	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	service collaborations, minutes of monitoring and evaluation results, and documentation of community service outputs.					
3.4.5.1	Universities, faculties and study programmes are obliged to ensure the legality of community service practitioners, community service groups, community service collaborations , and the appointment of community service reviewers.	APT 44c	The legality of community service practitioners, community service groups, community service collaborations, and the appointment of community service reviewers must be substantiated by valid evidence.	IKU	AMI	U/F/P
3.4.6.1	Universities and faculties must ensure the implementation and documentation of the review results of community service proposals and the outcomes of community service.	APT 44c	The implementation and documentation of the review of community service proposals and the outcomes of community service must be accompanied by valid evidence.	IKU	AMI	U/F
3.4.7.1	Universities and faculties must ensure the documentation of community engagement outcomes.	APT 44c	The availability of documentation of community service outputs accompanied by valid evidence.	IKU	AMI	U/F

NO	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
3.4.8.1	Faculties and study programmes are required to monitor and evaluate the alignment of community service themes with the community service roadmap.	APS 50.3	The implementation of monitoring and evaluation of the alignment of community service themes with the community service roadmap, supported by valid evidence.	IKU	AMI	F/P
3.4.9.1	Faculties and study programmes are required to follow up on the results of monitoring and evaluation of the alignment of community service themes with the faculty and study programme community service roadmap () in order to improve the relevance of community service and the academic development of the study programme.	APS 50.4 and LAMDI K	The implementation of monitoring and evaluation of the alignment of community service themes with the faculty and study programme's community service roadmap, aimed at improving the relevance of community service and the academic development of the study programme, accompanied by valid evidence.	IKU	Monev	F/P
3.4.10.1	Faculties and study programmes are required to evaluate policies and the achievement of standards (IKU and IKT) in order to identify good practices, poor practices	LAM-INFOK OM 84	The implementation of regular and highly effective evaluations of policies and the achievement of standards (IKU and IKT), so as to identify good practices, and new practices related	ICT	AMI	F/P

NO	STANDARD STATEMENT	REFER ENCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	and new practices related to DTPR community service activities, including a DTPR satisfaction survey regarding the management of community service activities.		with DTPR Community Engagement activities, including a survey on lecturer satisfaction with the management of PkM activities, accompanied by valid evidence.			

H. STRATEGY FOR MEETING STANDARDS

1. Funding for training and seminars for community service proposals at least once a year.
2. Seminars on the results of community service are held at scheduled times.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS

9. Community Service Strategic Plan
10. Community Service Handbook
11. Work Instructions for Community Service

J. REFERENCES

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

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



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

Document Code	: F-SPMI-UPGRIS-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, 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 :
Acting Official :

No.	Indicator	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	Implementation of community service assessment covering 6 aspects of community service assessment: assessment and review procedures are in place; the appointment of reviewers is legally valid; the results of the assessment of community service proposals are available; legal validity of researcher assignments/researcher collaborations is in place; minutes of monitoring and evaluation results are documented; all community service outputs are documented; and a review and follow-up of community service assessment results are carried out, accompanied by valid evidence.	SN DIKTI			
2	Implementation of monitoring and evaluation of the alignment of lecturers' and students' community service themes with the faculty and study programme community service roadmap through proposal seminars and community service outcome seminars, accompanied by valid evidence.	SN DIKTI			

No.	Indicator	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
3	The availability of minimum criteria for assessing the outcomes of community service, including: the level of community satisfaction ; changes in the community's attitudes, knowledge and skills in line with the programme's objectives; the sustainable application of science and technology within the community; the creation of enriched learning resources and/or teaching materials, as well as the professional development of the academic community as a result of the advancement of science and technology; or the resolution of social issues and policy recommendations that can be utilised by stakeholders, supported by valid evidence.	SN DIKTI			
4	The availability of relevant, accountable, and representative methods and instruments for assessing community service, capable of measuring success in performance processes and community service outcomes, supported by valid evidence.	SN DIKTI			
5	The implementation of the community service assessment process covers the following six aspects: assessment and review procedures; the legitimacy of the appointment of reviewers; the results of the assessment of	APT			

No.	Indicator	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	community service proposals; the legitimacy of the assignment of community service implementers/community service collaborations; minutes of monitoring and evaluation results; and the documentation of community service outputs on a regular and basis, followed up with valid evidence.				
6	The legality of community service personnel, community service groups, community service collaborations, and the appointment of community service reviewers is realised, accompanied by valid evidence.	APT			
7	The implementation and documentation of the results of the review of community service proposals and the results of community service, accompanied by valid evidence.	APT			
8	The availability of documentation of community service outputs accompanied by valid evidence.	APT			
9	The implementation of monitoring and evaluation of the alignment of community service themes with the community service roadmap, accompanied by valid evidence.	APS			
10	The implementation of monitoring and evaluation of the alignment of community service themes with the faculty and study programme	APS and LAMDIK			

No.	Indicator	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	community service roadmap, aimed at improving the relevance of community service and the academic development of the study programme, supported by valid evidence.				
11	The implementation of regular and highly effective evaluations of policies and the achievement of standards (IKU and IKT) so as to identify good practices, and new practices related to DTPR community service activities, including a survey of lecturer satisfaction with the management of community service activities, accompanied by valid evidence.	LAM- INFOKOM			

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)











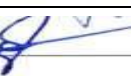
Signature
(Full Name)

**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 STANDARDS FOR THE EVALUATION OF COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.4.1
Effective Date	:	31 March 2023

PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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
ESTABLISHMENT OF STANDARDS FOR THE EVALUATION OF COMMUNITY SERVICE

1. Objective : The SOP on Assessment Standards for Community Service (PKM) proposals aims to provide an explanation and mechanism for the evaluation of community service proposals.
2. Scope : The procedure for assessing community service proposals carried out by the Institute for Research and Community Service. Parties involved in the evaluation procedure for community service proposals.
3. The Community Service Assessment Standards, which include minimum criteria regarding:
 - a) the quality of community service assessment; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as 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 assessment of community service.
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

- a. Lecturers/community service teams submit community service proposals to the Secretary of the LPPM.
- b. The community service proposal is reviewed by the LPPM's internal review team.
- c. Lecturers/community service teams revise the community service proposal if there are any shortcomings in the proposal.
- d. The Head of the LPPM approves the proposal and determines the budget allocation.
- e. Lecturers/community service teams upload the proposal to the website simpelmas.upgris.ac.id

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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Implementation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
3. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
- k. Community Service Guidelines of UPGRIS.

7. Work Instructions











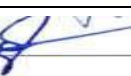
NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			TIME
		LECTURER	LPPM	INTERNAL REVIEW TEAM	
1	Lecturers / community service teams submit community service proposals to the LPPM Secretary.				
2	The community service proposal is reviewed by the LPPM's internal review panel.				
3	Lecturers / the community service team revise the community service proposal				
4	The Head of the Research and Community Service Office approves the proposal and determines the budget allocation.				
5	Lecturers / community service teams upload the proposal to the website simpelmas.upgris.ac.id				

**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
SOP IMPLEMENTATION OF STANDARDS FOR THE EVALUATION OF COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.4.2
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, 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 THE STANDARDS FOR THE EVALUATION OF COMMUNITY SERVICE

1. Purpose : The SOP for the Implementation of Community Service Assessment Standards aims to implement the Community Service Assessment Standards of UPGRIS
2. Scope : This implementation manual applies: When the Community Service Assessment Standards Community Service Assessment Standards must be implemented for all lecturers at the UPGRIS
3. The
The Community Service Assessment Standards cover the minimum criteria regarding:
 - a) the quality of Community Service Assessment; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the provisions and regulations of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the assessment of community service.
4. Definition
 - a. Implementing standards involves operationalising provisions based on measurements, 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 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 carrying out tasks in a specific field.
 - e. Community Service Assessment Standards are the minimum criteria for Community Service Output, covering products, publications, and intellectual property rights for the welfare of the community.
5. Procedure
- a. Carry out technical and/or administrative preparations in accordance with the contents of the Community Service Assessment Standards.
 - b. Disseminate the contents of the Community Service 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, outreach sessions, or other forums.
 - c. Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the contents of the Community Service Assessment Standards.
 - d. Implement community service activities across all study programmes, using the Community Service Assessment Standards as the benchmark for achievement.
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. 19 of 2005 on National Education Standards;
 - d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
 - e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2016, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
- l. Community Service Guidelines 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 contents of the Community Service Assessment Standards.	1	1	1		
2	Disseminate the contents of the Community Service Assessment 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.			2		
3	Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the content of the Community Service Assessment Standards.			3		
4	Conducting research activities across all study programmes, using the Community Service Assessment Standards as a benchmark for achievement.			4		

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



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP STANDARD EVALUATION OF COMMUNITY SERVICE

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

1. Objective : To evaluate the implementation of the Community Service Assessment Standards of UPGRIS
2. Scope : This evaluation manual applies: At the time the for Community Service must be implemented in all study programmes at the UPGRIS
3. The
The Community Service Assessment Standard covers the minimum criteria regarding:
 - a) the quality of Community Service assessment; b) being directed towards the development of science and technology, as well as improving community welfare and national competitiveness; c) all outputs generated through activities that systematically fulfil scientific principles and methods in accordance with academic autonomy and academic culture; d) the fulfilment of graduate learning outcomes as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
4. Definition
 - i. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Community Service Assessment 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 assignee.

- I. Community Service Assessment Standards are the minimum criteria for Community Service Output, covering products, publications, and intellectual property rights for the welfare of the community.

5. Procedures

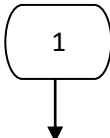
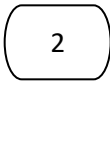
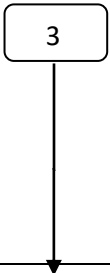
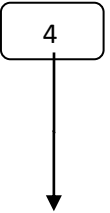
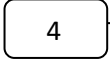
Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to monitor and evaluate the achievement of standards for Community Service assessment	Vice-Rector
Dean	Instructs the Vice-Dean I, programme heads, and UPMF/UPMPPS to monitor and evaluate the standards for assessing Community Service, and to compile a report on the results of the monitoring and evaluation	Vice-Rector IV
Vice-Dean I and Programme Coordinators	<ol style="list-style-type: none"> 1. Form a team to evaluate the achievement of Community Service assessment standards 2. To evaluate the achievement of Community Service outcome standards 3. Report the results of the evaluation of the achievement of Community Service assessment standards to the Dean for follow-up 	Dean
Faculty Senate	<ol style="list-style-type: none"> 1. Discussing the results of the evaluation of the achievement of Community Service assessment standards 2. Approving the results of the evaluation of the achievement of Community Service assessment standards 	Dean
Vice-Dean I and Head of Programme	To disseminate the results of the evaluation of compliance with the Community Service assessment standards in order to secure improvements from the relevant parties	Dean
Lecturers	Carrying out academic activities to improve the achievement of Community Service assessment 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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2016, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
- l. Community Service Guidelines 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 standards for Community Service assessment				
2	Deans instruct the First Vice Dean to work with the heads of study programmes to draw up assessment standards for Community Service				
3	Form a team to evaluate the achievement of the Community Service assessment standards, to evaluate the achievement of Community Service output standards, and to report the results of the evaluation of the achievement of Community Service assessment standards to the Dean for follow-up				
4	The Faculty Senate discusses the results of the evaluation of the achievement of Community Service assessment standards, and approves the results of the evaluation of the achievement of Community Service assessment standards				
4	The First Vice Dean/Head of Programme prepares a draft of the Community Service assessment standards				

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
5	Senate meeting to discuss the draft assessment standards for Community Service during the Faculty Senate meeting			<div style="border: 1px solid black; border-radius: 10px; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">5</div> <div style="text-align: center; margin-top: 5px;">↓</div>	
6	The Faculty Senate approved the assessment standards for Community Service			<div style="border: 1px solid black; border-radius: 10px; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">5</div> <div style="text-align: center; margin-top: 5px;">↓</div>	
7	The First Vice Dean/Head of Programme disseminates the Community Service assessment standards		<div style="border: 1px solid black; border-radius: 10px; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">6</div> <div style="text-align: center; margin-top: 5px;">↓</div>		
8	Lecturers carry out academic activities to meet the assessment standards for Community Service				<div style="border: 1px solid black; border-radius: 10px; width: 40px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">7</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 CONTROL OF STANDARDS FOR THE EVALUATION OF COMMUNITY SERVICE

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

1. Objective : To oversee the implementation of the Community Service Assessment Standards of the UPGRIS so that the content of these standards can be achieved/fulfilled
2. Scope : This standard control manual applies: At the time the Community Service Assessment Standards require routine and continuous monitoring, checking, inspection and evaluation
3. The
The Community Service Assessment Standard covers the minimum criteria regarding:
 - a) the quality of Community Service assessment; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
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. 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 the implementation of Community Service, carried out periodically to verify whether all Community Service processes across all study programmes are being conducted in accordance with the Community Service Assessment Standards.

- d. The Community Service Assessment Standards are minimum criteria regarding Research Output, which include products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

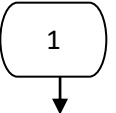
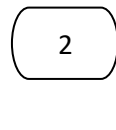
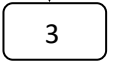
Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to implement standardised control of community service assessment	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to oversee the standards for the outcomes of community service	Vice-Rector I
Vice-Dean I and Programme Coordinator	<p>10. Conduct periodic monitoring of the standards for the Assessment of Community Service at the start, mid-point, and end of each semester in accordance with the applicable curriculum</p> <p>11. Conducting monitoring of learning planning by reviewing lecturers' SIP entries to ensure compliance with the current curriculum</p> <p>12. Report the results of the standard control of Community Service Assessment to the Dean for follow-up</p>	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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2016, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;

- k. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
- l. Community Service Guidelines of UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector IV Instructs deans to implement standardised assessment procedures for Community Service		
2	The Dean instructs the First Vice Dean together with the Head of Programme to oversee the assessment standards for Community Service		
3	The First Vice Dean/Head of Programme carries out periodic monitoring of assessment standards at the start, mid-point and end of each semester in accordance with the applicable curriculum; provides guidance to lecturers and staff to ensure academic activities are conducted in accordance with the applicable curriculum; instructs all lecturers to prepare lesson plans in accordance with the applicable curriculum; and to complete the Course Information System (SIP); monitor lesson plans by checking lecturers' SIP entries to ensure they comply with the current curriculum; and report the results of the monitoring of assessment standards for Community Service to the Dean for follow-up		

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INTERNAL QUALITY ASSURANCE SYSTEM
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APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP IMPROVEMENT OF STANDARDS FOR THE EVALUATION OF COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.4.5
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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	
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
IMPROVING ASSESSMENT STANDARDS
Community Service

1. Objectives : To continuously improve the quality of the Community Service Assessment Standards Community Service at the end of each standard cycle
2. Scope : This standard development manual applies: During the cycle of the Community Service Assessment Standards (2 years) and subsequently the quality of these standards is improved
3. The
The Community Service Assessment Standard covers the minimum criteria regarding:
 - a) the quality of Community Service Assessment; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
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 Community Service Assessment Standards, based, amongst other things, on:
 - 1) The outcomes of community service disseminated to all elements of society
 - 2) The results of self-evaluation of community service development programmes
 - 3) The results of user satisfaction surveys regarding Community Service outcomes
 - 4) The outcomes of workshops on Community Service Outcomes Standards

- 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 the Assessment of Community Service which 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 IV	Instructs the deans to improve the standards for assessing Community Service	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to improve the assessment standards for Community Service	Vice-Rector IV
Deans and programme coordinators	<ol style="list-style-type: none"> 1. Form a team to analyse the results of the evaluation of the achievement of Community Service assessment standards 2. Preparing a draft for the improvement of Community Service assessment standards 3. Formulate new research assessment standards during departmental meetings 4. Reporting the formulation of the new Community Service assessment standards to the Dean for follow-up 	Dean
Faculty Senate	<ol style="list-style-type: none"> 1. Discussing the proposed Community Service assessment standards put forward by the Dean 2. Approving the new Community Service assessment standards 	Dean
Dean	Proposing new Community Service assessment standards for approval by the rector	Dean

6. Reference

- a. Law No. 12 of 2012 on Higher Education;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;

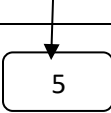
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
- f. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 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. Director General of Higher Education, 2016, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service in the Research and Community Service Handbook; and
- l. Community Service Guidelines of UPGRIS.

7. Work Instructions

No.	Activity Details	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector IV Instructs the deans to raise the standards for assessing community service	1			
2	Deans instruct Vice-Deans I and programme coordinators to improve the standards for assessing community service		2		
3	The First Vice Dean/Head of Programme shall form a team to analyse the results of the evaluation of the achievement of community service assessment standards, prepare a draft for the improvement of community service assessment standards, formulate new community service outcome standards during departmental meetings, and report the formulated new community service assessment standards to the Dean for further action			3	
4	The Faculty Senate discusses the proposed community service assessment standards put forward by the Dean, approves the new community service assessment standards, and submits the '' (Minutes of the Faculty				4

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    1((1)) --> 2((2))
    2 --> 3((3))
    3 --> 4((4))
  
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No.	Activity Details	Vice- Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
	Senate Meeting) detailing the approval of the new community service assessment standards to the Dean				
5	The Dean proposes the new community service assessment standards for approval by the Vice-Rector		<div style="text-align: center;">  </div>		

**STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
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APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP PROCEDURE FOR EVALUATING COMMUNITY SERVICE PROPOSALS

Document Code	:	SOP-UPGRIS-3.4.6
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	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	31/03/2023	
Appointment	Dr Sri Suciati, M.Hum.	Rector	31/03/2023	
Control	Dr Ary Susatyo Nugroho, S.Si., M.Si.	Chair of the Academic Affairs Committee	31/03/2023	

SOP
PROCEDURE FOR EVALUATING PROPOSALS
COMMUNITY SERVICE

1. Purpose : This SOP aims to provide an explanation and mechanism for the evaluation of community service proposals.

2. Scope : The scope of this SOP details the evaluation procedures for by the LPPM

3. Definition

The procedure for evaluating community service proposals is one of the stages in implementing community service, aimed at determining which community service proposals are suitable, feasible and eligible for funding by the Research and Community Service Institute (LPPM) of UPGRIS.

4. Procedure

a. Lecturers/community service teams submit their proposals via the website simpelmas2.upgris.ac.id.

b. Reviewers review the community service proposals on the simpelmas2.upgris.ac.id website.

c. Lecturers/community service teams revise the community service proposals if there are any shortcomings on simpelmas2.upgris.ac.id.

d. The Head of the LPPM approves the proposal and determines the budget allocation.

e. Lecturers/community service teams carry out the community service activities.

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 Community Service Strategic Plan; and
- i. Research and Community Service Handbook.

6. Procedure

- a. Lecturers/community service teams submit community service proposals via the website simpelmas2.upgris.ac.id.
- b. Reviewers review community service proposals on the simpelmas2.upgris.ac.id website.
- c. Lecturers/community service teams revise the community service proposal if there are any shortcomings on simpelmas2.upgris.ac.id.
- d. The Head of the LPPM approves the proposal and determines the budget allocation.
- e. Lecturers/community service teams carry out the community service.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		LECTURER	LPPM	INTERNAL REVIEW TEAM
1	Lecturers / community service teams submit community service proposals via the website simpelmas2.upgris.ac.id.	1		
2	Reviewers review community service proposals on the simpelmas2.upgris.ac.id website.			2
3	Lecturers or the community service team revise the community service proposal if there are any shortcomings on simpelmas2.upgris.ac.id.	3		
4	The Head of the LPPM approves the proposal and determines the budget allocation.		4	
5	Lecturers/community service teams carry out community service	5		

**STANDARD DOCUMENTS
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APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP INTERNAL MONITORING AND EVALUATION PROCESS

Document Code	:	SOP-UPGRIS-3.4.7
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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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

INTERNAL MONITORING AND EVALUATION PROCESS

1. Objective

This SOP aims to provide guidance to ensure that the monitoring and evaluation of Community Service activities carried out by the LPPM at UPGRIS are conducted effectively. In other words, this SOP is intended as a reference for implementers and monitoring and evaluation officers in carrying out their duties regarding the monitoring and evaluation of Community Service at the LPPM of UPGRIS. The monitoring and evaluation of Community Service activities are carried out with the following objectives:

1. To oversee the community service process to ensure it is carried out effectively and achieves the planned outcomes.
2. To gather information relating to the implementation of community service and its outcomes, and to obtain information for the sustainability of future community service.
3. To gather information for decision-making regarding the formulation of further community service policies.

2. Definitions

Monitoring is the activity of observation or supervision that takes place whilst the activity is ongoing to ensure and control the alignment of programme implementation with the established plan. Monitoring of community service is the activity of observing community service activities to ensure their implementation is in accordance with the established plan.

Evaluation is the process of assessing the quality of a programme and its outcomes on a regular basis using an appropriate approach. The evaluation of community service involves gathering information on the processes and outcomes of community service in order to assess its quality using an appropriate approach.

3. Implementation Mechanism

Preparations are carried out through the following activities:

1. Drawing up a monitoring and evaluation schedule

2. Selection of the monitoring and evaluation team and personnel
3. Issuing a notification letter to the project coordinator
4. Preparation of monitoring and evaluation instruments
5. Confirmation of the time and venue for the monitoring and evaluation
6. Preparation of other administrative matters deemed necessary

Implementation is carried out through the following activities:

1. Provision/agreement of the monitoring and evaluation venue.
2. Interviews/monitoring of community service implementation using the instruments.
3. Compilation of the monitoring and evaluation report.

Follow-up is carried out through the following activities:

1. Interpretation of monitoring and evaluation results.
2. Provision of recommendations for follow-up on community service.

4. Implementing Body

Monitoring and evaluation activities fall under the responsibility of the Head of the LPPM at UPGRIS, with implementation coordinated by the Secretary of the LPPM at UPGRIS. To ensure the smooth implementation of monitoring and evaluation, a Monitoring and Evaluation Implementation Team may be formed, comprising the Heads of Centres and lecturers at UPGRIS who meet the required criteria.

Stage I: Community Service Progress Stage (progress report)

- 1) This monitoring process is carried out after the Community Service Officer has prepared a progress report covering the community service activities up to the section on the methods used.
- 2) The LPPM of UPGRIS appoints one reviewer to provide feedback and assess the progress of the community service project. The reviewer may be from within or outside the LPPM of UPGRIS and must possess expertise relevant to the project's topic. Where possible, the reviewer is appointed from the Proposal Assessment Panel that evaluated the community service proposal for that specific topic.

- 3) Monitoring takes the form of a presentation before the review panel to provide feedback for the improvement of the community service project, and is open to the entire academic community of UPGRIS.
- 4) The results of the feedback and assessment from the panel of discussants are submitted to the Research and Community Service Centre (LPPM) of Universitas PGRI Semarang.

Stage II: Final Stage of Community Service (progress report)

- 1) This monitoring process is carried out after the Community Service Officer has submitted three copies of the final community service report.
- 2) The Research and Community Service Centre (LPPM) of Universitas PGRI Semarang appoints one reviewer to provide feedback and an assessment of the final results of the community service. The reviewer may be from within or outside the Research and Community Service Centre (LPPM) of Universitas PGRI Semarang and must possess expertise relevant to the topic of the community service. Where possible, the reviewer is appointed from the Proposal Assessment Board or the review panel from the progress stage of the community service on that topic.
- 3) Monitoring takes the form of presentations before a panel of discussants to provide feedback aimed at refining the outcomes of community service activities; these sessions are open to the entire academic community of UPGRIS. Specifically for flagship community service initiatives, the Research and Community Service Centre (LPPM) of UPGRIS organises an annual university-wide seminar series, known as the UPGRIS Community Service Week, which is managed by the LPPM. All lecturers and students from various departments are invited to attend the UPGRIS Community Service Week in order to foster a multidisciplinary community service atmosphere within the University.
- 4) Feedback and evaluations from the review panel are submitted to the Community Service Fund administrators.

5. Funding

Funding for the monitoring and evaluation of community service activities carried out by the Research and Community Service Institute (LPPM) of UPGRIS is allocated from the University's budget upon the Institute's proposal for the current year.

6. Schedule of Activities

Monitoring and evaluation activities are carried out after the grant winners have been announced and during the implementation of community service activities.

7. Principles of Monitoring and Evaluation

- 1) Monitoring and evaluation of community service activities are carried out based on the clarity of the objectives and outcomes of the monitoring and evaluation
- 2) Monitoring and evaluation are carried out objectively and transparently
- 3) Monitoring and evaluation are carried out by the LPPM of UPGRIS in coordination with the Dikti Monitoring and Evaluation Team.
- 4) The implementation of monitoring and evaluation is accountable both internally and externally.
- 5) Monitoring and evaluation cover all aspects, including institutional, humanitarian, financial, academic and general administrative matters.
- 6) Monitoring and evaluation are carried out periodically and on an ongoing basis

8. 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 Community Service Strategic Plan; and
- i. Research and Community Service Handbook.

9. Flowchart of SOP Activities for Monitoring and Evaluation at the Research and Community Service Centre (LPPM) of UPGRIS

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		LPPM	MONEV TEAM	STAFF
1	LPPM draws up a schedule and forms a monitoring and evaluation team.	1		
2	Issuance of a notification letter to staff regarding the implementation of monitoring and evaluation.			2
3	The monitoring and evaluation team confirms with the staff member the availability of time and venue for the monitoring and evaluation.		3	
4	The volunteer receives the monitoring and evaluation team.			4
5	The monitoring and evaluation team visited the monitoring and evaluation site.		5	
6	The monitoring and evaluation team conducted monitoring interviews on the implementation of community service using an instrument.		6	
7	The monitoring and evaluation team interprets the results of the monitoring and evaluation		7	
8	The monitoring and evaluation team provides recommendations for follow-up on the results of community service.		8	
9	The monitoring and evaluation team submits a written report.		9	
10	The LPPM receives the monitoring and evaluation results.	10		

**STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
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**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARDS FOR COMMUNITY SERVICE IMPLEMENTATION**

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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
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	Setiyawan, S.Pd., M.Or.		31/03/2023	
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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 covers the minimum criteria for the competence of implementers to carry out Community Service, who must possess a command of scientific application methodologies appropriate to their field of expertise, the type of activity, and the level of complexity and depth of the activity's objectives, as measured by academic qualifications and the outcomes of community service.

C. RATIONALE FOR ESTABLISHING STANDARDS

To realise the vision, mission, and objectives of UPGRIS, including the intellectual development of students and the implementation of the Four Pillars of Higher Education—one of which is the outcomes of community service—UPGRIS, through its community service activities, must be able to generate benefits for the community and the institution. Therefore, to achieve the expected outcomes, the implementation of community service must be regulated by standards for community service implementation.

D. OBJECTIVES OF ESTABLISHING STANDARDS

1. To serve as a guideline for UPGRIS leadership in establishing policies related to the field of community service
2. To serve as a guideline for the Community Service Unit (LPM) in evaluating and monitoring the outcomes of community service
3. To serve as a guideline for faculties and study programmes in setting targets for community service achievements in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving community service outcomes

E. RESPONSIBLE PARTIES

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

F. GLOSSARY

1. Standards for community service facilities and infrastructure are the minimum criteria regarding facilities and infrastructure in accordance with the needs of the content and learning process in order to fulfil graduate learning outcomes.
2. Facilities and infrastructure for community service are all equipment required for the implementation of community service, which may include office equipment, transport and funding
3. Community service is an activity carried out systematically according to scientific principles and methods to obtain information, data and details relating to the understanding and/or testing of a branch of science and technology;

4. The Head of the Community Service Team is the coordinator of the community service team; and
5. Community Service Team Members are members of the team tasked with assisting the team leader in carrying out community service activities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
3.5.1.1	Universities, faculties, and study programmes must ensure that those carrying out community service possess a level of proficiency in community service methodology appropriate to their field of expertise, the type of activity, and the level of complexity and depth of the activity's objectives.	SN DIKTI (p61.2)	The implementation of community service practitioners who possess a level of mastery of community service methodology appropriate to their field of expertise, the type of activity, and the level of complexity and depth of the activity's objectives.	IKU	Monev	U/F/P
3.5.2.1	Universities, faculties, and study programmes must ensure that lecturers carry out at least one community service activity involving students, funded by the institution itself, by other domestic institutions (), or by foreign institutions, each year.	APT (34,), APS (51, 34) and LAMDI K 67	The implementation of at least one community service activity by lecturers using funds from within the institution, funds from other domestic institutions, or funds from other overseas institutions each year.	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICA TOR CODE
3.5.3.1	Universities, faculties, and study programmes must ensure the existence and operation of functional community service implementation groups, as demonstrated by: formal legal evidence of the existence of community service implementation groups; the production of community service outputs that are useful for resolving problems in the community; and the production of community service outputs that are nationally competitive.	APT 45	There are functional community service implementation groups, as evidenced by: formal legal proof of the existence of community service implementation groups; the production of community service outputs that are useful for resolving problems in the community; and the production of community service outputs that are nationally competitive.	IKU	AMI	U/F/P
3.5.4.1	Universities, faculties and study programmes are required to ensure that lecturers produce community service outputs relevant to the study programme's field of expertise, published in non-accredited national journals, accredited national journals, international journals, reputable international journals, regional/local/university	APS 27, 29 and APT 43	The number of community service activities by lecturers in line with the study programme's field of expertise, published in non-accredited national journals, accredited national journals, international journals, reputable international journals (), regional/local/university seminars, national seminars, international seminars, or local, national, and international mass media,	IKU	Monev	U/F/P

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICA TOR	MEASUR EMENT METHOD	INDICA TOR CODE
	seminars, national seminars, international seminars, or local, national and international media, in a quantity at least equal to the number of DTSP points accumulated over the last three years.		has been achieved, amounting to at least the number of DTSP over the past 3 years.			
3.5.5.1	The University, Faculty, and Study Programme must ensure that lecturers produce community service outputs that are cited at least half the number of DTSP over the last 3 years.	APS 28	The number of cited community service activities by permanent lecturers in the study programme has reached at least half of the total DTSP over the last three years.	IKU	AMI	U/F/P
3.5.6.1	The University, Faculty, and Study Programme must ensure that lecturers can produce recognised community service outputs in the form of Intellectual Property Rights (Patents, Utility Models, Copyright, Industrial Design, Plant Variety Protection, etc.), Appropriate Technology, Standardised Products, Certified Products, Artistic Works (), Social Engineering, and in the form of books with an ISBN, book chapters amounting	APS 29	Achieved the number of community service outputs 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, and book chapters amounting to at least one-quarter of the total DTSP over the last 3 years.	IKU	AMI	U/F/P

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	to at least a quarter of the total DTSPS over the last 3 years.					
3.5.7.1	The Rector, Deans and Heads of Study Programmes are obliged to ensure student involvement in lecturers' community service amounting to at least 75% of the total community service carried out by DTSPS over the last 3 years.	LAMDI K 68	The target of faculty community service activities involving students has been achieved, amounting to at least 75% of the total community service activities carried out by the DTSPS over the past three years.	IKT	AMI	U/F/P
3.5.8.1	The Study Programme must ensure that the DTSPS has a roadmap and key themes for community service that are relevant to the academic field of the study programme.	UPGRIS	Achievement of 75% of DTSPS having a roadmap and key themes for community service that are relevant to the academic field of the study programme.	IKT	Monev	P

H. STRATEGIES FOR ACHIEVING STANDARDS

1. UPGRIS must conduct training on community service methodology and data processing applications.
2. UPGRIS provides financial and human resource support for community service activities.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS
9. Community Service Strategic Plan
10. Community Service Handbook
11. Work Instructions for Community Service

J. REFERENCES

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

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



APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD FORM FOR THE IMPLEMENTATION OF COMMUNITY SERVICE

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

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

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
1	The implementation of community service activities by personnel possessing the necessary proficiency in community service methodologies appropriate to their field of expertise, the type of activity, and the level of complexity and depth of the activity's objectives.	SN DIKTI			
2	The implementation of at least one community service activity by a lecturer, funded by the institution itself, by another domestic institution, or by an overseas institution, each year.	APT, APS and LAMDIK			
3	There is a functional community service implementation group, as evidenced by: formal legal proof of the existence of the community service implementation group; the production of community service outputs that are useful for resolving problems in the community; and the production of community service outputs that are nationally competitive.	APT			
4	The number of community service activities by lecturers corresponding to the programme's field of expertise,	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
	published in non-accredited national journals (), accredited national journals, international journals, reputable international journals, regional/local/university seminars, national seminars, international seminars, or local, national, and international mass media, has been achieved, amounting to at least the number of DTPS over the last 3 years.				
5	The number of community service activities by permanent lecturers in the study programme that have been cited has reached at least half the number of DTPS in the last 3 years.	APS			
6	The number of community service outputs recognised in the form of IPR (Patents, Utility Models, Copyright, Industrial Design, Plant Variety Protection, etc.), Appropriate Technology, Standardised Products, Certified Products, Works of Art, Social Engineering, and in the form of Books with- ISBN, and book chapters amounting to at least a quarter of the total DTPS over the last 3 years.	APS			
7	Achieve a minimum of 75% of the total community service activities carried out by the	LAMDIK			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	DTPS over the last 3 years involving students.				
8	75% of DTPS units have a roadmap and core themes for community service that are relevant to the academic fields of the study programmes.	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 SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP ESTABLISHMENT OF STANDARDS FOR THE IMPLEMENTATION OF COMMUNITY SERVICE

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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV 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
ESTABLISHMENT OF IMPLEMENTATION STANDARDS
COMMUNITY SERVICE

1. Objective : The SOP for the Establishment of Implementation Standards for Community Service aims to design, formulate, and establish the Standards for Community Service Outcomes at UPGRIS
2. Scope : This standard-setting manual applies : From the time the Implementation Standards Community Service Implementation Standards were first designed, formulated, and established
3. The
The Community Service Implementation Standards cover the minimum criteria regarding:
 - a) the quality of community service implementation; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as 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 communicate the implementation of community service.
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

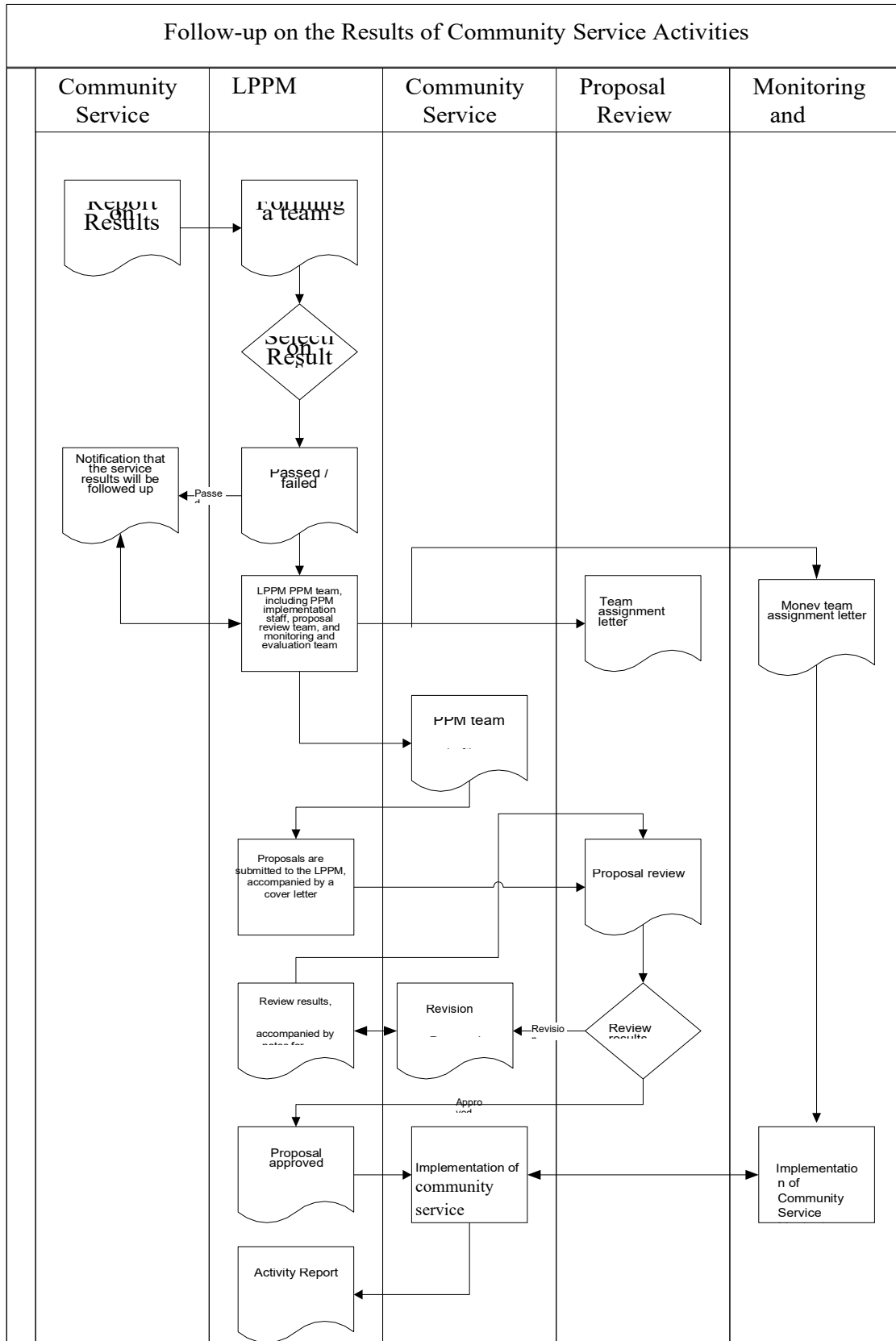
- a. PPM results that pass the selection by the team formed by the LPPM will be followed up for the next stage of PPM activities
- b. LPPM informs the service implementation team that the service results are worthy of continuation; LPPM, through the Head of the Community Empowerment and Community Service Centre, forms a service team including personnel from the previous service implementation team
- c. The service team prepares a proposal for the implementation of the service activity, addressed to the Rector via the Chair of the LPPM
- d. LPPM reviews the proposal through a designated review team
- e. If revisions are required, these must be made no later than 4 days from the date the notification letter is received by the proposer
- f. Approved proposals will be funded
- g. The team carries out the community service
- h. The implementation of the community service programme is monitored and evaluated by a team formed by the LPPM, coordinated by the head of the PPM Centre
- i. The results of the community service must be reported in the form of an activity report to the LPPM
- j. LPPM endeavours to ensure that the results of the community service are published in a community service journal or presented at a seminar.
- k. All community service outcomes, whether funded internally or from external sources, must be published in a community service journal (e-dimas) or presented at a seminar.
- l. Publications as referred to in point 1 must, at a minimum, be published in an ISSN-registered journal within the internal environment or in ISBN-registered proceedings
- m. The LPPM is obliged to facilitate and support the publication of community service results in other available publication channels.
- n. The University is obliged to facilitate and support community service outcomes that are beneficial and urgently needed by the community for follow-up and implementation in partner villages/SMEs/schools, and if the community service

activity is original, the team's findings are encouraged to secure intellectual property rights

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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Implementation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service, 12th Edition, DRPM, Ministry of Research, Technology and Higher Education, 2018; and
- l. Guidelines for Community Service at UPGRIS, 2018.

7. Work Instruction



**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 STANDARDS FOR COMMUNITY SERVICE

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Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
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 STANDARDS FOR
COMMUNITY SERVICE

1. Objectives : The SOP for the Implementation of the Community Service Implementation Standards aims to implement the Implementation Standards for Community Service at UPGRIS
2. Scope : This implementation manual applies : When the for Community Service Implementation must be applied to all lecturers at UPGRIS
3. The
The Standard for the Implementation of Community Service covers the minimum criteria regarding:
 - a) the quality of the implementation of Community Service; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the provisions and regulations of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
4. Definition
 - a. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement of Standards for Community Service Implementation, 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 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. Community Service Implementation Standards are the minimum criteria for Community Service Outputs, covering products, publications, and intellectual property rights for the welfare of the community.
5. Procedure
- e. Carry out technical and/or administrative preparations in accordance with the contents of the Standards for the Implementation of Community Service.
 - f. Disseminate the contents of the Community Service Implementation 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.
 - g. Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the content of the Community Service Implementation Standards.
 - h. Implement community service activities across all study programmes, using the Standards for the Implementation of Community Service as a benchmark for achievement.
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. 19 of 2005 on National Education Standards;
 - d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
 - e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service, 12th Edition, DRPM, Ministry of Research, Technology and Higher Education, 2018; and
- l. Guidelines for Community Service at UPGRIS, 2018.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT				TIME
		PRINCIPAL INVESTIGATOR	DEAN	LPPM	HIGHER EDUCATION COORDINATING BOARD	
1	Carry out technical and/or administrative preparations in accordance with the provisions of the Community Service Implementation Standards.					
2	To disseminate the contents of the Standards for the Implementation of Community Service 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 Standards for the Implementation of Community Service.					
4	Conducting research activities across all study programmes, using the Community Service Implementation 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 EVALUATION OF COMMUNITY SERVICE IMPLEMENTATION

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	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
STANDARD EVALUATION OF COMMUNITY SERVICE IMPLEMENTATION

1. Objective : To evaluate the implementation of the Community Service Implementation Standards at UPGRIS
2. Scope : This evaluation manual applies: At the time the Standards Community service activities must be carried out in all degree programmes at UPGRIS

3. Standards

The standards for the implementation of community service include minimum criteria regarding:

a) the quality of the implementation of Community Service; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.

4. Definition

- a. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement of Standards for Community Service Implementation, 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 assignee.

- d. The Community Service Implementation Standards are the minimum criteria for Community Service Outputs, covering products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to monitor and evaluate the achievement of standards in the implementation of Community Service	Vice-Rector
Dean	Instructs the Vice-Dean I, heads of study programmes, and UPMF/UPMPPS to monitor and evaluate the standards of implementation of Community Service, and to compile a report on the results of the monitoring and evaluation	Vice-Rector IV
Vice-Dean I and Programme Coordinators	<ol style="list-style-type: none"> 1. Form a team to evaluate the achievement of standards in the implementation of Community Service 2. To evaluate the achievement of standards regarding the outcomes of Community Service 3. Report the results of the evaluation of the achievement of standards for the implementation of Community Service to the Dean for follow-up 	Dean
Faculty Senate	<ol style="list-style-type: none"> 1. Discuss the results of the evaluation of the achievement of standards for the implementation of Community Service 2. Approving the results of the evaluation of the achievement of standards for the implementation of Community Service 	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of the achievement of standards for the implementation of Community Service to facilitate improvements by the relevant parties	Dean
Lecturers	Carry out academic activities to enhance the achievement of standards in the implementation of Community Service	Dean

6. Reference

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

- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service, 12th Edition, DRPM, Ministry of Research, Technology and Higher Education, 2018; and
- l. UPGRIS Community Service Guidelines 2018.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
1	Vice-Rector IV Instructs deans to monitor and evaluate the achievement of standards in the implementation of Community Service	1			
2	Deans instruct the Vice-Dean I to work with the heads of study programmes to draw up standards for the implementation of Community Service	2			
3	Form a team to evaluate the achievement of standards for the implementation of Community Service, to evaluate the achievement of standards for the implementation of Community Service, and to report the results of the evaluation of the achievement of standards for the implementation of		3		

	Community Service to the Dean for follow-up				
4	The Faculty Senate discusses the results of the evaluation of the achievement of standards for the implementation of Community Service, and approves the results of the evaluation of the achievement of standards for Community Service		4		
4	The First Vice Dean/Head of Programme prepares a draft of the standards for the implementation of Community Service		4		
5	Senate meeting to discuss the draft standards for the outcomes of Community Service during the Faculty Senate meeting			5	
6	The Faculty Senate approved the standards for the implementation of Community Service			6	
7	The First Vice Dean/Head of Programme disseminates the standards for the implementation of Community Service		7		
8	Lecturers carry out academic activities to meet the standards for the implementation of Community Service				8

**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 STANDARDS FOR THE IMPLEMENTATION OF COMMUNITY SERVICE

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

1. Objective : To control the implementation of the Community Service Implementation Standards of the UPGRIS so that the content of these standards can be achieved/fulfilled
2. Scope : This standard control manual applies at the time the Implementation Standards Community Service Implementation Standards require routine and continuous monitoring, supervision, checking, inspection, and evaluation
3. The
The Community Service Implementation Standards cover the minimum criteria regarding:
 - a) the quality of Community Service implementation; b) being directed towards developing science and technology, as well as improving community welfare and national competitiveness; c) all outputs generated through activities that systematically fulfil scientific principles and methods in accordance with scientific autonomy and academic culture; d) the fulfilment of graduate learning outcomes as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
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 or inspection is an activity to examine or audit all aspects of the implementation of Community Service, carried out periodically to verify whether all Community Service processes across all study programmes are proceeding in accordance with the content of the Community Service Standards.

- d. The Community Service Implementation Standards are the minimum criteria regarding Research Output, which include products, publications, and intellectual property rights for the welfare of the community.

5. Procedure


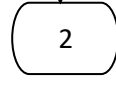
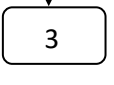
Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to oversee the standard implementation of community service	Vice-Rector
Dean	Instructs the First Vice Dean, together with the Head of the Study Programme, to oversee the implementation of community service standards	Vice-Rector I
Vice-Dean I and the Head of the Study Programme	<ol style="list-style-type: none"> 1. Conduct periodic monitoring of the implementation of community service at the start, mid-point and end of each semester in accordance with the applicable curriculum 2. Monitoring the planning of learning by checking lecturers' SIP entries to ensure they comply with the current curriculum 3. Report the results of the monitoring of the implementation of community service to the Dean for follow-up 	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. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service, 12th Edition, DRPM, Ministry of Research, Technology and Higher Education, 2018; and
- l. Guidelines for Community Service at UPGRIS, 2018.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector IV Instructs deans to ensure compliance with standards for the implementation of Community Service		
2	The Dean instructs the First Vice Dean together with the Head of Programme to oversee the implementation of Community Service standards		
3	The First Vice Dean/Head of Programme periodically monitors graduate competency standards at the start, mid-point and end of each semester in accordance with the applicable curriculum; provides guidance to lecturers and staff to carry out academic activities in accordance with the applicable curriculum; instructs all lecturers to prepare lesson plans in accordance with the applicable curriculum; and to complete the Course Information System (SIP); to monitor lesson plans by checking lecturers' SIP entries to ensure they comply with the current curriculum; and to report the results of monitoring the implementation of Community Service standards to the Dean for follow-up		

**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 STANDARDS FOR THE IMPLEMENTATION OF COMMUNITY SERVICE**

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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
IMPROVING STANDARDS OF IMPLEMENTATION
COMMUNITY SERVICE

1. Objective : To continuously improve the quality of the Community Service Implementation Standards Community Service at the end of each standard cycle
2. Scope : This standard development manual applies: During the cycle of the Community Service Implementation Standards (2 years) and subsequently the quality of these standards is improved
3. The Community Service Implementation Standards, namely covering the minimum criteria regarding:
 - a) the quality of Community Service Implementation; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
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. Standard evaluation is the act of assessing the content of the Community Service Implementation Standards, based, amongst other things, on:
 - 7) The results of community service disseminated to all elements of society
 - 8) The results of self-evaluation of the programme for developing the outcomes of community service

- 9) The results of user satisfaction surveys regarding Community Service outcomes
 - 10) The results of workshops on Community Service Standards
 - 11) 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 Standards for the Implementation of Community Service that must be met.
- c. The relevance of the vision and mission of UPGRIS A standard cycle is 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 IV	Instructs the deans to improve the standards of implementation of Community Service	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to improve the standards of implementation of Community Service	Vice-Rector IV
Deans and programme coordinators	<ol style="list-style-type: none"> 1. Form a team to analyse the results of the evaluation of the achievement of standards for the implementation of Community Service 2. Preparing a draft for the improvement of standards for the implementation of Community Service 3. Formulate new standards for the implementation of research in a departmental meeting 4. Submit the new standard guidelines for Community Service to the Dean for further action 	Dean
Faculty Senate	<ol style="list-style-type: none"> 1. Discuss the proposed standards for the implementation of Community Service put forward by the Dean 2. Approving the new standard guidelines for Community Service 	Dean
Dean	Proposing new standards for the implementation of Community Service for approval by the rector	Dean

6. Reference

- a. Law No. 12 of 2012 on Higher Education;
- b. Law No. 20 of 2003 on the National Education System;
- c. Government Regulation No. 19 of 2005 on National Education Standards;
- d. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;

- e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service, 12th Edition, DRPM, Ministry of Research, Technology and Higher Education, 2018; and
- l. Guidelines for Community Service at UPGRIS, 2018.

7. Work Instructions

No.	Activity Details	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector IV Instructs the deans to improve the standards of community service delivery	1	↓		
2	Deans instruct Vice-Deans I, together with programme heads, to improve standards in the implementation of community service		2	↓	
3	The First Vice Dean/Head of Programme forms a team to analyse the results of the evaluation of the achievement of community service standards, prepares a draft for the improvement of community service standards, formulates new community service implementation standards during departmental meetings, and reports the formulated new community service implementation standards to the Dean for further action			3	↓

4	Faculty Senate Discuss the proposed standards for community service outcomes put forward by the Dean, approve the new standards for the implementation of community service, and submit the approved new standards for the implementation of community service to the Dean				4
5	Dean Proposes the new standards for the implementation of community service for approval by the rector		3		

**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 AWARDING OF RECOGNITION

Document Code	:	SOP-UPGRIS-3.5.6
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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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 AWARD CEREMONY

1. Purpose : This SOP serves as a guide for the awarding of honours and sanctions for lecturers carrying out community service activities within the UPGRIS.
2. Scope : This procedure applies to the determination of the awarding of awards and sanctions awarded to lecturers who have carried out community service within the UPGRIS.
3. Definition:
 - 1) An award is an expression of appreciation for outstanding achievements, dedication, or service demonstrated by a lecturer in carrying out community service.
 - 2) Achievement refers to outstanding work in the field of community service that is beneficial, commendable, and recognised at local, national, and international levels. In the field of community service, this includes the development of community empowerment models, regional development, partnership development models, publications in the field of community service, and appropriate technology.
 - 3) Exceptional dedication is defined as demonstrating loyalty to the institution with a DP3 score of at least 90 and having carried out all assigned duties with full responsibility.
 - 4) Meritorious service involves enhancing the reputation, image, and honour of the university at the national level through the works produced.
 - 5) Prohibitions are all matters that must be avoided and must not be carried out by lecturers within UPGRIS, in accordance with the regulations, applicable rules, and campus ethics
4. References
 - 1) Law No. 18 of 2002 on the National System for Research, Development, and Application of Science and Technology;
 - 2) Law No. 20 of 2003 on the National Education System;

- 3) Law No. 12 of 2012 on Higher Education;
- 4) Law No. 14 of 2015 on Teachers and Lecturers;
- 5) Government Regulation No. 19 of 2005 on National Education Standards;
- 6) Ministry of Research, Technology and Higher Education Regulation No. 50 of 2018 on National Standards for Higher Education;
- 7) SPMI Policy of UPGRIS;
- 8) UPGRIS Community Service Strategic Plan 2016–2020; and
- 9) Research and Community Service Guidebook XII 2018, Revised Edition 2019.

5. Procedure

1) Awarding of Awards

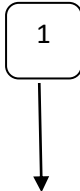


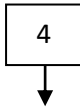
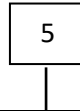



- a. In carrying out their professional duties, lecturers are entitled to receive awards in accordance with applicable regulations.
- b. Awards may be granted to lecturers for outstanding achievements, exceptional dedication, or meritorious service to the university and/or PGRI.
- c. Assessment criteria include integrity, character, and achievements in the three pillars of higher education that are beneficial and worthy of pride at the national/international level
- d. Assessment parameters are based on portfolio documents and the works produced
- e. Awards are granted by UPGRIS upon the recommendation of the Research and Community Service Centre (LPPM).
- f. Awards may be granted in the form of cash, a certificate, or other forms of recognition.

2) Provisions for the awarding of honours to lecturers for publications in national/international forums Refer to applicable regulations

3) Imposition of sanctions

- a. Lecturers may be subject to sanctions or disciplinary action in specific forms and through a process in accordance with the norms and regulations in force within UPGRIS.

- b. Disciplinary action is taken against lecturers who breach: the code of ethics regarding community service, the law, campus conduct, and the provisions set out in the regulations of UPGRIS.
 - c. Sanctions for breaches of ethical prohibitions by lecturers and administrative staff are imposed by their immediate superiors or authorised officials.
 - d. Sanctions may take the form of verbal or written warnings, probation, compensation for damages, and/or dismissal
6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		LPPM	STAFF	RECTOR
1	LPPM compiles a list of lecturers who demonstrate integrity, achievement, dedication and service to the institution based on their lecturer portfolio documents.			
2	The LPPM invites lecturers to submit evidence or documentation.			
3	Staff submit the lecturer's portfolio documents			
4	The Research and Community Service Office receives the lecturer's portfolio.			
5	LPPM assesses and selects three lecturers.			
	The LPPM Certificate/Award is signed by the Rector of UPGRIS and the Chair of the LPPM.			
6	The LPPM submits a proposal to the Rector of U , for the award certificate to be signed.			
7	The recipient of the Rector's award is accompanied by the LPPM			

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



**APPROVAL SHEET FOR THE SPMI STANDARD DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARDS FOR FACILITIES AND INFRASTRUCTURE FOR COMMUNITY SERVICE**

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	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	
	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 explains the minimum criteria for facilities and infrastructure required to support the content and processes of community service in order to fulfil the outcomes of Community Service. The facilities and infrastructure for community service referred to here are university facilities used by lecturers, non-lecturers and students as a reference for community service activities in designing, implementing and publishing the results of community service, at a minimum related to fields of expertise and types of activities, producing outputs that are beneficial to the community or partners and integrated with learning.

C. RATIONALE FOR ESTABLISHING STANDARDS

To realise the vision, mission, and objectives of UPGRIS, including the intellectual development of students and the implementation of the four pillars of higher education, one of which is the outcomes of community service. Standards for facilities and infrastructure for Community Service are required as guidelines to support the community service process so that the vision, mission, objectives, and desired academic atmosphere can be achieved.

D. OBJECTIVES OF ESTABLISHING STANDARDS

1. To serve as a guideline for UPGRIS leadership in establishing policies related to the field of community service
2. To serve as a guideline for the Community Service Unit (LPM) in evaluating and monitoring the outcomes of community service
3. To serve as a guideline for faculties and study programmes in setting targets for community service achievements in terms of both quality and quantity
4. To serve as a guideline for lecturers in producing community service achievements

E. RESPONSIBLE PARTIES

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

F. GLOSSARY

1. Standards for community service facilities and infrastructure are the minimum criteria regarding facilities and infrastructure in accordance with the needs of the content and learning process in order to fulfil graduate learning outcomes.
2. Facilities and infrastructure for community service are all equipment required for the implementation of community service, which may include office equipment, transport and funding

3. Community service is an activity carried out systematically according to scientific principles and methods to obtain information, data and details relating to the understanding and/or testing of a branch of science and technology;
4. The Head of the Community Service Team is the coordinator of the community service team; and
5. Community Service Team Members are members of the team tasked with assisting the team leader in carrying out community service activities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD S	INDIC ATOR CODE
3.6.1.1	Universities, faculties, and study programmes must ensure the availability of facilities and infrastructure for community service that meet standards of quality, occupational safety, health, comfort, and the safety of researchers, the community, and the environment.	SN DIKTI (P59.3)	Availability of facilities and infrastructure for community service that meet standards of quality, occupational safety, health, comfort, and security for researchers, the community, and the environment.	IKU	Monev	U/F/P
3.6.2.1	Universities and faculties must ensure the availability of relevant and up-to-date facilities and infrastructure to support community service activities and facilitate students with special needs.	APT.37 A	Availability of relevant and up-to-date facilities and infrastructure to support community service activities and facilitate students with special needs.	IKU	AMI	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD S	INDIC ATOR CODE
3.6.3.1	The university and faculties must ensure the availability of ICT (Information and Communication Technology) systems to manage and disseminate knowledge (e.g. Education/Learning Information Systems, Research and Community Service Information Systems, Library Information Systems, etc.) , Research and Community Engagement Information Systems, Library Information Systems, etc.)	APT.37 C	Availability of ICT (Information and Communication Technology) systems to manage and disseminate knowledge (e.g. Education/Learning Information Systems, Research and Community Engagement Information Systems, Library Information Systems, etc.)	IKU	AMI	U/F
3.6.4.1	Universities and faculties must ensure the availability of relevant and up-to-date facilities and infrastructure to support community service activities and foster an academic atmosphere.	APS 35	The availability of relevant and up-to-date facilities and infrastructure to support community service activities and foster an academic atmosphere.	IKU	AMI	U/F
3.6.5.1	The university and faculties must ensure the availability of a development plan for community service facilities and infrastructure.	LAMEM BA 5A1	The availability and implementation of a development plan for community service infrastructure.	IKT	AMI	U/F
3.6.6.1	Universities and faculties must ensure the availability and implementation of the management of facilities and	LAM INFOKO	The management of facilities and infrastructure for community service, including laboratories, hardware,	ICT	AMI	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHODS	INDICATOR CODE
	infrastructure for community service, including laboratories, hardware, software, bandwidth, and library materials.	M C5 31-37	software, bandwidth, and library materials, is carried out.			
3.6.7.1	Universities, faculties and study programmes are required to provide evidence of implementation that fulfils all aspects, is highly effective and demonstrates the sustainability of efforts undertaken by the faculty in the development of software used by the community and stakeholders within a specific domain (domains include: health, finance, etc.)	LAM Infokom 118	The availability of evidence of implementation that fulfils all aspects, is highly effective and demonstrates sustainability regarding the efforts already undertaken by the faculty in the context of software development used by the public and stakeholders within a specific domain (domains include: health, finance, etc.)	IKT	Monev	U/F/P

H. STRATEGY FOR ACHIEVING STANDARDS

1. The LPPM prepares a preliminary proposal for the facilities and infrastructure required for Community Service activities;
2. It oversees the provision of facilities and infrastructure in accordance with the planned specifications; and
3. Regular maintenance is carried out on the facilities and infrastructure to support the Community Service activities.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS
9. Community Service Strategic Plan
10. Community Service Handbook
11. Work Instructions for Community Service

J. REFERENCES

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

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



APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG STANDARD FORM FOR COMMUNITY SERVICE FACILITIES

Document Code	: F-SPMI-UPGRIS-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, 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	Availability of facilities and infrastructure for community service that meet standards of quality, occupational safety, health, comfort, and security for researchers, the community, and the environment.	SN DIKTI			
2	The availability of relevant and up-to-date facilities and infrastructure to support community service activities and facilitate students with special needs.	APT			
3	Availability of ICT (Information and Communication Technology) systems to manage and disseminate knowledge (e.g. Education/Learning Information Systems, Research and Community Service Information Systems, Library Information Systems, etc.)	APT			
4	The availability of relevant and up-to-date facilities and infrastructure to support community service activities and foster an academic atmosphere.	APS			
5	The availability and implementation of a development plan for community service facilities and infrastructure.	LAMEMBA			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
6	The management of community service facilities and infrastructure, including laboratories, hardware, software, bandwidth, and library materials, is carried out.	LAM INFOKOM			
7	The availability of evidence demonstrating that all aspects have been fulfilled, that the efforts undertaken by the faculty are highly effective, and that there is continuity in the work carried out to develop software used by the public and stakeholders within specific sectors (such as healthcare, finance, etc.)	LAM Infokom			

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 STANDARDS FOR FACILITIES AND INFRASTRUCTURE COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.6.1
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PROCESS	RESPONSIBLE			
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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV 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
ESTABLISHMENT OF STANDARDS FOR FACILITIES AND INFRASTRUCTURE
Community Service

1. Objective : The SOP for the Establishment of Standards for Facilities and Infrastructure for Community Service aims to design, formulate, and establish standards for the facilities and infrastructure of Community Service at UPGRIS
2. Scope : This standard-setting manual applies : Upon the establishment of the Standards for Facilities and The Community Service Framework was first designed, formulated and established
3. Standards
The standards for community service facilities and infrastructure encompass minimum criteria regarding:
 - a) the quality of Community Service facilities and infrastructure; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as 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 results of community service.
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

- a. The direction of community service activities is determined by referring to the university's vision and mission, the needs of the community, and the objectives to be achieved.
- b. In line with the university's development, therefore:
 - 1. The implementation of community service within the university environment is research-based community service. Consequently, community service activities are expected to facilitate the transfer of knowledge and technology developed from the university's research outcomes. Furthermore, synergies between the university's human resources and the communities involved in the activities must be developed, prioritising the unique strengths inherent in those communities.
 - 2. Community service activities should be conducted with a focus on community empowerment and the enhancement of its potential, the improvement of community quality and self-reliance, and the increase in local revenue. Activities may take the form of pioneering activities and supporting activities. Pioneering activities are those that pioneer new approaches to addressing a problem, including the development of a new system for implementing such activities. Supporting activities are those carried out to support the activities of other parties with the aim of accelerating and improving the quality of the development process and the success of achieving its objectives. These supporting activities are distinguished into complementary activities, where the service activity supports the success of activities carried out jointly with other parties, and supplementary activities, where the service activity, in its process, strengthens or improves the quality of the process carried out by other parties, even though they are implemented independently.
- c. Community service is developed in the form of community education, community service, regional development, and action research
- d. The types of activities carried out may include:
 - 1) Assistance to the government in developing regional potential and conducting regional inventories, as well as fostering harmonious cooperation by leveraging the expertise of higher education institutions, government authority and the community.

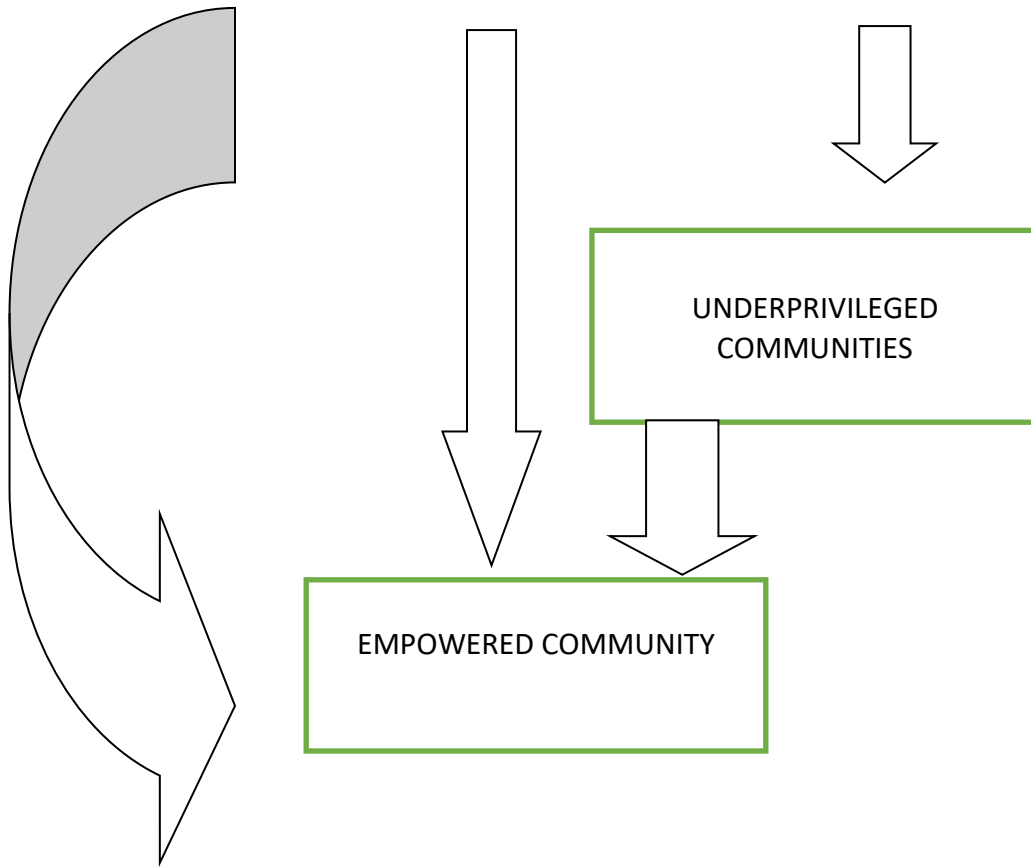
- 2) The creation of platforms for science-based entrepreneurship, particularly for communities with weak economies or low levels of education, by applying the knowledge and skills derived from research.
- 3) Organising cooperation between universities and local areas to support the development of small businesses.
- 4) Organising collaborations with industry and institutions to enhance capabilities in the application of science and technology, as well as providing education and training for industrial personnel to improve their skills in science and technology.
- 5) The establishment of scientific-based inter-entrepreneurship initiatives within the campus involving the academic community and alumni.
- 6) Developing an information system and technology services.

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;
- 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. Work Instructions













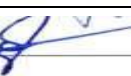


**STANDARD DOCUMENTS
INTERNAL QUALITY ASSURANCE SYSTEM
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG**



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
IMPLEMENTATION OF STANDARDS FOR FACILITIES AND INFRASTRUCTURE FOR COMMUNITY SERVICE

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PROCESS	RESPONSIBLE			
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	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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	

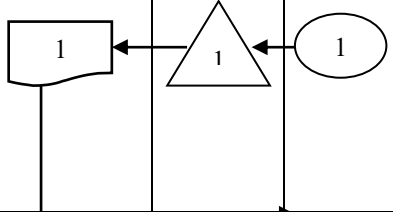
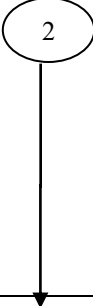
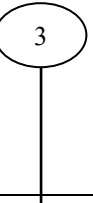

SOP
IMPLEMENTATION OF STANDARDS FOR FACILITIES AND INFRASTRUCTURE
Community Service

1. Purpose : The SOP for the Implementation of Community Service Standards aims to implement the Standards for Facilities and Infrastructure for Community Service at UPGRIS
2. Scope : This implementation manual applies : When the Standards for Facilities and Infrastructure for Community Service must be implemented by all lecturers at UPGRIS
3. The
The Standards for Community Service Facilities and Infrastructure cover minimum criteria regarding:
 - a) the quality of facilities and infrastructure for Community Service; b) being directed towards the development of science and technology, as well as improving community 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 as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
4. Definition
 - a. Implementing standards means operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement of Standards for Community Service Facilities and Infrastructure, 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. Standards for Community Service Facilities and Infrastructure are the minimum criteria for Community Service Outputs, covering products, publications, and intellectual property rights for the welfare of the community.
5. Procedure
- a. Carry out technical and/or administrative preparations in accordance with the content of the Community Service Output Standards.
 - b. Disseminate the contents of the Standards for Community Service Facilities and Infrastructure 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.
 - c. Prepare and draft documents such as Standard Operating Procedures (SOPs), work instructions, or similar documents in accordance with the content of the Standards for Facilities and Infrastructure for Community Service.
 - d. Implementing community service activities across all study programmes, using the Standards for Community Service Facilities and Infrastructure as a benchmark for achievement.
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. 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. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT		
		HEAD OF RESEARCH	DEAN	LPPM
1	Carry out technical and/or administrative preparations in accordance with the contents of the Standards for Community Service Facilities and Infrastructure.			
2	Disseminate the contents of the Standards for Community Service Facilities and Infrastructure 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.			
3	Prepare and draft documents such as Standard Operating Procedures (SOPs), work instructions, or similar documents in accordance with the content of the Standards for Community Service Facilities and Infrastructure.			
4	Conducting research activities across all study programmes, using the Standards for Community Service Facilities and Infrastructure as a benchmark for achievement.			

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



CERTIFICATION SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
STANDARD EVALUATION OF FACILITIES AND INFRASTRUCTURE FOR COMMUNITY SERVICE

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Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
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
STANDARD EVALUATION OF FACILITIES AND INFRASTRUCTURE
Community Service

1. Objective : To evaluate the implementation of the Facilities and Infrastructure Standards Community Service at UPGRIS
2. Scope : This evaluation manual applies to: The implementation of the Facilities and Infrastructure for Community Service must be implemented in all study programmes at the UPGRIS
3. The
The Standards for Community Service Facilities and Infrastructure cover minimum criteria regarding:
 - a) the quality of Community Service Facilities and Infrastructure; b) being directed towards the development of science and technology, as well as improving community 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 as well as compliance with university regulations and provisions; 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 operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement of Standards for Community Service Facilities and Infrastructure, 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 Community Service Facilities and Infrastructure are the minimum criteria for Community Service Outputs, which include products, publications and intellectual property rights for the benefit of the community.

5. Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to monitor and evaluate the achievement of standards for Community Service Facilities and Infrastructure	Vice-Rector
Dean	Instructs the Vice-Dean I, programme heads, and UPMF/UPMPPS to monitor and evaluate the standards for Community Service Facilities and Infrastructure, and to compile a report on the monitoring and evaluation results	Vice-Rector IV
Vice-Dean I and Programme Heads	10. Form a team to evaluate the achievement of standards for Community Service Facilities and Infrastructure 11. To evaluate the achievement of standards for Community Service Facilities and Infrastructure 12. Report the results of the evaluation of the achievement of standards for Community Service Facilities and Infrastructure to the Dean for follow-up	Dean
Faculty Senate	15. Discuss the results of the evaluation of the achievement of standards for Community Service Facilities and Infrastructure 16. Approving the results of the evaluation of the achievement of standards for Community Service	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of the achievement of standards for Community Service facilities and infrastructure to facilitate improvements by the relevant parties	Dean
Lecturers	Carrying out academic activities to improve compliance with standards for Community Service Facilities and Infrastructure	Dean

6. Reference

- 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. 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 IV Instructs deans to monitor and evaluate the achievement of standards for facilities and infrastructure for community service	1			
2	The Dean instructs the Vice-Dean I to work with the Head of Programme to develop standards for Community Service Facilities and Infrastructure	2			
3	Form a team to evaluate the achievement of standards for Community Service facilities and infrastructure, to evaluate compliance with the standards for Community Service facilities and infrastructure, and to report the results of this evaluation to the Dean for further action		3		
4	The Faculty Senate discusses the results of the evaluation of the achievement of		4		











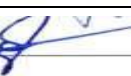
	standards for Community Service Facilities and Infrastructure, and approves the results of the evaluation of the achievement of standards for Community Service Facilities and Infrastructure				
5	The First Vice Dean/Head of Programme prepares a draft of the standards for Community Service Facilities and Infrastructure				
6	The Faculty Senate meeting discusses the draft standards for Community Service Facilities and Infrastructure	No		Yes	
7	The Faculty Senate approves the standards for Community Service Facilities and Infrastructure				
8	The First Vice Dean/Head of Programme disseminates the standards for Community Service Facilities and Infrastructure				
9	Lecturers carry out academic activities to meet the standards for Community Service Facilities and Infrastructure				

**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 STANDARDS FOR FACILITIES AND INFRASTRUCTURE FOR COMMUNITY SERVICE

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

SOP
CONTROL OF STANDARDS FOR FACILITIES AND INFRASTRUCTURE
Community Service

1. Objective : To oversee the implementation of the Facilities and Infrastructure Standards Community Service at UPGRIS so that the requirements of these standards can be met
2. Scope : This standard control manual applies: When the Facilities and Facilities and Infrastructure for Community Service require routine and continuous monitoring, checking, inspection, and evaluation
3. The
The Standards for Community Service Facilities and Infrastructure cover minimum criteria regarding:
 - a) the quality of Community Service Facilities and Infrastructure; b) aimed at developing science and technology, as well as improving community 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 as well as compliance with university regulations and provisions; 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 results of community service.
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 or inspection is an activity to examine or audit all aspects of the implementation of Community Service, carried out periodically to verify whether all Community Service processes across all study programmes are proceeding in accordance with the content of the Standards for Community Service Facilities and Infrastructure.

- d. The Standards for Community Service Facilities and Infrastructure are minimum criteria regarding Research Output, which include products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

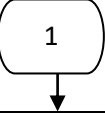
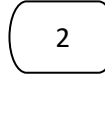
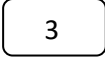
Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to carry out standard control of facilities and infrastructure for community service	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to oversee the standards of facilities and infrastructure for community service	Vice-Rector I
Vice-Dean I and Head of Programme	<p>13. Conduct periodic monitoring of the standards for facilities and infrastructure for community service at the start, mid-point, and end of each semester in accordance with the applicable curriculum</p> <p>14. Monitoring the planning of learning by checking lecturers' SIP entries to ensure they comply with the current curriculum</p> <p>15. Report the results of the monitoring of standards for facilities and infrastructure for community service to the Dean for follow-up</p>	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 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.

8. Standard Operating Procedures

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector IV Instructs deans to implement standard controls on facilities and infrastructure for community service		
2	The Dean instructs the First Vice Dean together with the Head of Programme to oversee the standards of facilities and infrastructure for community service		
3	The First Vice Dean/Head of Programme conducts periodic monitoring of the standards for Community Service facilities and infrastructure at the start, mid-point, and end of each semester in accordance with the applicable curriculum; provides guidance to lecturers and staff to carry out academic activities in accordance with the applicable curriculum; instructs all lecturers to prepare lesson plans in accordance with the applicable curriculum; and to complete the Course Information System (SIP); monitor lesson plans by checking lecturers' SIP entries to ensure they comply with the applicable curriculum; and report the results of monitoring standards for Community Service facilities and infrastructure to the Dean for follow-up		

**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 STANDARDS FOR FACILITIES AND INFRASTRUCTURE FOR COMMUNITY SERVICE**

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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

IMPROVEMENT OF STANDARDS FOR FACILITIES AND INFRASTRUCTURE FOR COMMUNITY SERVICE

1. Objective : To continuously improve the quality of the Facilities Standards and Community Service Facilities at the end of each standard cycle
2. Scope : This standard development manual applies: During the cycle of the Facilities and Infrastructure for Community Service (2 years) and subsequently the standard is upgraded
3. The
The Standard for Facilities and Infrastructure for Community Service covers minimum criteria regarding:
 - a) the quality of Community Service Facilities and Infrastructure; b) aimed at developing science and technology, as well as improving community 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 as well as compliance with university regulations and provisions; 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 results of community service.
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 the Standards for Facilities and Infrastructure for Community Service, based, amongst other things, on:
 - 1) The outcomes of community service disseminated to all elements of society
 - 2) The results of self-evaluation of community service development programmes
 - 3) The results of user satisfaction surveys regarding Community Service outcomes

- 4) The results of workshops on the Standards for Community Service Facilities and Infrastructure
 - 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 Standards for Community Service Facilities and Infrastructure 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 IV	Instructs the deans to improve the standards of facilities and infrastructure for community service	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to improve the standards of facilities and infrastructure for community service	Vice-Rector IV
Deans and programme coordinators	13. Form a team to analyse the results of the evaluation of the achievement of standards for Community Service facilities and infrastructure 14. Prepare a draft for the improvement of standards for Community Service facilities and infrastructure 15. Formulate new standards for research facilities and infrastructure during departmental meetings 16. Reporting the formulation of new standards for Community Service Facilities and Infrastructure to the Dean for follow-up	Dean
Faculty Senate	17. Discussing the proposed standards for Community Service Facilities and Infrastructure put forward by the Dean 18. Approving the new standards for Community Service facilities and infrastructure	Dean
Dean	Proposing the new standards for Community Service Facilities and Infrastructure for approval by the 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. 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	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector IV instructs the deans to improve the standards of facilities and infrastructure for community service	1			
2	The Dean instructs the Vice-Dean I, together with the Head of Programme, to improve the standards of facilities and infrastructure for community service		2		
3	The First Vice Dean /Head of Programme forms a team to analyse the results of the evaluation of the achievement of standards for facilities and infrastructure for community service, prepares a draft for the improvement of standards for facilities and infrastructure for			3	

	community service, formulates new standards for facilities and infrastructure for community service during a departmental meeting, and report the formulated new standards for community service facilities and infrastructure to the Dean for further action				
4	Faculty Senate Discuss the proposed standards for community service outcomes put forward by the Dean, approve the new standards for community service facilities and infrastructure, and submit the approved new standards for community service facilities and infrastructure to the Dean			No	
5	Dean Proposes new standards for community service facilities and infrastructure for approval by the rector		5		

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



APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP SEMINAR AND/OR EXHIBITION ACTIVITIES ON COMMUNITY SERVICE OUTCOMES

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Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II 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

SEMINAR AND/OR EXHIBITION OF COMMUNITY SERVICE OUTCOMES

1. Purpose : This SOP aims to provide guidelines to give every lecturer who has completed a community service project, whether funded by the Directorate of Research and Community Service (DRPM) and/or the university itself, the opportunity to publish the results of such activities through seminars in the form of oral presentations or posters .

2. Scope

1. Explanation of the mechanism for conducting seminars and/or exhibitions of community service outcomes.
2. The parties involved in the process of organising seminars and/or exhibitions of community service outcomes.

3. Definition : It is the obligation of lecturers who have completed community service activities, whether funded by the Directorate of Research and Community Service (DRPM) and/or the university itself, to publish the results of these activities through seminars and/or exhibitions in the form of oral presentations or posters. The LPPM organises these events to provide a platform for lecturers to publish the results of their activities; lecturers who do not participate may publish their findings in community service journals with an ISSN.

4. Procedure

- a. The LPPM forms an organising committee for the seminar and/or exhibition of community service results by issuing an LPPM letter of assignment.
- b. The organising committee is responsible for carrying out tasks, coordinating discussions on the details of the event, and determining the budget requirements.
- c. The organising committee sends requests to the speakers.
- d. The organising committee sends an invitation to participate in this event to:
 - 1) Lecturers who have carried out community service activities, whether funded by the DRPM or the university's internal budget.

- 2) Lecturers from outside the university who wish to publish the results of community service activities.
 - e. Organising seminars and/or exhibitions showcasing the outcomes of community service activities.
 - f. The organising committee publishes proceedings (with an ISBN) and uploads articles on the outcomes of community service to the website <http://prosiding.upgris.ac.id>.
 - g. The organising committee reports the results of the seminar and/or exhibition of community service outcomes to the LPPM
 - h. The LPPM evaluates the results of the seminars and/or exhibitions of community service outcomes and archives the 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 Community Service Strategic Plan 2016–2020; and
 - i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LPPM	ORGANISIN G COMMITTEE	SPEAKER	STAFF
1	The LPPM forms an organising committee for seminars and/or exhibitions showcasing community service outcomes by issuing an LPPM assignment letter.	1 ↓			
2	The committee carries out its duties by coordinating to discuss the details of the event and the budgetary requirements.	2			
3	The committee sends a request for the main speaker		No	3	
4	The organising committee sent out invitations to participate in this event to staff both within and outside the university			Yes 4	
5	Staff members attend seminars or exhibitions showcasing the outcomes of their community service work				5
6	The organising committee conducts seminars and/or exhibitions showcasing the outcomes of community service.		6		
7	The organising committee publishes proceedings (with an ISBN) and uploads articles on community service outcomes to the website http://prosiding.upgris.ac.id .		7		
8	The organising committee reports the results of the seminar and/or exhibition	8			



	of community service outcomes to the LPPM				
9	The LPPM evaluates the results of the seminar and/or exhibition on community service outcomes and archives the report.	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
STANDARDS FOR THE MANAGEMENT OF COMMUNITY SERVICE**

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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 an outstanding 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

The scope of the Community Service management standards covers planning, implementation, control, monitoring and evaluation, as well as reporting on Community Service activities, carried out in accordance with Ministry of Education and Culture Regulation No. 3 of 2020. The management of Community Service requires an institutional unit tasked with managing activities in accordance with the needs and regulations of UPGRIS. The minimum criteria for the planning, implementation, and control, monitoring and evaluation, as well as reporting of Community Service activities are regulated by UPGRIS within the Community Service management standards.

C. RATIONALE FOR ESTABLISHING STANDARDS

To realise the vision, mission, and objectives of UPGRIS, including the intellectual development of students and the implementation of the Four Pillars of Higher Education, one of which is the outcomes of community service. UPGRIS has established Community Service Management Standards required to manage community service activities as a guideline, for evaluation and further development in order to achieve the vision and mission of UPGRIS.

D. OBJECTIVES OF ESTABLISHING THE STANDARDS

1. To serve as a guideline for the leadership of UPGRIS in establishing policies related to the field of community service
2. To serve as a guideline for the Community Service Unit (LPM) in evaluating and monitoring the outcomes of community service
3. To serve as a guideline for faculties and study programmes in setting targets for community service achievements in terms of both quality and quantity
4. To serve as a guideline for lecturers in achieving community service outcomes

E. RESPONSIBLE PARTIES

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

F. GLOSSARY

1. Standards for community service facilities and infrastructure are the minimum criteria regarding facilities and infrastructure in accordance with the needs of the content and learning process in order to fulfil graduate learning outcomes.
2. Facilities and infrastructure for community service are all equipment required for the implementation of community service, which may include office equipment, transport and funding

3. Community service is an activity carried out systematically according to scientific principles and methods to obtain information, data and details relating to the understanding and/or testing of a branch of science and technology;
4. The Head of the Community Service Team is the coordinator of the community service team; and
5. Community Service Team Members are members of the team tasked with assisting the team leader in carrying out community service activities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
3.7.1.1	Universities are required to establish an institution to manage community service at the university, postgraduate and faculty levels	SN DIKTI (P.63.2)	There is a body managing community service at university, postgraduate and faculty levels	IKU	Monev	U
3.7.2.1	Institutions managing Community Service at the university and faculty levels are required to formulate a Strategic Plan for Community Service, implement quality assurance in the field of Community Service, facilitate the implementation of Community Service, carry out monitoring and evaluation of Community Service, disseminate the results and s of Community Service, develop the competencies of Community Service practitioners, and provide	SN DIKTI (P64.3)	The tasks of the university's Community Service management bodies and UPPS have been carried out to formulate the Community Service Strategic Plan, implement quality assurance in the field of Community Service, disseminate Community Service results, facilitate the implementation of Community Service,	IKU	M&E	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
	rewards to Community Service practitioners.		conduct monitoring and evaluation of Community Service, disseminate the results of Community Service, develop the competencies of Community Service practitioners, and provide rewards to Community Service practitioners.			
3.7.3.1	Universities and Faculties must have a Community Service Strategic Plan document, which forms part of the University and Faculty Strategic Plans.	SN DIKTI (P64.2) APT 44a	There is a strategic plan document for Community Service at university and faculty level which forms part of the Higher Education Institution and Faculty strategic plans.	IKU	Monev	U/F
3.7.4.1	The University and Faculty must have documents setting out the criteria and procedures for assessing Community Service, which must	SN DIKTI (P64.2b)	There are documents setting out the criteria and procedures for assessing Community Service at university and faculty level.	IKU	Monev	U/F
3.7.5.1	Universities and faculties are required to ensure the monitoring and evaluation of the performance of the Community Service Management Unit	SN DIKTI (P64.2d)	Monitoring and evaluation of the performance of Community Service management units at university and faculty	IKU	Monev	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
			level have been carried out.			
3.7.6.1	Universities and faculties must ensure the availability of documents setting out the criteria for implementing Community Service at university and faculty level, in accordance with the standards for content, outcomes and processes of Community Service.	SN DIKTI (P64.2e)	There are documents setting out the criteria for implementing community service at university and faculty level, in accordance with the standards for content, outcomes and processes of community service.	IKU	Monev	U/F
3.7.7.1	Universities and faculties must ensure the availability of documents analysing the requirements regarding the quantity, type and specifications of facilities and infrastructure; the utilisation of facilities and infrastructure for community service must be available at other institutions through community service cooperation programmes.	SN DIKTI (P64.2f)	The implementation of an analysis of the requirements regarding the quantity, type and specifications of facilities and infrastructure, and the utilisation of facilities and infrastructure for community service at other institutions through community service cooperation programmes.	IKU	Monev	U/F
3.7.8.1	Universities and Faculties must ensure the availability of performance reports in the field of Community Service, which are reported periodically via , the higher education database	SN DIKTI (P64.2h)	Performance reporting in the field of Community Service is carried out via PDDIKTI, SIMPELMAS and BIMA.	IKU	Monev	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDICATOR	MEASUR EMENT METHOD	INDICATOR CODE
	managed by the relevant authority					
3.7.9.1	The Faculty ensures that reports on Community Service activities submitted by the LPPM to the university leadership and partners/funding bodies are comprehensive, detailed, relevant, up-to-date, and timely.	APT 44D, SNDIKTI (P64.1J)	Reports on Community Service activities submitted to the university leadership and partners/funding bodies are compiled, meeting the criteria of being comprehensive, detailed, relevant, up-to-date, and submitted on time.	IKU	AMI	F
3.7.10.1	The University and the Faculty must ensure the availability of Community Service management documents containing valid, complete and well-documented procedures, guidelines and/or manuals.	LAM-INFOKOM C8	Documents on the management of community service are available, containing valid, complete and well-documented procedures, guidelines and/or manuals.	IKT	AMI	U/F
3.7.11.1	Universities and faculties must ensure that reports on community service activities submitted by community service managers to university leadership and relevant partners/funders meet five criteria and are comprehensive, detailed, relevant, up-to-date and submitted on time.	APT 44d	The availability of PkM activity reporting documents from PkM managers to university leadership and relevant partners/funders that meet the 5 aspects and are comprehensive, detailed, relevant, up-to-	IKU	Monev	U/F

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
			date and submitted on time.			
3.7.12. 1	The university must ensure the availability of regulations regarding PkM institutions that are integrated into other institutions, which are accompanied by a PkM Master Plan or PkM roadmap covering the themes of PkM DTPR and students, as well as the application of scientific knowledge to solve industrial or societal problems, and supplemented by PkM standards, accompanied by valid and comprehensive evidence.	LAM Infoko m 76	The availability of regulations regarding PkM institutions that are part of other institutions, which are supplemented by a PkM Master Plan or PkM roadmap covering DTPR and student PkM themes, as well as the application of scientific knowledge to solve industrial or societal problems, and supplemented by PkM standards, accompanied by valid and comprehensive evidence.	IKT	Monev	U
3.7.13. 1	The university must ensure the availability of PkM management documents accompanied by valid and comprehensive evidence.	LAM Infoko m 77	Availability of PkM management documents accompanied by valid and comprehensive evidence.	IKT	Monev	U

NO PS	STANDARD STATEMENT	REFERE NCE	INDICATOR	TYPE OF INDIC ATOR	MEASUR EMENT METHOD	INDIC ATOR CODE
3.7.14. 1	The university must ensure the implementation of the PkM institutional management process in managing student PkM DTPR and PkM DTPR (), as well as the application of scientific knowledge to solve industrial or community problems, and be equipped with PkM standards relevant to the PkM Master Plan which contains the PkM roadmap and/or PkM PS Focus very effectively and accompanied by valid evidence.	LAM Infoko m 80	The implementation of the PkM institution's management process in managing student DTPR and PkM projects, as well as the application of scientific knowledge to resolve industrial or societal issues, is carried out effectively and supported by valid evidence, in accordance with PkM standards relevant to the PkM Master Plan, which includes the PkM roadmap and/or PkM PS Focus.	ICT	Monitori ng and Evaluatio n	U
3.7.15. 1	Universities must ensure that the management of Community Engagement (PkM) is carried out with comprehensive documentation, from the call for proposals to the final report.	LAM Infoko m 81	The implementation of PkM management with comprehensive documentation, from the call for proposals to the final report.	IKT	Monev	U

H. STRATEGY FOR ACHIEVING STANDARDS

1. The LPPM establishes an organisational structure to clearly define functions and responsibilities;

2. Documenting every community service activity;
3. Organising various training sessions, seminars and workshops; and
4. Establishing partnerships at local, national and international levels.

I. RELATED DOCUMENTS

1. SNIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS
8. Statutes of UPGRIS
9. Community Service Strategic Plan
10. Community Service Handbook
11. Work Instructions for Community Service

J. REFERENCES

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

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



**APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARD FORM FOR COMMUNITY SERVICE FACILITIES**

Document Code : F-SPMI-UPGRIS-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, 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 Programme/Faculty	Programme/Faculty Self-Evaluation	Links to Supporting Documents
1	There are institutions managing Community Service at university, postgraduate and faculty levels	SN DIKTI			
2	The tasks of the university's Community Service management bodies and UPPS have been carried out to formulate the Community Service Strategic Plan, implement quality assurance in the field of Community Service, facilitate the implementation of Community Service, conduct monitoring and evaluation of Community Service, disseminating the results of Community Service, developing the competencies of Community Service practitioners, and providing rewards to Community Service practitioners.	SN DIKTI			
3	There are strategic planning documents for Community Service at university and faculty level which form part of the strategic plans of the Higher Education Institution and the faculties.	SN DIKTI and APT			
4	There are documents setting out the criteria and procedures for the assessment of Community Service at university and faculty level.	SN DIKTI			
5	Monitoring and evaluation of the performance of units managing Community Service (Pengabdian)	SN DIKTI			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Programme/Faculty	Programme/Faculty Self-Evaluation	Links to Supporting Documents
	at university and faculty level are carried out.				
6	There are documents setting out the criteria for implementing community service at university and faculty level, which refer to the standards for content, outcomes and processes of community service.	SN DIKTI			
7	An analysis of the requirements regarding the quantity, type and specifications of facilities and infrastructure has been carried out, and facilities and infrastructure for community service are utilised at other institutions through community service cooperation programmes.	SN DIKTI			
8	Performance reporting in the field of Community Service has been carried out through PDDIKTI, SIMPELMAS and BIMA.	SN DIKTI			
9	Reports on Community Service activities have been compiled and submitted to university management and partners/funding bodies, meeting the criteria of being comprehensive, detailed, relevant, up-to-date, and submitted on time.	APT, SN DIKTI			
10	Documents on the management of community service are available, containing valid, complete and well-documented procedures, guidelines and/or manuals.	LAM-INFOKOM			
11	The availability of Community Service (PkM) activity reporting documents from the PkM manager	APT			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Programme/Faculty	Programme/Faculty Self-Evaluation	Links to Supporting Documents
	to the university leadership and relevant partners/funders, which meet the 5 aspects and the ' ' criteria: comprehensive, detailed, relevant, up-to-date and submitted on time.				
12	The availability of regulations regarding PkM institutions that are affiliated with other institutions, accompanied by a PkM Master Plan or PkM roadmap covering PkM DTPR themes and students, as well as the application of scientific knowledge to solve industrial or societal problems, and supplemented by PkM standards, supported by valid and comprehensive evidence.	LAM Infokom			
13	Availability of PkM management documents accompanied by valid and comprehensive evidence.	LAM Infokom			
14	The implementation of the PkM institution's management process in managing PkM DTPR and students, as well as the application of scientific knowledge to resolve industrial or societal issues, and complemented by PkM standards relevant to the PkM Master Plan, which contains the PkM roadmap and/or PkM PS Focus, in a highly effective manner and supported by valid evidence.	LAM Infokom			
15	The implementation of PkM management with comprehensive documentation, ranging 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 STANDARDS FOR THE MANAGEMENT OF COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.7.1
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, S.Pd, M.Pd.		31/03/2023	
	Setiyawan, S.Pd., M.Or.		31/03/2023	
Review	Dr Muniroh Munawar, S.Pi, M.Pd	Vice-Rector I for Academic Affairs and Cooperation	31/03/2023	
	Prof. Dr. Endah Rita Sulistya Dewi, S.Si., M.Si.	Vice-Rector II Administration and Finance	31/03/2023	
	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV Research, Community Service and Development	31/03/2023	
Considerations	Prof. Dr. Suwandi, M.Pd.	Chair of the Senate	31/03/2023	
Approval	Dr Bunyamin, M.Pd.	Chairman of the YPLP PT PGRI Semarang	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
ESTABLISHMENT OF STANDARDS FOR
COMMUNITY SERVICE

1. Objective : The SOP on Community Service Management Standards aims to enhance the skills of UPGRIS lecturers in drafting Community Service proposals funded by the Directorate of Research and Community Service (DRPM) and/or the university itself.
2. Scope : This standard-setting manual applies : From the time the for Community Service Management were first designed, formulated, and established

3. The

The Community Service Management Standards cover the minimum criteria regarding:

- a) the quality of community service management; b) aimed at developing science and technology, as well as improving public welfare and national competitiveness; c) all outputs generated through activities that systematically fulfil scientific principles and methods in accordance with scientific autonomy and academic culture; d) the fulfilment of graduate learning outcomes as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of Community Service.

4. Definition

- a. 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 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 forms a committee for training activities and/or Community Service proposal clinics by issuing an LPPM assignment letter.
 - b. The organising committee is responsible for coordinating the discussion of activity details and budgetary requirements.
 - c. The committee sends requests to resource persons with the specified qualifications.
 - d. The committee sends a letter to the faculties to appoint lecturer representatives from their respective departments to attend the event
 - e. The faculty provides the names of the lecturers participating in the training and/or proposal clinic.
 - f. The committee invites the appointed lecturers to attend the training and/or proposal clinic.
 - g. Conduct the training and/or community service proposal clinic.
 - h. The committee reports the results of the training and/or proposal clinic to the LPPM
 - i. The LPPM evaluates the results of the training and/or proposal clinic and files the report.
6. References
1. Law No. 12 of 2012 on Higher Education;
 2. Law No. 20 of 2003 on the National Education System;
 3. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
 4. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
 5. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework
 6. Ministry of Education and Culture Regulation No. 3 of 2020 on National Standards for Higher Education;
 7. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia
 8. YPLP PT PGRI, Statutes of UPGRIS;
 9. Current Guidelines on Research and Community Service of the DRPM; and

10. Guidelines for Community Service at the UPGRIS.

7. Standard Operating Procedures

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT					TIME
		LPPM	ORGANISING COMMITTEE	SOURCE	FACULTY	LECTURER	
1	The LPPM forms a committee for training activities and/or community service proposal clinics by issuing an LPPM assignment letter.	(1)	1				
2	The event committee is responsible for carrying out tasks, coordinating discussions on the details of the event and the event's budgetary requirements.		2				
3	The organising committee sends out requests for speakers with the specified qualifications			3			
4	The organising committee sent a letter to the faculty asking them to appoint a representative from among their lecturers to attend the event			4	4		
5	The faculty provides the names of lecturers participating in training activities and/or proposal clinics.		5				
6	The organising committee invites the appointed lecturers to attend the training sessions and/or proposal clinics.					6	
7	Conducting training sessions and/or proposal clinics for community service					7	
8	The committee reports the results of the training activities and/or proposal clinics to the LPPM		8				

**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
SOP IMPLEMENTATION OF STANDARDS FOR COMMUNITY SERVICE MANAGEMENT

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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 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 STANDARDS FOR
COMMUNITY SERVICE

1. Objective : The SOP for the Implementation of the Community Service Management Standards aims to implement the Management Standards for Community Service at UPGRIS

2. Scope : This implementation manual applies : When the for Community Service Management must be implemented by all lecturers at UPGRIS

3. The

The Community Service Management Standards encompass minimum criteria regarding:

a) the quality of Community Service Management; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the provisions and regulations of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of Community Service.

4. Definition

a. Implementing standards means operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement of Standards for the Management of Community Service, 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. 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. Community Service Management Standards are the minimum criteria for Community Service Outputs, covering products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

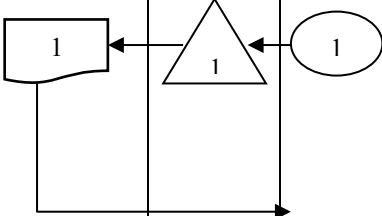
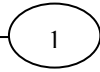

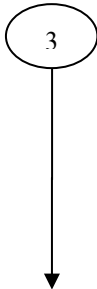
- a. Carry out technical and/or administrative preparations in accordance with the contents of the Community Service Output Standards.
- b. Disseminate the contents of the Community Service Output Standards to all lecturers, staff, students, alumni, graduate users, professional organisations, and other stakeholders on a regular and consistent basis, whether through the website, workshops, outreach sessions, or other forums.
- c. Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the content of the Community Service Management Standards.
- d. Implement community service activities across all study programmes, using the Community Service Management Standards as a benchmark for achievement.

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. 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 Guidelines on Community Service.

7. Standard Operating Procedures

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 contents of the Standards for Community Service Management.					
2	To disseminate the contents of the Community Service Management 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 Community Service Management Standards.					

4	Conducting research activities across all study programmes, using the Community Service Management Standards as a benchmark for achievement.			4		
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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
SOP MANAGEMENT OF STANDARDS FOR COMMUNITY SERVICE OUTCOMES

Document Code	:	SOP-UPGRIS-3.7.3
Effective Date	:	31 March 2023

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

SOP
MANAGEMENT OF STANDARDS FOR COMMUNITY SERVICE OUTCOMES

1. Objective : To evaluate the implementation of the Standards for the Management of Community Service at UPGRIS

2. Scope : This evaluation manual applies: When the Management of Community Service must be implemented in all study programmes at the UPGRIS

3. The

The Community Service Management Standards cover the minimum criteria regarding:

a) the quality of community service management; b) aimed at developing science and technology, as well as improving the welfare of the community and the nation's 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 results of Community Service.

4. Definition

a. Implementing standards involves operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement of Standards for the Management of Community Service, 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 assignee.

- d. Community Service Management Standards are the minimum criteria for Community Service Outputs, covering products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to monitor and evaluate the achievement of standards for Community Service Management	Vice-Rector
Dean	Instructs the Vice-Dean I, programme heads, and UPMF/UPMPPS to monitor and evaluate the standards for Community Service Management, and to compile a report on the results of the monitoring and evaluation	Vice-Rector IV
Vice-Dean I and Programme Coordinators	<ol style="list-style-type: none"> 1. Form a team to evaluate the achievement of Community Service outcome standards 2. To evaluate the achievement of standards for the Management of Community Service 3. Report the results of the evaluation of the achievement of Community Service Management standards to the Dean for follow-up 	Dean
Faculty Senate	<ol style="list-style-type: none"> 1. Discussing the results of the evaluation of the achievement of Community Service Management standards 2. Approving the results of the evaluation of compliance with Community Service Management standards 	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of compliance with Community Service Management standards to facilitate improvements by relevant parties	Dean
Lecturers	Carry out academic activities to improve compliance with the standards for Community Service Management	Dean

6. Reference

- 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. 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 Guidelines on Community Service.

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 standards for Community Service Management	1			
2	Deans instruct the First Vice Dean to work with the heads of study programmes to draw up standards for the management of community service	2			
3	Form a team to evaluate the achievement of standards for the Management of Community Service, to evaluate the achievement of standards for the outcomes of Community Service, and to report the results of the evaluation of the achievement of standards for the Management of Community Service to the Dean for follow-up		3		
4	The Faculty Senate discussed the results of the evaluation of compliance with the standards for the management of community service, and approved the results of the evaluation of compliance with		4		

No.	Activity Details	Dean	Vice-Dean I / Head of Programme	Faculty Senate	Lecturers
	the standards for the outcomes of community service				
5	The First Vice Dean/Head of Programme prepares a draft of the standards for the Management of Community Service		5		
6	Senate meeting to discuss the draft standards for the Management of Community Service during the Faculty Senate meeting		No	6	
7	The Faculty Senate has approved the standards for Community Service Management			Yes 7	
8	The First Vice Dean/Head of Programme disseminates the standards for Community Service Management		8		
9	Lecturers carry out academic activities to meet the standards for Community Service Management				9

**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
SOP CONTROL OF STANDARDS FOR THE MANAGEMENT OF COMMUNITY SERVICE

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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	
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
STANDARDS FOR COMMUNITY SERVICE MANAGEMENT
COMMUNITY SERVICE

1. Objective : To oversee the implementation of the Community Service Management Standards of the UPGRIS so that the content of these standards can be achieved/fulfilled
2. Scope : This standard control manual applies: At the time for Community Service Management require routine and continuous monitoring, checking, inspection and evaluation

3. The

The Community Service Management Standard covers the minimum criteria regarding:

a) the quality of Community Service Management; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of Community Service.

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 or inspection is an activity to examine or audit all aspects of the implementation of Community Service, carried out periodically to verify whether all

Community Service processes across all study programmes are proceeding in accordance with the contents of the Community Service Management Standards.

- d. The Community Service Management Standards are minimum criteria regarding Research Output, which include products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to implement control measures for the Standards of Community Service Management	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to oversee compliance with the Standards for Community Service Management	Vice-Rector I
Vice-Dean I and Head of Programme	<ol style="list-style-type: none"> 1. Monitor compliance with the Standards for Community Service Management periodically at the start, mid-point and end of each semester in accordance with the applicable curriculum 2. Monitoring the planning of learning by checking lecturers' SPADA entries to ensure they comply with the current curriculum 3. Report the results of monitoring the Standards for Community Service Management to the Dean for follow-up 	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 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 from the Directorate of Research and Community Service; and
- j. UPGRIS Community Service Guidelines 2018.

7. Standard Operating Procedures

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector IV Instructs deans to implement standard controls for Community Service Management	1	
2	The Dean instructs the First Vice-Dean together with the Head of Programme to implement standard controls for the Management of Community Service	2	
3	The First Vice Dean/Head of Programme conducts periodic monitoring of management standards at the start, mid-point and end of each semester in accordance with the applicable curriculum; provides guidance to lecturers and staff to carry out academic activities in accordance with the applicable curriculum; instructs all lecturers to prepare lesson plans in accordance with the applicable curriculum; and to complete the Course Information System (SIP); monitor lesson plans by checking lecturers' SIP entries to ensure they comply with the current curriculum; and report the results of the standard control of Community Service Management to the Dean for follow-up		3

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



CERTIFICATION SHEET FOR SPMI STANDARD DOCUMENTS UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
SOP
IMPROVEMENT OF STANDARDS FOR THE MANAGEMENT OF COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.7.5
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PROCESS	RESPONSIBLE			
	NAME	POSITION	DATE	SIGNATURE
Formulation	Dr Lilik Ariyanto, S.Pd, M.Pd.	Drafting Team	31/03/2023	
	Fajar Cahyadi, 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
IMPROVING STANDARDS OF MANAGEMENT
COMMUNITY SERVICE

1. Objective : To continuously improve the quality of the Community Service Management at the end of each standard cycle
2. Scope : This standard development manual applies: During the cycle of the Community Service Management Standards cycle (2 years) and subsequently the quality of the standards is improved

3. The

The Community Service Management Standard covers the minimum criteria regarding:

a) the quality of Community Service Management; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of Community Service.

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. Standard evaluation is the act of assessing the content of the Community Service Management Standards, based, amongst other things, on:
 - 1) The outcomes of Community Service disseminated to all elements of society
 - 2) The results of self-evaluation of Community Service development programmes
 - 3) The results of user satisfaction surveys regarding Community Service outcomes
 - 4) The results of workshops on Community Service Standards

- 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 Standards for Community Service Management 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. Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs the deans to improve standards in the management of community service	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to improve standards in the management of community service	Vice-Rector IV
Deans and programme coordinators	<ol style="list-style-type: none"> 1. Form a team to analyse the results of the evaluation of the achievement of standards for Community Service Management 2. Preparing a draft for the improvement of standards for Community Service Management 3. Formulating new standards for research management during departmental meetings 4. Reporting the draft of the new Community Service Management standards to the Dean for further action 	Dean
Faculty Senate	<ol style="list-style-type: none"> 3. Discussing the proposed standards for Community Service Management put forward by the Dean 4. Approving the new draft standards for Community Service Management 	Dean
Dean	Proposing new standards for the Management of Community Service for approval by the rector	Dean

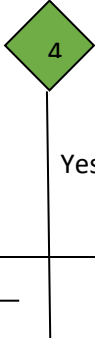
6. Reference

- 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. 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 from the Directorate of Research and Community Service; and
- j. UPGRIS Community Service Guidelines 2018.

7. Standard Operating Procedures

No.	Activity Details	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector IV Instructs the deans to improve standards in the management of community service	1			
2	Deans instruct Vice-Deans I, together with programme coordinators, to improve standards in the management of community service		2		
3	The First Vice Dean/Head of Programme forms a team to analyse the results of the evaluation of the achievement of standards for community service management, prepares a draft for improving the standards of community service outcomes, formulates new standards for community service management in a departmental meeting, and reports the formulation of the new standards for community service management to the Dean for follow-up			3	

4	Faculty Senate Discuss the proposed standards for community service outcomes put forward by the dean, approve the new standards for community service management, and submit the approved new standards for community service management to the dean			No _____	
5	The Dean has proposed new standards for community service management to be approved by the Vice-Rector		5	←_____	

**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
TRAINING OR CLINICAL ACTIVITIES PROPOSAL**

Document Code	:	SOP-UPGRIS-3.7.6
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, 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

TRAINING ACTIVITIES OR PROPOSAL CLINIC

1. Objective : This SOP aims to enhance the skills of UPGRIS lecturers in drafting Community Service proposals through training activities and/or proposal clinics.
2. Scope : The process of training activities and/or proposal clinics to explain the mechanisms involved in drafting Community Service proposals.
3. Definition : Training sessions and/or proposal clinics are initiatives by the LPPM to improve the quality of proposals and the success strategies for the implementation of Community Service programmes for lecturers at the UPGRIS, conducted twice per academic year with guest speakers.
4. Procedure
 - a. The LPPM forms an organising committee for the training and/or proposal clinics on community service.
 - b. The organising committee is responsible for coordinating, designing the details of the activities, and reporting to the Head of the LPPM.
 - c. The committee sends a request for availability to guest speakers for the Community Service training or proposal clinics.
 - d. The committee sends a letter to the deans and directors to assign lecturer representatives from their respective departments to attend the Community Service training or proposal clinic.
 - e. Deans and directors submit a list of lecturers participating in the training and/or proposal clinics to the LPPM.
 - f. The committee invites the appointed lecturers to attend the training and/or proposal clinic.
 - g. The committee conducts the Community Service training and/or proposal clinic.
 - h. The committee reports the results of the training and/or proposal clinics to the Chair of the LPPM.

- i. The LPPM evaluates the results of the training and/or proposal clinics to improve the organisation of future activities.

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 Community Service Strategic Plan 2016–2020; and
- i. Research and Community Service Guidebook XII 2018, Revised Edition 2019.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LPPM	COMMITTEE	SOURCE	DEAN/DIRECTOR
1	The LPPM forms a committee to organise training activities and/or proposal clinics for community service.	1			
2	The event committee coordinates to discuss the details of the event and reports to the LPPM.		2		
3	The organising committee sends a request for speakers' availability for training and/or community service proposal clinics		3		
4	The committee sends a letter to the dean and director to appoint faculty representatives from their respective departments to participate in the training and/or community service proposal clinics.		4		

5	The dean/director submits a list of lecturers participating in the training activities and/or community service proposal clinics				5
6	The organising committee invites the appointed lecturers to attend the training and/or proposal clinic.		6		
7	The committee conducts, and lecturers participate in, training sessions and/or proposal clinics for community service		7		
8	Speakers deliver training materials or community service proposal clinics			8	
9	The organising committee reports the results of the training and/or proposal clinic to the LPPM		9		
10	The LPPM evaluates the results of the training and/or community service proposal clinics to improve future implementation	10			

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



**APPROVAL SHEET FOR SPMI STANDARD DOCUMENTS
UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG
STANDARDS FOR FUNDING AND FINANCING OF COMMUNITY SERVICE**

Document Code	:	S-UPGRIS-3.8
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, 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	
	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

The scope of the Standards for Funding and Financing of Community Service covers planning, implementation, control, monitoring and evaluation, as well as reporting on Community Service activities, carried out in accordance with Ministry of Education and Culture Regulation No. 3 of 2020. This Community Service Funding and Financing requires an institutional unit tasked with managing it in accordance with the needs and provisions of UPGRIS. The minimum criteria for the planning, implementation, and control, monitoring and evaluation, as well as reporting of community service activities are regulated by UPGRIS within the Community Service Funding and Financing Standards.

C. RATIONALE FOR ESTABLISHING STANDARDS

To realise the vision, mission, and objectives of the UPGRIS, including the intellectual development of students and the implementation of the Four Pillars of Higher Education, one of which is the outcomes of community service. The implementation of community service activities requires funding and financing. To ensure that the amount of funds required for financing and their use for community service activities are targeted appropriately, the mechanisms must be regulated in accordance with the provisions of the UPGRIS.

D. OBJECTIVES OF THE STANDARD SETTING

1. To serve as a guideline for the leadership of UPGRIS in establishing policies related to the field of community service
2. To serve as a guideline for the LPM in evaluating and monitoring the outcomes of community service
3. To serve as a guideline for faculties and study programmes in setting targets for community service achievements in terms of quality and quantity
4. To serve as a guideline for lecturers in achieving community service outcomes

E. RESPONSIBLE PARTIES

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

F. GLOSSARY

1. Standards for community service facilities and infrastructure are the minimum criteria regarding facilities and infrastructure in accordance with the needs of the content and learning process in order to fulfil graduate learning outcomes.
2. Facilities and infrastructure for community service are all equipment required for the implementation of community service, which may include office equipment, transport and funding

3. Community service is an activity carried out systematically according to scientific principles and methods to obtain information, data and details relating to the understanding and/or testing of a branch of science and technology;
4. The Head of the Community Service Team is the coordinator of the community service team; and
5. Community Service Team Members are members of the team tasked with assisting the team leader in carrying out community service activities.

G. STATEMENT OF STANDARDS AND INDICATORS OF STANDARD ACHIEVEMENT

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
3.8.1.1	Universities and Faculties must provide funding and financing mechanisms for Community Service.	SN DIKTI (p65.1)	Availability of funding and financing mechanisms for Community Service.	IKU	Monev	U/F
3.8.2.1	Universities and faculties are required to provide internal funding for the planning of Community Service; the implementation of Community Service; the control of Community Service; the monitoring and evaluation of Community Service; the reporting of Community Service results; and the dissemination of Community Service results.	SN DIKTI (p65.2 & 4)	Availability of internal funds for the planning of Community Service; the implementation of Community Service; the management of Community Service; the monitoring and evaluation of Community Service; the reporting of Community Service results ; and the dissemination of	IKU	Monev	U/F

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
			Community Service results.			
3.8.3.1	Universities and Faculties are required to provide funds for the management of Community Service, which includes: Community Service management comprising proposal selection, monitoring and evaluation, reporting on Community Service, and dissemination of Community Service results; capacity building for Community Service practitioners.	SN DIKTI (p66. 1-2)	Implemented management of Community Service comprising proposal selection, monitoring and evaluation, reporting on Community Service, and dissemination of Community Service results; capacity building for Community Service practitioners.	IKU	Monev	U/F
3.8.4.1	The University and the Faculty must ensure the availability of operational funds for lecturers' Community Service amounting to 1.5 million per lecturer per year.	APS 34,	The achievement of the Community Service fund allocation for lecturers reaches 1.5 million per lecturer per year.	IKU	AMI	U/F
3.8.5.1	The University and Faculties are required to ensure the availability of publication funds amounting to ≥ 3 million per lecturer per year	LAMDIK 4d and LAMDIK 43	Publication funds of ≥ 3 million per lecturer per year	IKT	Monitoring and Evaluation	U/F
3.8.6.1	Funding for community service from outside the institution must be facilitated by the LPPM to finance community	LAMEMB A (8.3) /	Funding for community service from outside the institution is available and implemented to	IKU	Monev	U

NO PS	STANDARD STATEMENT	REFERENCE	INDICATOR	TYPE OF INDICATOR	MEASUREMENT METHOD	INDICATOR CODE
	service by lecturers and students.	SNDIKTI (p65.3)	finance community service by lecturers and students			

H. STRATEGIES FOR ACHIEVING STANDARDS

1. UPGRIS designs community service training for every community service activity linked to a contractual agreement;
2. Funding for community service activities is disbursed in two stages. The first stage provides 70% of the total funding amount, with the remaining 30% disbursed following the submission of a progress report on the community service activity to the Research and Community Service Centre (LPPM) of UPGRIS;
3. The implementer prepares a final activity report and a report on the use of funds and uploads them to Simpemas at the Research and Community Service Institute (LPPM) of UPGRIS.

I. RELATED DOCUMENTS

1. SNDIKTI No. 3 of 2020
2. Guidelines and Assessment Matrix for the 2021 Self-Accreditation of Educational Institutions
3. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports, BAN-PT 2019
4. BAN-PT Regulation No. 3 of 2019 on Higher Education Accreditation Instruments
5. Guidelines for the Accreditation Assessment of Study Programmes by LAMEMBA (Independent Accreditation Agency for Economics, Management, Business and Accounting) 2020
6. Assessment Matrix for Self-Evaluation Reports and Programme Performance Reports of the Independent Accreditation Agency for Engineering Programmes 2021
7. Strategic Plan of UPGRIS

8. Statutes of UPGRIS
9. Community Service Strategic Plan
10. Community Service Handbook
11. Work Instructions for Community Service

J. REFERENCES

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

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



APPROVAL SHEET FOR THE SPMI EVALUATION FORM DOCUMENT UNIVERSITAS PERSATUAN GURU REPUBLIK INDONESIA SEMARANG STANDARD FORM FOR COMMUNITY SERVICE FACILITIES

Document Code	: F-SPMI-UPGRIS-3.8
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, 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	Availability of funding and financing mechanisms for Community Service.	SN DIKTI			
2	Availability of internal funds for the planning of Community Service; implementation of Community Service; control of Community Service; monitoring and evaluation of Community Service; reporting of Community Service results; and dissemination of Community Service results.	SN DIKTI			
3	Implementation of Community Service management comprising proposal selection, monitoring and evaluation, reporting on Community Service, and dissemination of Community Service results; capacity building for Community Service implementers.	SN DIKTI			
4	Achievement of Community Service funding for lecturers reaching 1.5 million per lecturer per year.	APS,			
5	Publication funding of 3 million per lecturer per year is available	LAMDIK and LAMDIK			
6	Funding for Community Service from external institutions () is available and implemented to	LAMEMBA / SNDIKTI			

No.	Reference	Reference	Achievements of the Study Programme/Faculty		
			Achievements of the Study Programme/Faculty	Programme/Faculty Self-Evaluation	Link to Supporting Documents
	finance Community Service activities by lecturers and students				

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 FUNDING AND FINANCING OF COMMUNITY SERVICE

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

SOP
ESTABLISHMENT OF STANDARDS FOR FUNDING AND FINANCING
COMMUNITY SERVICE

1. Objectives : The Standard Operating Procedure (SOP) for Funding and Financing Community Service aims to provide operational guidelines for the implementation of Community Service, whether the funding source is from the Directorate of Research and Community Service (DRPM) and/or the university's internal funds.
2. Scope : This standard-setting manual applies : From the time the Funding Standards and Funding for Community Service were first designed, formulated, and established
3. The Standards for Community Service Outcomes, which include minimum criteria regarding:
 - a) the quality of funding and financing for community service; b) aimed at developing 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 as well as 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 results of community service.
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 formulate new, more detailed standards; and
 - 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

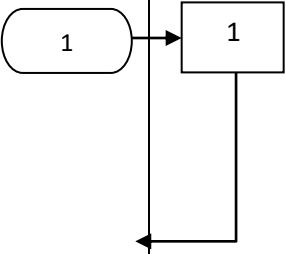

- a. Higher education institutions, through the LPPM, sign a Community Service Implementation Contract Agreement with the funding body; if the funding comes from the DRPM, this is represented by the Kopertis.
- b. The LPPM files the Community Service Implementation Contract Agreement with the funding body.
- c. Based on this letter, the university, through the LPPM, draws up a Community Service Implementation Contract Agreement with the head of the service team whose proposal has been declared successful in the selection process; this is set out in a letter of assignment for the implementation of community service, which sets out the rights and obligations of the service team.
- d. The LPPM invites each head of the community service team whose proposal has been approved to sign the Community Service Assignment.
- e. The head of the community service team signs the Community Service Assignment Agreement. The management of the outcomes of the community service, including time, costs, rights and obligations, and other matters, is set out in the annex, which forms an integral part of the Community Service Assignment Agreement.
- f. The community service coordinator carries out community service activities after signing the agreement.
- g. The LPPM archives the assignment agreement document

6. References

- m. Law No. 12 of 2012 on Higher Education;
- n. Law No. 20 of 2003 on the National Education System;
- o. Government Regulation No. 19 of 2005 on National Education Standards;
- p. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
- q. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
- r. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;

- s. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education;
- t. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
- u. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
- v. YPLP PT PGRI, Statutes of UPGRIS;
- 4. Guidelines for Research and Community Service; and
- w. Guidelines for Community Service at UPGRIS.

7. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			TIME
		LPPM	LLDIKTI	CHAIR OF THE COMMUNITY SERVICE ACTIVITY	
1	The higher education institution, through the LPPM, signs a Community Service Implementation Contract with the funding body; if the funding comes from the DRPM, it is represented by the Kopertis.				
2	The LPPM files the Community Service Implementation Contract Agreement with the funding body.				
3	Based on this letter, the university, through the LPPM, draws up a Community Service Assignment Agreement with the head of the community service team whose proposal has been approved, as set out in the Community Service Implementation Assignment Agreement, which sets out the rights and obligations of the community service team.				












4	The LPPM invites each head of the community service team whose proposal has been approved to sign the Community Service Assignment Agreement				
5	The head of the community service programme signs the Community Service Assignment; the outputs of the community service, including time, costs, rights and obligations, and other matters, are set out in the appendix as an integral part of the Community Service Assignment.				
6	The volunteer shall carry out community service activities following the signing of the agreement				
7	The Research and Community Service Office (LPPM) files the assignment agreement				

**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
SOP
IMPLEMENTATION OF STANDARDS FOR FUNDING AND FINANCING OF COMMUNITY SERVICE

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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	

SOP
IMPLEMENTATION OF FUNDING AND FINANCING STANDARDS
COMMUNITY SERVICE

1. Objectives : SOP for the Implementation of Funding and Financing Standards for Community Service aims to implement the Standards for Community Service Outcomes at UPGRIS
2. Scope : This implementation manual applies : When the for Community Service Funding and Financing must be implemented by all lecturers at the UPGRIS
3. The
The Standards for Funding and Financing Community Service cover the minimum criteria regarding:
 - a) the quality of funding and financing for community service; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as compliance with the regulations and rules of the higher education institution; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
4. Definition
 - a. Implementing standards means operationalising provisions based on measurements, specifications, and benchmarks as stated in the PKM Funding and Financing 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 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. 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. Funding and Financing Standards for Community Service are the minimum criteria regarding Community Service Outputs, which include products, publications, and intellectual property rights for the welfare of the community.
5. Procedure
- a. Carry out technical and/or administrative preparations in accordance with the contents of the Standards for Funding and Financing Community Service.
 - b. Disseminate 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. Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the contents of the Standards for Funding and Financing Community Service.
 - d. Implement community service activities across all study programmes, using the Standards for Funding and Financing of Community Service as a benchmark for achievement.
8. 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. 19 of 2005 on National Education Standards;
 - d. Government Regulation No. 17 of 2010 on the Implementation of Higher Education;
 - e. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for 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. 3 of 2020 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. Director General of Higher Education, 2010, Standards for Quality Assurance in Higher Education, Ministry of Education and Culture of the Republic of Indonesia;
- j. YPLP PT PGRI, Statutes of UPGRIS;
- k. Guidelines for Research and Community Service; and
- l. Guidelines for Community Service at UPGRIS.

9. 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 Standards for Funding and Financing of Community Service.					
2	Disseminate the contents of the Standards for Funding and Financing Community Service 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	Prepare and draft documents such as standard operating procedures (SOPs), work instructions, or similar documents in accordance with the content of the Standards for Funding and Financing Community Service.					
4	Conducting research activities across all study programmes, using the Standards for Funding and Financing Community Service 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 EVALUATION OF FUNDING AND FINANCING FOR COMMUNITY SERVICE

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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	
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
EVALUATION OF STANDARDS FOR FUNDING AND FINANCING
COMMUNITY SERVICE

1. Objective : To evaluate the implementation of the Funding and Funding Standards for Community Service at UPGRIS

2. Scope : This evaluation manual applies: At the time the Funding and Financing Standards for Community Service must be implemented in all study programmes at the UPGRIS

3. The

The Standards for Funding and Financing of Community Service encompass minimum criteria regarding:

a) the quality of funding and financing for community service; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as 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 results of community service.

4. Definition

a. Implementing standards means operationalising provisions based on measurements, specifications, and benchmarks as stated in the Statement on Funding and Financing for Community Service, 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 assignee.

- d. The Standards for Funding and Financing Community Service are the minimum criteria regarding Community Service Outputs, which include products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to monitor and evaluate the achievement of standards for funding and financing of community service	Vice-Rector
Dean	Instructs the Vice-Dean I, programme heads, and UPMF/UPMPPS to monitor and evaluate the standards for funding and financing of community service, and to compile a report on the results of the monitoring and evaluation	Vice-Rector IV
Vice-Dean I and Programme Coordinators	13. Form a team to evaluate the achievement of Community Service outcome standards 14. To evaluate the achievement of standards for the funding and financing of community service 15. Report the results of the evaluation of compliance with the standards for funding and financing of community service to the dean for further action	Dean
Faculty Senate	19. Discuss the results of the evaluation of the achievement of standards for Funding and Financing of Community Service 20. Approving the results of the evaluation of the achievement of standards for Funding and Financing of Community Service	Dean
Vice-Dean I and Head of Programme	Disseminating the results of the evaluation of compliance with standards for funding and financing of community service to facilitate improvements by relevant parties	Dean
Lecturers	Carrying out academic activities to improve compliance with the standards for funding and financing of community service	Dean

6. Reference

1. Law No. 12 of 2012 on Higher Education;
2. Law No. 20 of 2003 on the National Education System;
3. Government Regulation No. 19 of 2005 on National Education Standards;

4. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
5. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
6. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education;
8. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
9. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
10. YPLP PT PGRI, Statutes of UPGRIS;
11. Guidelines for Research and Community Service; and
12. Guidelines for Community Service at 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 standards for funding and financing of community service	1			
2	Deans instruct the First Vice Dean to work with the heads of study programmes to draw up standards for funding and financing community service	2			
3	Form a team to evaluate the achievement of Community Service outcome standards, to evaluate the achievement of Community Service outcome standards, and to report the results of the evaluation of the achievement of Community Service Funding and Financing standards () to the Dean for follow-up		3		
4	The Faculty Senate discusses the results of the evaluation of the achievement of			4	

	Community Service Funding and Financing standards, and approves the results of the evaluation of the achievement of Community Service Funding and Financing standards				
5	The First Vice Dean/Head of Programme prepares a draft of the standards for funding and financing community service		5		
6	Senate meeting to discuss the draft standards for funding and financing community service during the Faculty Senate meeting			6	
7	The Faculty Senate approved the standards for funding and financing community service			7	
8	The First Vice Dean/Head of Programme disseminates the standards for funding and financing community service		8		
9	Lecturers carry out academic activities to meet the standards for funding and financing community service				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 STANDARDS FOR FUNDING AND FINANCING OF COMMUNITY SERVICE

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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	
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	Dr Sapto Budoyo, S.H., M.H.	Vice-Rector III Student Affairs and Alumni	31/03/2023	
	Dr Nur Khoiri, S.Pd., M.T., M.Pd.	Vice-Rector IV 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
CONTROL OF FUNDING AND FINANCING STANDARDS
COMMUNITY SERVICE

1. Objective : To control the implementation of the Funding and Community Service at UPGRIS so that the provisions of these standards can be achieved/fulfilled
2. Scope : This standard control manual applies: At the time of Funding and Financing of Community Service requires routine and continuous monitoring, checking, inspection and evaluation
3. The
The Standards for Funding and Financing Community Service encompass minimum criteria regarding:
 - a) the quality of Community Service Funding and Financing; b) being directed towards the development of 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 as well as compliance with university regulations and provisions; e) not being confidential, not interfering with and/or endangering public or national interests, and must be disseminated through seminars, publication, patenting, and/or other means that can be used to convey the results of community service.
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 or inspection is an activity to examine or audit all aspects of the implementation of Community Service, carried out periodically to verify whether all Community Service processes across all study programmes have been conducted in accordance with the content of the Standards for Funding and Financing of Community Service.

- d. The Standards for Funding and Financing Community Service are minimum criteria regarding Research Output, which include products, publications, and intellectual property rights for the welfare of the community.

5. Procedure

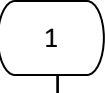
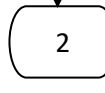
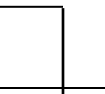
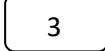
Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs deans to implement standard controls over funding and financing for community service	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to implement standard controls over funding and financing for community service	Vice-Rector I
Vice-Dean I and Head of Programme	<p>16. To monitor compliance with funding and financing standards for community service on a regular basis at the start, mid-point and end of each semester in accordance with the applicable curriculum</p> <p>17. Conducting monitoring of learning planning by checking lecturers' SIP entries to ensure compliance with the current curriculum</p> <p>18. Report the results of standard controls on funding and financing for community service to the Dean for follow-up</p>	Dean

6. References

1. Law No. 12 of 2012 on Higher Education;
2. Law No. 20 of 2003 on the National Education System;
3. Government Regulation No. 19 of 2005 on National Education Standards;
4. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
5. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
6. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education;
8. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;

9. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
10. YPLP PT PGRI, Statutes of UPGRIS;
11. Guidelines for Research and Community Service, DRPM; and
12. Guidelines for Community Service at the UPGRIS.

7. Work Instructions

No.	Activity Details	Dean	Vice-Dean I / Head of Programme
1	Vice-Rector IV Instructs Deans to Implement Standardised Control of Funding and Financing for Community Service		
2	Deans instruct the first vice-deans, together with the heads of study programmes, to implement standard controls on funding and financing for community service		
3	The First Vice Dean/Head of Programme conducts periodic monitoring of the standards for Community Service Funding and Financing at the start, mid-point, and end of each semester in accordance with the applicable curriculum; provides guidance to lecturers and staff to carry out academic activities in accordance with the applicable curriculum; instructs all lecturers to prepare lesson plans in accordance with the applicable curriculum; and to complete the Course Information System (SIP); monitor lesson plans by checking lecturers' SIP entries to ensure they comply with the applicable curriculum; and report the results of monitoring the standards for Community Service Funding and Financing to the Dean for follow-up		

**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 FUNDING AND FINANCING STANDARDS FOR COMMUNITY SERVICE

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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	

SOP
IMPROVING STANDARDS FOR FUNDING AND FINANCING
COMMUNITY SERVICE

1. Objective : To continuously improve the quality of the Funding and Financing Standards for Community Service at the end of each standard cycle
2. Scope : This standard development manual applies: To the Standard cycle Funding and financing for community service has come to an end (2 years) and the quality of these standards has since been improved
3. Standards

The standards for Community Service Funding and Financing encompass minimum criteria regarding:

a) the quality of Community Service Funding and Financing; b) being directed towards the development of science and technology, as well as improving the welfare of society and the nation's 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 as well as 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 results of community service.

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 the Standards for Funding and Financing Community Service, based, amongst other things, on:
 - 1) The outcomes of community service disseminated to all elements of society
 - 2) The results of self-evaluation of community service development programmes
 - 3) The results of user satisfaction surveys regarding Community Service outcomes
 - 4) The results of workshops on Community Service Outcomes Standards

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 Standards for Funding and Financing Community Service which 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. Procedures

Work Unit	Work Instructions	Person in Charge
Vice-Rector IV	Instructs the deans to improve the standards of funding and financing for community service	Vice-Rector
Dean	Instructs the Vice-Dean I, together with the Head of Programme, to improve the standards of funding and financing for community service	Vice-Rector IV
Deans and programme heads	<ol style="list-style-type: none"> 1. Form a team to analyse the results of the evaluation of the achievement of standards for funding and financing of community service 2. Prepare a draft for the improvement of standards for funding and financing of community service 3. Formulate new standards for research funding and financing during departmental meetings 4. Reporting the formulation of the new standards for Funding and Financing of Community Service to the Dean for follow-up 	Dean
Faculty Senate	<ol style="list-style-type: none"> 1. Discussing the proposed standards for Community Service Funding and Financing submitted by the Dean 2. Approving the new standards for Community Service Funding and Financing 	Dean
Dean	Proposing new standards for Community Service Funding and Financing for approval by the rector	Dean

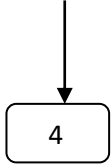

6. Reference

1. Law No. 12 of 2012 on Higher Education;
2. Law No. 20 of 2003 on the National Education System;
3. Government Regulation No. 19 of 2005 on National Education Standards;

4. Government Regulation No. 17 of 2010 on the Organisation of Higher Education;
5. Ministry of Education and Culture Decree No. 045/U/2002 on the Core Curriculum for Higher Education;
6. Presidential Regulation No. 8 of 2012 on the Indonesian National Qualifications Framework;
7. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 on National Standards for Higher Education;
8. Regulation of the Minister of Research, Technology and Higher Education No. 62 of 2016 on National Standards for Higher Education;
9. Director General of Higher Education, 2010, Higher Education Quality Assurance Standards, Ministry of Education and Culture of the Republic of Indonesia;
10. YPLP PT PGRI, Statutes of UPGRIS;
11. Guidelines for Research and Community Service, DRPM; and
12. Guidelines for Community Service at the UPGRIS.

7. Work Instructions

No.	Activity Details	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
1	Vice-Rector IV instructs the deans to improve the standards of funding and financing for community service	1	↓		
2	Deans instruct Vice-Deans I and programme heads to improve funding and financing standards for community service		2	↓	
3	The First Vice Dean/Head of Programme forms a team to analyse the results of the evaluation of the achievement of standards for funding and financing of community service, prepares a draft for the improvement of standards for funding and financing of community service, formulates new standards for funding and financing of community service in a departmental meeting, and			3	↓









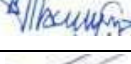

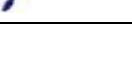
No.	Activity Details	Vice-Rector IV	Dean	Vice-Dean I / Head of Programme	Faculty Senate
	reporting the formulated new standards for funding and financing of community service to the Dean for further action				
4	Faculty Senate Discussing the proposed standards for funding and financing community service submitted by the dean, approving the new standards for funding and financing community service, and submitting the approved new standards for funding and financing community service to the dean				
5	The Dean proposes the new standards for funding and financing community service for approval by the 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 PROCEDURE FOR DETERMINING THE WINNER

Document Code	:	SOP-UPGRIS-3.8.5
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, 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

PROCEDURE FOR DETERMINING THE WINNERS

1. Purpose: This SOP aims to outline the sequence of steps in community service activities regarding the announcement of winners.

2. Scope

- a. The selection process for determining the winners of community service activities is carried out by the Research and Community Service Institute of UPGRIS.
- b. The parties involved in the selection process for determining the winners are determined by the Research and Community Service Institute of UPGRIS.

3. Definitions

UPGRIS has a Research and Community Service Institute (LPPM) with a good reputation. The LPPM provides optimal support to lecturers in carrying out community service. The quality and quantity of lecturers involved in community service has been increasing year on year, including success in securing funding from third parties such as the DRPM, local government and the community. Furthermore, the LPPM has also been successful in implementing vocational community service (KKN) and community development (posdaya) programmes.

4. Procedure

- a. Lecturers submit community service proposals to the LPPM.
- b. The proposal is received by the LPPM secretary for desk evaluation.
- c. Once approved, the proposal is reviewed by a team of reviewers and then submitted to the LPPM Chair for final approval.
- d. Once approved, the lecturer uploads the proposal to SIMPELMAS.
- e. 70% of the funding is disbursed by the finance staff, and the community service activities can then be 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. Guidebook on Research and Community Service.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECTOR	LPPM	SPEAKER/REVIEWER
1	Lecturers submit community service proposals to the LPPM	1			
2	The proposal is received by the LPPM secretary for evaluation			2	
3	Once approved, it is reviewed by the review panel and then submitted to the Head of the LPPM for approval			3	3
4	Once approved, the lecturer uploads the proposal to SIMPELMAS	4			
5	70% of the funds are disbursed by the finance staff and the community service activities can be carried out			5	

**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 CONTRACT FOR THE IMPLEMENTATION OF COMMUNITY SERVICE

Document Code	:	SOP-UPGRIS-3.8.6
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, 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
CONTRACT FOR THE IMPLEMENTATION OF COMMUNITY SERVICE

1. Purpose: This SOP aims to explain the mechanism of the Community Service Implementation Contract, whether the funding source is from a DRPM grant or the APBU.

2. Scope

- a. The Community Service Implementation Contract process is designed to provide guidance to lecturers regarding the implementation of community service contracts
- b. The parties involved in the Community Service Implementation Contract process

3. Definitions

The Community Service Implementation Contract is concluded between the LPPM and the funding body (where funding from a DRPM grant is represented by the LLDIKTI) and between the LPPM and the service provider.

4. Procedure

- a. The university, through the LPPM, signs the Community Service Implementation Contract Agreement with the funding body; if the funding is from a DRPM grant, this is represented by the LLDIKTI.
- b. The LPPM files the Community Service Implementation Contract Agreement with the funding body.
- c. Pursuant to that letter, the university, through the LPPM, draws up a Community Service Implementation Contract with the head of the community service team whose proposal has been approved, as set out in the letter of assignment for the implementation of community service, which sets out the rights and obligations of the community service team.
- d. The LPPM invites each head of the community service team whose proposal has been approved to sign the Community Service Assignment.
- e. The head of the community service programme signs the Community Service Contract. The management of the outputs of the community service programme, including time, costs, rights and obligations, and other matters, is regulated in the Appendix to the Letter of

Assignment for the Implementation of Community Service (), which forms an integral part of the Letter of Assignment for the Implementation of Community Service.

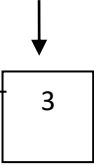

- f. The community service officer carries out community service activities after signing the agreement.
- g. The LPPM archives the assignment agreement document

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. Guidebook on Research and Community Service.

6. Work Instructions

NO	ACTIVITY DETAILS	IMPLEMENTING UNIT			
		LECTURER	DEAN/DIRECTOR	LPPM	SPEAKER/REVIEWER
1	The Research and Community Service Institute (LPPM) signs a Contract Agreement for the Implementation of Community Service with the funding body; if the funding comes from the Directorate of Research and Community Service (DRPM), it is represented by the Regional Office for Higher Education (LLDIKTI).			<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>	
2	The LPPM draws up a Community Service Assignment Agreement with			<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">2</div> <div style="text-align: center; margin-top: 5px;">↓</div>	

	the head of the community service team whose proposal has been approved.				
3	The LPPM invites each community service project leader whose proposal has been declared successful in the selection process to sign the Community Service Assignment Agreement				
4	The community service programme leader signs the Community Service Contract				
5	The Research and Community Service Office files the assignment agreement			