



WORLD CLASS ISLAMIC UNIVERSITY
UNISSULA
UNIVERSITAS ISLAM SULTAN AGUNG



UNISSULA

Quality Policy

Rev. 2
Year 2022



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

**DECREE OF THE BOARD
YAYASAN BADAN WAKAF SULTAN AGUNG**

Number : 146/SK/YBWSA/VIII/2022

Regarding

**RATIFICATION OF THE INTERNAL QUALITY ASSURANCE
SYSTEM DOCUMENT OF UNIVERSITAS ISLAM SULTAN AGUNG
(SPMI UNISSULA)**

Bismillahirrahmanirrahim

THE BOARD OF YAYASAN BADAN WAKAF SULTAN AGUNG

CONSIDERING :

- That in order to realise the Vision, Mission and Objectives of Universitas Islam Sultan Agung (VMT Unissula), the 2014–2024 Strategic Plan (Renstra) of UNISSULA has been prepared.
- That in the context of implementing the UNISSULA Strategic Plan for 2014 – 2024 Chapter II C. Unissula Objective number 7, which states: the implementation of a systematic process of self-evaluation and quality improvement on a regular and ongoing basis, an Institution for Educational Development and Quality Assurance (LP3M) of UNISSULA has been established.
- That to strengthen the tasks of LP3M UNISSULA, the Internal Quality Assurance System (SPMI) Document of UNISSULA has been prepared.
- That in order to implement the UNISSULA SPMI Document as intended above, it is deemed necessary to provide ratification.
- That for the purpose mentioned above, it is necessary to issue a Decree.

IN VIEW OF :

1. Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System
2. Law of the Republic of Indonesia No. 12 of 2012 concerning Higher Education
3. Government Regulation of the Republic of Indonesia No. 4 of 2014 concerning the Organisation of Higher Education and the Management of Higher Education Institutions.
4. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62 of 2016 concerning the Higher Education Quality Assurance System
5. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Higher Education Standards
6. YBWSA Basic Budget
7. YBWSA Household Rules
8. Risalah Bismillah, Membangun Generasi Khaira Ummah
9. YBWSA Vision and Mission
10. YBWSA Strategic Plan (Renstra) for 2021 – 2030
11. Unissula Statute for 2019
12. Unissula Strategic Plan (Renstra) for 2014 – 2024

VISION

To become a leading waqf institution in implementing Islamic da'wah in building a *Generasi Khaira Ummah*, through quality education and health services based on Islamic values, contributing to the welfare of society towards a blessed society in the pleasure of Allah SWT.

Address

Jl. Kaligawe Raya, KM 4 PC., Box. 1054 Semarang 50112, Central Java - Indonesia
Telp. (024) 6583584 ext. 309 Fax. (024) 6581739 e-mail: ybwsa.org@gmail.com
website: www.ybw-sa.org

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

NOTING :

1. Letter from the Rector of Universitas Islam Sultan Agung Number : 3260/D.1/SA/VIII/2022 dated 3 Muharram 1444 H / 1 August 2022 M concerning the request for approval of the Internal Quality Assurance System Document (SPMI UNISSULA),
2. Considerations and suggestions from members of the YBWSA management.

DECIDES

STIPULATES :

1. To ratify the Internal Quality Assurance System Document of Universitas Islam Sultan Agung (SPMI UNISSULA) as set out in the attachment to this Decision Letter.
2. To instruct the Rector of Universitas Islam Sultan Agung to implement the SPMI UNISSULA document as referred to above consistently in all Tri Dharma activities of higher education at UNISSULA, to the best of their ability.
3. This Decision Letter shall take effect from the date it is issued, and if at a later date any errors or omissions are found, they shall be corrected accordingly.

Enacted in : Semarang
On : 24 Muharram 1444 H
22 August 2022 M

Pengurus Yayasan Badan Wakaf Sultan Agung
Chairman,

H. Hasan Tohs Putra, MBA

Secretary,

Dr. H. Didiek Ahmad Supadie, Drs., MM

Copies to :

1. The Chairman of the Supervisory Board of YBWSA
2. The Chairman of the Management Board of YBWSA
3. Members of the YBWSA Management Board
4. The Head of the YBWSA Secretariat

VISION

To be a waqf institution of excellence in implementing Islamic teachings, developing knowledge-generating generations, and contributing to the welfare of the people for a dignified human life in pursuit of Allah SWT's pleasure.

Address

Jl. Kaligawe Raya, KM 4 PO. Box. 1054 Semarang 50112, Central Java - Indonesia
Telp. (024) 6583584 ext. 339 Fax. (024) 6581739 e-mail: ybwsa.org@gmail.com
website: www.ybw-sa.org

	SULTAN AGUNG WAQF BOARD		Code/No : KBJ/SA-PM/MUTU-01
	SULTAN AGUNG ISLAMIC UNIVERSITY (UNISSULA) Jl. Raya Kaligawe Km. 4 Semarang 50112		Date : December 27, 2019
	Quality Assurance System Policy Internal (SPMI)		Revision : 02
			Date : August 22, 2022
			Page : 1 of 37

SPMI POLICY

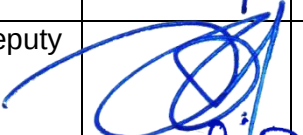
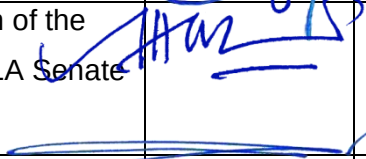
PROCESS	NAME	POSITION	SIGNATURE	DATE
1. Composed	Dr. M. Abdul Basir, S. Pd. , M. Pd	Head of LP3M UNISSULA		22/08/2022
2. Checked	H. Andre Sugiyono, ST. , MM. , Ph. D	UNISSULA Deputy Chancellor I		22/08/2022
3. Approved	Prof. Dr. Hj. Anis Masdurohatun, S. H. , M. Hum	Chairman of the UNISSULA Senate		22/08/2022
4. Validated	Prof. Dr. H. Gunarto, S. H. , M. H	UNISSULA Chancellor		22/08/2022
5. Determined	H. Hasan Toha Putra, MBA	General Chairperson of YBWSA		22/08/2022



TABLE OF CONTENTS

DECRE OF BOARD WAQF BOARD FOUNDATION SULTAN AGUNG	i
SPMI POLICY	iii
TABLE OF CONTENTS.....	iv
CHAPTER I INTRODUCTION	5
1.1 Background	5
1.2 Legal Basis for UNISSULA SPMI Policy.....	7
CHAPTER II UNISSULA VISION, MISSION, GOALS AND TARGETS	9
2.1 UNISSULA Vision.....	9
2.2 UNISSULA Mission	9
2.3 UNISSULA's goals	9
2.4 UNISSULA's targets.....	10
CHAPTER III PURPOSE OF THE SPMI POLICY DOCUMENT AND SCOPE	12
4.1 Purpose of SPMI Policy Document.....	12
4.2 Scope and Applicability of SPMI Policy	12
CHAPTER IV UNISSULA SPMI POLICY OUTLINE	14
4.1 SPMI Principles and Principles	14
4.2 SPMI objectives.....	15
4.3 SPMI Management.....	16
4.4 UNISSULA SPMI Strategy	18
4.5 Organising SPMI UNISSULA.....	19
4.6 Study Programme Quality Assurance Organizational Structure	25
4.7 Quality Assurance Organisation of Institutions, Units, Bureaus and Units	26
4.8 UNISSULA SPMI Standard Document	29
4.9 Key Performance Indicators and Achievement Targets.....	30
CHAPTER V LIST OF UNISSULA SPMI MANUALS.....	32
CHAPTER VI LIST OF TERMS	33
CHAPTER VII LINKAGE OF UNISSULA SPMI POLICY DOCUMENTS WITH OTHER DOCUMENTS AT UNISSULA.....	35
BIBLIOGRAPHY	37

CHAPTER I

INTRODUCTION

1.1 Background

Sultan Agung Islamic University (UNISSULA) was founded by the Sultan Agung Waqf Foundation (YBWSA) on 16 Dzulhijjah 1381 H which coincides with the date 20 May 1962 AD received approval from the Minister of Higher Education and Science through Decree Number: 74/B. SWT/P/64, dated 28 February 1964. The name Sultan Agung was taken from the name of Sultan Agung who was one of the national heroes who made a great contribution to the Indonesian nation. Sultan Agung's full name was Adi Prabu Hanyokrokusumo, who was born in Kotagede, Mataram Sultanate in 1593. Sultan Agung was the third Sultan of the Mataram Sultanate who ruled from 1613-1645. Under his leadership, the Mataram Sultanate developed into the largest kingdom in Java and the archipelago during its time. With the heroic spirit of Sultan Agung, UNISSULA motivated UNISSULA to develop rapidly, moving forwards with changing times.

To answer future challenges, a university must have an implementation control system so that it can truly oversee the achievement of its vision. This supervision is carried out by the Education Development and Quality Assurance Institute (LP3M).

UNISSULA has carried out quality assurance since 2004. Various preparations for its establishment, including: sending several personnel to attend Quality Assurance Seminars and Workshops and compiling the UNISSULA Quality Management Book, and the UNISSULA Quality Assurance Institute (LPJM) was officially established on July 1 2005 based on UNISSULA Chancellor's Decree No. 2973/E/SA/VI/2005. Then in 2007 SK No. 1748/A. 3/SA/IV/2007 concerning the Determination and Enforcement of UNISSULA Quality Assurance System Guidelines. In 2014 there were changes to the quality assurance system and structure which were based on Chancellor's Regulation Number: 061/E/SA/III/2014, concerning quality policy which regulates the quality assurance organizational structure and work procedures of the Quality Assurance Unit.

The development of regulations regarding the Quality Assurance System is taking place quickly, and UNISSULA strives to continuously update the system. With the existence of Permenristekdikti No. 61 of 2016 concerning Higher Education Database, Permenristekdikti No. 62 of 2016 concerning the Higher Education Guarantee System, there have been changes to the rules regarding statutes, namely Permenristekdikti No. 16 of 2018 concerning Tata How to prepare the Statutes of Private Higher Education, as well as changes to Permenristekdikti No. 44 of 2015 concerning National Higher

Education Standards with amendments to Permenristekdikti No. 50 of 2018 concerning amendments to Permenristekdikti No. 44 of 2015 concerning National Higher Education Standards. As well as the Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards, UNISSULA made adjustments to the 2014-2024 UNISSULA Strategic Plan and UNISSULA RENOP including the UNISSULA SPMI Policy document.

In order to implement governance towards good university government, UNISSULA is based on the Statutes ratified by the Sultan Agung Waqf Board Foundation (YBWSA) Number: 140/SK/YBW-SA/XII/2019 concerning the UNISSULA STATUTE and UNISSULA Strategic Plan 2014-2024. This Strategic Plan is used as a reference in preparing operational plans and Annual Budget Work Plans (RKAT), which are expected to provide direction and consistency in the implementation of UNISSULA's civil service over the next 5-10 years.

The government issued Law No. 12 of 2012 article 53 which states that quality assurance of Higher Education is a systemic activity to improve the quality of Higher Education in a planned and sustainable manner. The quality assurance system is carried out through establishing, implementing, evaluating, controlling and improving Higher Education standards as well as developing an internal quality assurance system. Permendikbud No. 3 of 2020 concerning SNPT and Permenristekdikti No. 62 of 2016 concerning SPMI, concerning the Internal Quality Assurance System, which mandates universities to carry out internal quality assurance in an effort to prepare for external quality assurance carried out by BAN PT or LAM as well as preparing a higher education database (PD Dikti) which is a database for implementing internal and external quality assurance.

With the above background and foundation, implementing quality assurance is a necessity in higher education institutions. In 2022 Unissula will try to re-compile the quality documents required in the administration of higher education. This document is a written document containing practical instructions regarding methods, steps, or procedures on how the Unissula Internal Quality Assurance System is implemented, evaluated, and improved continuously and sustainably, by all stakeholders and all units within the UNISSULA environment, so that it can guarantee the implementation of improving the quality standards of educational services through a continuous internal quality assurance cycle in accordance with existing laws and regulations.

1.2 Legal Basis for UNISSULA SPMI Policy

The legal basis for Unissula's Quality Management policy refers to:

1. Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.
2. Law no. 12 of 2012 concerning Higher Education.
3. Republic of Indonesia Government Regulation No. 48 of 2008 concerning Education Funding.
4. Republic of Indonesia Government Regulation No. 4 of 2014 concerning the Implementation of higher education and management of tertiary institutions.
5. Minister of Research, Technology and Higher Education Regulation No. 44 of 2015 concerning National Higher Education Standards.
6. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 2 of 2016 concerning amendments to the regulation of the Minister of Research, Technology and Higher Education number 26 of 2015 concerning registration of educators in tertiary institutions
7. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 32 of 2016 concerning Accreditation of study programmes and universities
8. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 61 of 2016 concerning Higher Education Database
9. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62 of 2016 concerning the Higher Education Quality Assurance System.
10. Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Higher Education Standards.
11. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 51 of 2018 concerning the establishment, changes and dissolution of state universities, and the establishment, changes and revocation of permits for private universities.
12. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 16 of 2018 concerning Guidelines for Preparing Procedures for Preparing Private Higher Education Statutes.
13. Permendikbudristek No. 186/M/2021 concerning Study Programmes

accredited by the Mandiri Accreditation Institute

14. National Accreditation Board for Higher Education Regulation No. 1 of 2022 concerning Accreditation Mechanisms.
15. Attachment to BAN-PT Regulation Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Higher Education Performance Reports, and Assessment Matrices in Higher Education Accreditation Instruments
16. Attachment to the National Accreditation Body for Higher Education Regulation Number 2 of 2019 concerning Guidelines for Preparing Self-Evaluation Reports and Guidelines for Preparing Study Programme Performance Reports in the Study Programme Accreditation Instrument - Attachment 1: Guidelines for Preparing Self-Evaluation Reports.
17. Attachment to the National Accreditation Board for Higher Education Regulation Number 5 of 2019 concerning Study Programme Accreditation Instruments.
18. UNISSULA Statutes 2019.
19. UNISSULA Strategic Plan 2014-2024.

CHAPTER II

UNISSULA VISION, MISSION, GOALS AND TARGETS

2.1 UNISSULA Vision

The leading Islamic university in building the khaira ummah generation, developing science and technology based on Islamic values, and building Islamic civilization towards a prosperous society blessed by Allah SWT within the framework of rahmatan lil'ālamīn.

2.2 UNISSULA Mission

Organising Islamic higher education in the context of Islamic da'wah which is oriented towards quality and universal equality by:

1. Reconstruct and develop science and technology (IPTEK) on the basis of Islamic values.
2. Educate and develop Islamic human resources at all levels of education in various fields of science in order to build a generation of khaira ummah, and cadres of tafaquh fiddin ulama, by prioritising moral nobility, with the highest standard of scholarly and expert qualities, ready to carry out the duties of community leadership and da'wah.
3. Developing community service in building Islamic civilization towards a prosperous society blessed by Allah SWT within the framework of rahmatan lil a'lamin.
4. Develop ideas and activities so that they are dynamically always ready to make institutional improvements in accordance with the results of reconstruction and development of science and technology, and community development.

2.3 UNISSULA's goals

1. Carrying out the process of reconstruction and development of science and technology based on Islamic values consistently and sustainably, in line with the development of community needs towards a prosperous society blessed by Allah SWT.
2. The formation of a congregation of Muslim warrior educators who are devout and tafaquh fiddin, with the highest quality of intelligence and expertise in universal equality, mastering the basic values of Islam for scientific disciplines, istiqomah in Carry out educational duties, carry out scientific work and carry out missionary leadership duties.

3. Implementation of higher education in various fields of science and technology needed by society at the Islamic bachelor's, master's, professional and doctoral levels and other higher education activities that are in line with the needs towards a prosperous society blessed by Allah SWT.
4. Producing a generation of *khaira ummah* and *tafaqquh fiddin* ulama graduates of higher education levels in various fields of science who have noble character, master science and technology to the highest standards, master English and/or Arabic, and information technology, ready to carry out leadership and *da'wah* duties.
5. The realisation of UNISSULA's participation and active role in building community welfare and the development of Islamic civilization, through intensive, high-quality and relevant studies and research, towards a prosperous society blessed by Allah SWT.
6. Organising intensive friendship with centres for the development of science and technology and Islamic culture, Islamic Studies and Islamic Centres throughout the world.
7. Organising self-evaluation and quality assurance processes regularly and continuously.
8. Implementation of an institutional improvement process that is consistent and in line with the results of knowledge reconstruction and science and technology development, self-evaluation and the dynamics of community development.

2.4 UNISSULA's targets

1. Increasing the number and quality of research in accordance with the reconstruction of science based on Islamic values and community needs.
2. Increasing the number and quality of publications resulting from scientific reconstruction through various national and international media.
3. Obtaining awards, intellectual property rights (IPR) and royalty rights for research results and/or inventions at national and/or international levels.
4. Availability of lecturers and educational staff who are devoted, *tafaqquh fiddin*, professionals with high quality intelligence and expertise.
5. The realisation of a competency-based educational programme curriculum in accordance with the results of the reconstruction of knowledge based on Islamic values.
6. Implementation of an Islamic and international standard learning process.
7. Producing graduates with *tafaqquh fiddin*, noble character, quality according to UNISSULA graduate competency standards at national and international levels.

8. The realisation of a society that practices Islam in various aspects to build Islamic Civilization.
9. Implementing UNISSULA's active role in resolving social problems in the context of increasing welfare.
10. The realisation of UNISSULA as an institution that has a wide collaboration network with various institutions at home and abroad.
11. Achieving better accreditation of institutions and study programmes at national and international levels.
12. The realisation of UNISSULA as a centre for Islamic higher education.
13. Implementation of education management at the unit, study programme and university level.
14. The realisation of an Islamic leadership and management system.
15. Realising the development of financing, infrastructure and information systems.
16. Development of libraries, laboratories, integrated laboratories, studios and teaching hospitals.

CHAPTER III

PURPOSE OF THE SPMI POLICY DOCUMENT AND SCOPE

4.1 Purpose of SPMI Policy Document

The purpose of the UNISSULA SPMI Policy Document is to:

1. Basic understanding, design and implementation of Higher Education SPMI in the provision of higher education at UNISSULA.
2. Fulfilment and compliance with applicable laws and regulations in a systemic and sustainable manner so that a culture of quality grows and develops at UNISSULA.
3. Means for disseminating and communicating the SPMI that applies within UNISSULA to all stakeholders
4. The basis and direction for establishing all UNISSULA SPMI Manuals and Standards, as well as the basis for improving UNISSULA's quality.
5. Proof that UNISSULA has the SPMI Document and is implementing SPMI.

4.2 Scope and Applicability of SPMI Policy

UNISSULA's SPMI policy covers all aspects of the administration and management of UNISSULA, including academic and non-academic aspects. The scope of the Internal Quality Assurance System policy is a derivation of the quality assurance system that has been established by the government through the National Higher Education Standards (SN Dikti). The UNISSULA Internal Quality Assurance System is carried out with the aim of guaranteeing the fulfilment of Higher Education standards in a systematic and sustainable manner so that a culture of quality grows and develops at UNISSULA. These standards have exceeded the National Higher Education Standards (SN Dikti) which are the minimum standards, both in terms of quantity and quality. To be able to exceed the National Higher Education Standards, UNISSULA sets UNISSULA academic and non-academic standards. SPMI is related to Educational Standards and their derivatives, grouped into Academic Standards including educational standards, research standards, and community service standards. The non-academic standards include: vision and mission standards, quality assurance standards, cooperation standards, academic atmosphere standards, Islamic academic culture standards (BudAI), student and alumni standards, and information systems, as well as welfare which are expected to support these academic standards.

Implementation of the Internal Quality Assurance System, including activities for determining, implementing, evaluating, controlling and improving standards. The

database in implementing the Internal Quality Assurance System is the information system at UNISSULA whose data is integrated with data reported on the Higher Education Data Base (PD Dikti). This database will also be verified as a basis for assessing the External Quality Assurance system carried out by BAN-PT or LAM PT including other related institutions to determine the Accreditation rating. Therefore, the Internal Quality Assurance System must be integrated with the UNISSULA Higher Education Data Base (PD Dikti), which is expected to exceed the National Higher Education Standards both in quantitative and qualitative terms to be able to produce superior accreditation ratings for institutions and study programmes which is the hope of UNISSULA's vision, mission and goals that have been set as well as the implementation of a quality culture at UNISSULA.

The SPMI policy is valid for 5 years. This SPMI policy takes effect from 2022 and can be reviewed at least every 5 years in accordance with developments in the needs of internal and external stakeholders.

CHAPTER IV

UNISSULA SPMI POLICY OUTLINE

4.1 SPMI Principles and Principles

Internal Quality Assurance at UNISSULA always prioritizes the following principles:

1. Do your best (fastabihkul khairat)

This principle refers to the principle of trust (credibility, QS. Al-Mukminun 8 and Al-Ahzab 72), the management of educational institutions is a trust from Allah which is the obligation of all academics to secure that trust to achieve UNISSULA's vision, mission and goals. To do the best we also adhere to the principle of quality (be the best, be the best, Q. S. Al-Baqarah 148 and Al-Maidah 48), all educational activities must be oriented towards the best quality, therefore the process must be carried out well

2. Prioritise truth and honesty

The implementation of the quality assurance system must be based on the principle of honesty (shidiq, reliability, Q. S. Al-Taubah 119 and Al-Ahzab 70), where every academic member is required to act honestly in various academic and non-academic activities, both in learning, teaching, exams, assessments, research, service, service and in all circumstances.

3. Professional Principles and Responsibilities

The implementation of an internal quality assurance system must also be based on the principle of responsibility (mas'ulliyah, accountability, Q. S. Al-Anbiya' 23 and Al-Isra' 36), meaning that all activities carried out in the provision of education must be accountable before humans and before God.

4. Oriented to internal and external stakeholders

The implementation of quality assurance must be accountable for internal and external interests. This means that the implementation of quality assurance is not only for UNISSULA's internal interests but also for the interests of many people. Therefore, deliberation (tasyawur, conseil, consultation) is needed (Q. S. Al-Shura 38 and Ali Imran 159). As a form of openness, everything must be discussed, especially for decision making. Policies and decisions that have implications for many people. On the other hand, the implementation of SPMI must also be able to provide justice both internally and externally, the principles of justice (namely, justice, Q. S. Al-Maidah 8). Justice in quality assurance means that educational management can provide benefits to internal and external stakeholders as well as the main stakeholder, namely Allah SWT.

5. Participative and collegial

Implementation of the Quality Assurance System also refers to the principle of participation (cooperation). The principle of cooperation (ta'awun, cooperation, Q. S. Al-

Maidah 2), means that managing education is a big task that must be carried out in collaboration with various parties, both internally and externally. For this reason, UNISSULA always opens itself to all parties to work together to advance education. On the other hand, SPMI implementation must also be managed based on collegial (togetherness) principles. The Principle of Togetherness (Q. S. Ali Imran 103, Q. S. Al-Taubah 71), means that all components, both the teaching congregation and the UNISSULA institutional management congregation must have joint responsibility towards the vision and mission and goals that have been set together.

The UNISSULA Internal Quality Assurance System Implementation Principles are as follows:

a. Autonomous

SPMI UNISSULA was developed and implemented autonomously or independently by UNISSULA, both at the Study Programme Management Unit/Faculty, Unit, Bureau, Institution and University level.

b. Standardised

SPMI UNISSULA uses National Higher Education Standards (SN Dikti) set by the Minister of Education and Culture and Higher Education Standards set by UNISSULA in both academic and non-academic fields.

c. Accuracy

SPMI UNISSULA uses accurate data and information on the UNISSULA Higher Education Database (PD Dikti), which is a database that is the basis for internal quality assurance and external quality assurance (Accreditation) assessments.

d. Planning and Sustainability

SPMI UNISSULA is implemented using 5 (five) quality assurance steps, namely Determination, Implementation, Evaluation, Control and Improvement of UNISSULA Higher Education Standards which have been determined and form a cycle.

e. Documented

All steps in the UNISSULA SPMI cycle are documented systematically.

4.2 SPMI objectives

The internal quality assurance system policy (quality policy) of Sultan Agung Islamic University Semarang is prepared and documented in writing with the following objectives:

1. Fulfilment and compliance with applicable laws and regulations in a systemic and sustainable manner so that a culture of quality grows and develops at UNISSULA.
2. As a form of transparency and public accountability as well as a means to achieve UNISSULA's vision and mission.

3. As a means of meeting the needs of UNISSULA stakeholders.
4. As a medium for communicating and socializing to the entire academic community and UNISSULA education staff about the internal quality assurance system that applies within UNISSULA (the concept, structure, mechanism and organisation of SPMI UNISSULA).
5. As a basis for preparing SPMI manual documents, SPMI standard documents, and SPMI form documents.
6. As a document prepared as authentic evidence that Sultan Agung Islamic University (UNISSULA) Semarang has established, implemented, evaluated, controlled and improved the standards of the internal quality assurance system in its environment as required according to statutory regulations.

4.3 SPMI Management

In implementing the Internal Quality Assurance System (SPMI), Sultan Agung Islamic University (UNISSULA) Semarang refers to the principle of continuous quality improvement (continues improvement). The SPM Dikti mechanism begins with UNISSULA Implementing SPMI through a cycle of activities abbreviated as PPEPP, which consists of:

1. Determination (P) of UNISSULA Higher Education Standards, namely Preparing and determining all SPMI Documents, namely SPMI Policy Documents, SPMI Manual Documents, Standard Documents in SPMI, and Form Documents used in SPMI;
2. Implementation (P) of UNISSULA Dikti Standards, namely implementing the contents of all SPMI documents that have been prepared and determined through activities to fulfil standards or measures consisting of academic and non-academic standards that refer to SN Dikti and UNISSULA Standards set by YBWSA.
3. Evaluation (E) of the implementation of UNISSULA Higher Education Standards, namely assessing the conformity between the implementation of the standards and the standards that have been set. The objects evaluated are processes, procedures, results and impacts. SPMI evaluation can be obtained from internal Quality Audit activities, Self-Evaluation Reports and Customer Satisfaction Surveys.
4. Control (P) UNISSULA Higher Education Standards, namely corrective action or improvement of standards in the form of standard cause analysis activities or measures consisting of academic and non-academic standards which refer to the Higher Education SN and Higher Education Standards set by UNISSULA which are not achieved so that corrective/corrective actions are taken.
5. Improving (P) Higher Education Standards, namely activities to improve the SPMI plan and the implementation of SPMI according to the corrections that have been made, so that SPMI is increasingly able to realise a culture of quality in higher

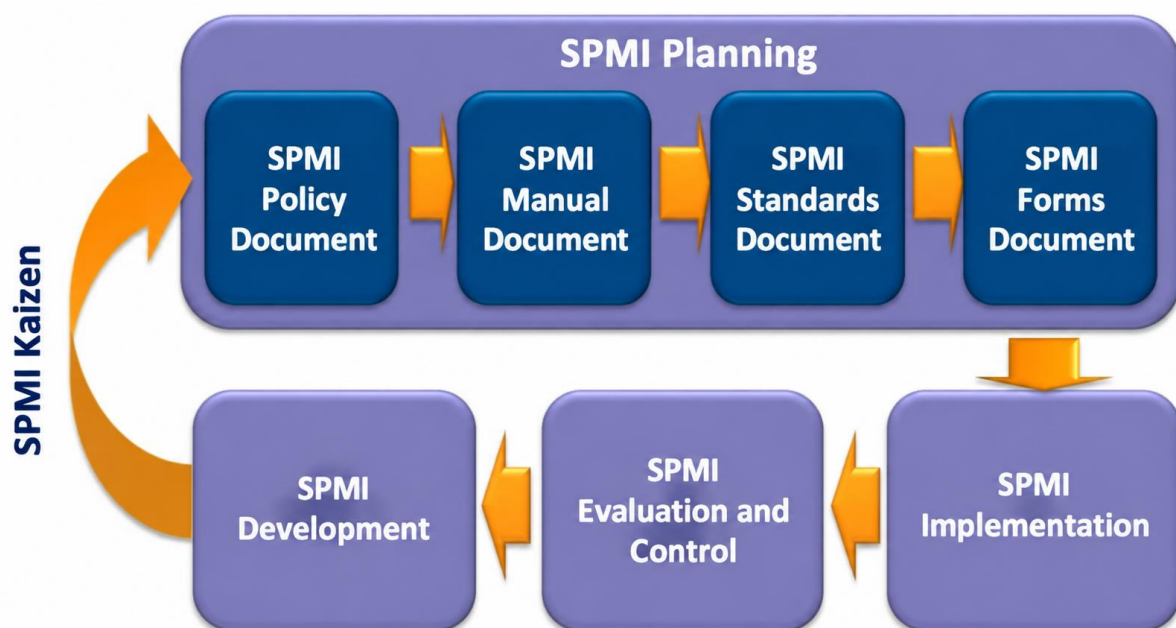
education. The form of activity is improving standards or measures consisting of SN Dikti and Higher Education Standards so that they are higher than standards or measures consisting of academic and non-academic standards which refer to SN Dikti and Higher Education Standards set by UNISSULA.

By managing UNISSULA by referring to these principles, UNISSULA has carried out activities that are oriented and based on quality assurance. By implementing this Internal Quality Assurance System, it is hoped that all components, both leadership and other academics, must consistently strive to achieve quality in all aspects, namely the input, process, output and outcomes aspects that have been determined by UNISSULA. The core of the Internal Quality Assurance System is the existence of Higher Education Standards which function as benchmarks for assessing quality Implementation of education at UNISSULA. Thus, the implementation of SPMI at UNISSULA will require all components at UNISSULA to work based on the established Higher Education Standards. Efforts must be made to fulfil all these Higher Education Standards by leaders, lecturers, education staff and students. The implementation of Higher Education Standards is then followed by an evaluation of the implementation of Higher Education Standards which in turn will be followed up with control activities and then ends with activities to improve Higher Education Standards (or what is called kaizen). The stages above sequentially form a SPMI cycle which always moves dynamically and continuously in an upwards direction, namely towards continuous quality improvement.

The SPMI implementation cycle starts from the first stage, namely establishing Higher Education Standards to the fifth stage, namely increasing Higher Education Standards, which is the subject of discussion in the Internal Quality Assurance System. These five stages are always applied to all Higher Education Standards in SPMI. The cycle speed for each standard and each study programme varies depending on the performance of each and the duration of each higher education standard. The duration of each can last one week, one month, one semester or it can also be one year or even up to 5 years.



SPMI cycle image



SPMI Implementation Image

4.4 UNISSULA SPMI Strategy

UNISSULA's strategy in implementing SPMI is as follows:

1. Determine the quality assurance organisation and its personnel.
2. Determining a Quality Management System.
3. Designing SPMI Documents.
4. Actively involving the entire academic community including education staff in the UNISSULA SPMI (PPEPP) cycle in a planned and sustainable manner.
5. Involving external stakeholders, including professional organisations, the business world, central and regional governments, graduate users and others, especially in the

UNISSULA Standards setting stage.

6. Conduct socialization of SPMI documents and systems as well as SPMI training in a planned and structured manner to stake holders.
7. Conduct Internal Quality Audits in both academic (Education, research and community service) and non-academic fields (UNISSULA Vision and Mission Standards, quality assurance standards, cooperation standards, academic atmosphere standards, Islamic academic culture standards, student and alumni standards, information system standards).
8. Conduct an Internal Quality Audit by a certified Auditor and must be attended by the person in charge of the management (auditee).
9. Before carrying out the Internal Quality Audit, the Chancellor strengthened the implementation of AMI by inviting all UNISSULA internal stakeholders to the AMI opening meeting and at the end of the AMI implementation, an AMI closing meeting was held which contained the schedule for implementing the RTM at the faculty and Institution/Bureau/Unit/Unit level.
10. The Internal Quality Audit is carried out by LP3M in the academic and non-academic fields once a year in accordance with the annual audit plan.
11. Implementation of Internal Quality Audits and reporting of results is carried out by LP3M to the Chancellor of UNISSULA.
12. LP3M can audit the UNISSULA leadership area (Vice Chancellor I, Deputy Chancellor II and Deputy Chancellor III) through an order/assignment letter from the Chancellor.
13. The results of the Internal Quality Audit for the implementation of Higher Education Standards are used as the basis for UNISSULA Standard Control actions.
14. The results of the implementation and evaluation of SPMI UNISSULA are used to improve UNISSULA Standards towards a culture of quality.

4.5 Organising SPMI UNISSULA

The following is a description of the organizational structure, main tasks and functions of the UNISSULA SPMI Unit as follows:

1. The quality assurance organisation at the university level consists of the Sultan Agung Waqf Foundation, the UNISSULA Senate, the UNISSULA Chancellor and the Institute for Educational Development and Quality Assurance.
2. The Sultan Agung Waqf Foundation (YBWSA) is a legal entity providing private higher education with members as a general chairman, deputy general chairman, general secretary, and supervisory body. YBWSA's task related to quality assurance is to determine the UNISSULA SPMI Document.

3. The University Senate is the highest normative and representative body at UNISSULA, consisting of Professors/Professors, University Leaders, Deans, Deputy Deans.
- One or the Faculty secretary and deputy Faculty lecturer as determined by the Chancellor's decision. The duties of the University Senate related to quality assurance include:
- a. Approve the Internal Quality Assurance System and UNISSULA development;
 - b. Approve the UNISSULA Internal Quality Assurance System Document
 - c. Supervise the implementation and management of tridharma activities.
 - d. Supervise the implementation of the college management system.
 - e. Provide considerations in opening, developing, merging and/or closing faculties/study programmes at UNISSULA.
 - f. Supervise the coaching and career development of lecturers and employees.
 - g. Ratify the code of ethics for the academic community proposed by the chancellor and supervise its implementation.
 - h. Supervise the implementation of lecturer performance assessment policies.
 - i. Supervise the implementation of UNISSULA's quality assurance policy by referring to national higher education standards (SNPT).
4. The head of the University is the Chancellor who is assisted by the Vice Chancellors. University leaders are responsible for organising education, research and community service. The Chancellor establishes regulations, rules and benchmarks for the implementation of academic and non-academic activities in general. The Chancellor appoints the heads of Faculties/Institutions/Bureaus/UPT/Units and heads of units under them. The Chancellor's duties in quality assurance include:
- a. Establishing a Quality Assurance Institute to implement SPMI UNISSULA.
 - b. Request approval from the university senate for the UNISSULA SPMI Document.
 - c. Request YBWSA approval of UNISSULA SPMI Documents.
 - d. Ensuring the implementation of SPMI Unissula standards:
 - 1) Preparation for implementing standards in SPMI.
 - 2) Socialization of standards in SPMI.
 - 3) Preparation of standard implementation documents in SPMI.
 - 4) Implementation of standards in SPMI.
 - 5) Conduct university level management review meetings based on the results of internal audit reports.
 - 6) Follow up on findings.
 - 7) Ratify Faculty quality documents

The Institute for Educational Development and Quality Assurance (LP3M-UNISSULA)

- is responsible for preparing and compiling policies, Manuals and Quality Standards in accordance with applicable laws and regulations and in line with Islamic academic culture on the UNISSULA campus. The preparation and drafting of quality forms (guidelines, SOPs, activity implementation forms or other things) is submitted to faculties, study programmes, units/institutions/units/bureaus in accordance with their respective main tasks and functions.
5. The scope of work of the Educational Development and Quality Assurance Institute, abbreviated as LP3M, is academic and non-academic, including academic, vocational and professional education (study programmes and management units), institutions/units/bureaus/council Ethics/Unit. LP3M together with the Internal Supervisory Unit (SPI) coordinates the implementation of non-academic audits. LP3M is tasked with:
 - a. Plan and implement and control the overall quality assurance system at UNISSULA.
 - b. Carrying out public tests and socializing quality standards.
 - c. Create the tools needed to implement the quality assurance system.
 - d. Monitor the implementation of the quality assurance system.
 - e. Conduct audits and evaluations of the implementation of the quality assurance system.
 - f. Controlling and improving UNISSULA quality standards
 - g. Report regularly on the implementation of the quality assurance system to university leadership to be discussed in management review meetings for follow-up.
 - h. Planning and compiling Institutional Accreditation Instruments.
 - i. Facilitate the process of study programme accreditation and international accreditation.
 6. LP3M carries out service functions in terms of:
 - a. *Training, consultation, mentoring and collaboration in the field of quality assurance, both internal and external.*
 - b. Improved quality assurance information system.
 - c. Development and implementation of a quality assurance system that is in accordance with Islamic academic culture.
 - d. Development and implementation of internal quality audits.
 - e. Assisting in the preparation of accreditation instruments and study programme accreditation visits.
 7. The Chancellor as the person responsible for the quality of UNISSULA higher education appoints the Head of LP3M who is appointed by the Chancellor's Decree to develop and implement the Quality Assurance System at UNISSULA.
 8. The Dean, as the person responsible for the quality of higher education at the faculty

- level, appoints the Chair, secretary of the Quality Assurance Unit (UPM) and/or can appoint the Faculty Internal Quality Audit Programme Manager (MP-AMI) as determined by the Chancellor's Decree to develop and implement a Quality Assurance System at the faculty level to be reported to the Dean and LP3M.
9. The Head of Study Programme as the person responsible for the quality of higher education at the Study Programme level, appoints the Chair and secretary of the Quality Assurance Group (GPM) which is determined by the Chancellor's Decree to develop and implement the Assurance System Quality at the Study Programme level to be reported to the Head of Study Programme, Dean, UPM and LP3M.
 10. Institutional level, the Head of the institution is responsible for developing a Quality Assurance System in the institution based on the UNISSULA Quality Policy and its implementation instructions. The Head of Division or Secretary of the institution is responsible for implementing the Quality Assurance System at the institutional level.
 11. UPT level, the Head of UPT is responsible for developing a Quality Assurance System at the UPT level based on the UNISSULA Quality Policy and its implementation instructions. The UPT Secretary is responsible for implementing the Quality Assurance System at the UPT level.
 12. Bureau Level, the Head of Bureau is responsible for developing a Quality Assurance System at bureau level based on the UNISSULA Quality Policy and its implementation instructions; and the Head of Department is responsible for implementing the Quality Assurance System at the department level.
 13. RSIGM SA level, the RSIGM SA Director is responsible for developing a Quality Assurance System at the RSIGM SA level based on the UNISSULA Quality Policy and its implementation instructions; and Head of the RSIGM SA Board is responsible for implementing the Quality Assurance System at RSIGM SA.
 14. In monitoring the achievement of performance indicators and archiving quality documents, activities that refer to performance indicators, the Head of LP3M is assisted by the Head of Internal Quality Assurance and the Head of Data Management Sub-Division.
 15. In monitoring and evaluating data at PDDIKTI, the Head of LP3M coordinates with the Head of the Academic Administration Bureau and the Head of the PDDIKTI Sub-Division.
 16. In evaluating the implementation of SPMI, the Head of LP3M is assisted by the Head of Internal Quality Assurance who is also the Internal Quality Audit Programme Manager (MP-AMI).
 17. MP-AMI University is responsible for carrying out academic and non-academic quality audits to ensure compliance with the implementation of academic and non-academic

standards at the institutional/bureau/unit/faculty/study programme level. The duties of the University's MP-AMI are:

- a. Forming a team of internal auditors that is authorised by the Chancellor's Decree with a period of assignment once a year or can be reviewed as needed.
- b. Coordinate the implementation of internal quality audits with Faculties/Prodi, heads of institutions/units/bureaus/ethical boards/units, heads of UPM and GPM.
- c. Provide direction to the audited area and the internal audit team.
- d. Monitor and evaluate the implementation of internal quality audits.
- e. Provide AMI implementation reports to the Head of LP3M

18. Faculty Quality Assurance Organizational Structure and Its Duties in SPMI
Implementing Academic Quality Activities at the Faculty level consists of the Faculty Senate, the Dean assisted by the Deputy Dean, while the Quality Assurance Organisation is carried out by the Quality Assurance Unit/UPM.

- a) The Faculty Senate is the highest normative body within the Faculty which has the authority to outline university policies and regulations.
- b) The Faculty Senate consists of Professors/Professors, Deans, Deputy Deans/Faculty Secretaries, and Heads of Diploma Three (D3), Bachelor (S1)/Professional/Masters (S2)/Doctoral (S3) Study Programmes; and Deputy Lecturer.
- c)

The duties of the Faculty Senate related to quality assurance are:

- 1) Formulating policies and faculty academic development;
- 2) Provide approval to academic provisions proposed by the Dean and supervise their implementation regarding the following matters:
 - a) Study programme curriculum;
 - b) Competencies of study programme graduates
 - c) Academic guidelines, faculty academic regulations and rules;
- 3) Supervise the implementation of BudAI in the faculty;
- 4) Approve and supervise the faculty's academic quality assurance policy referring to the UNISSULA SPMI Policy;
- 5) Supervise the implementation of lecturer performance assessment policies;
- 6) Give approval to the Dean in proposing the position of academic assistant expert and lecturer;
- 7) Providing academic considerations for Dean candidates to the Chancellor;
- 8) Proposing a lecturer representative to become a member of the University Senate;
 - a) The Dean is responsible for academic and non-academic activities as well as

improving the quality of management in the Faculty. In carrying out his responsibilities, the Dean is assisted by the Deputy Dean. The Dean is responsible for quality assurance :

- (1) Together with the faculty senate, they determine the faculty's internal quality assurance system policy referring to the SPMI UNISSULA policy.
 - (2) Ensuring and developing a quality culture at the faculty level.
 - (3) Provide an assessment of the performance of the Deputy Dean/Faculty Secretary, Chair/Secretary of the Study Programme, lecturers and employees in their work environment.
 - (4) Creating an Islamic Academic Culture in the Faculty.
 - (5) Realising organizational performance and administrative systems that demonstrate loyalty, integrity, transparency, proportionality, professionalism and accountability.
 - (6) Prepare a self-evaluation report and submit it to the Chancellor every year.
- b) The Dean receives the internal quality audit report (including requests for corrective action/PTK) from the Faculty AMI results. The Dean can ask the faculty's internal auditor team to conduct an audit outside the SPMI cycle. The Dean coordinates follow-up on the PTK, improves the system according to the PTK by holding quality management review meetings with all leaders within the Faculty involving UPM and the Quality Assurance Group (GPM).
 - c) The Dean conducts a Management Review Meeting (RTM) at the faculty level with the assistance of the head of UPM. Faculty RTM results are reported in University Level RTM.
 - d) Quality Assurance Unit consisting of a chairman, secretary and several members. UPM was formed with a Chancellor's Decree with a period of assignment 5 years or can be reviewed as needed.
 - e) The Head of the Quality Assurance Unit is tasked with carrying out SPMI activities at the Faculty level.
 - f) In evaluating the implementation of the Faculty SPMI, the head of the Faculty UPM can be assisted by the University's MP AMI or the Faculty's Internal Quality Audit Programme Manager (MP-AMI).
 - g) In carrying out its duties, the Quality Assurance Unit consults and coordinates with LP3M at the university level. The form of consultation and coordination between UPM and LP3M is in the form of assistance in the preparation of policies, manuals, quality standards and forms, as well as the implementation and reporting of Internal/External Quality Audits in the Faculty.
 - h) The Faculty's internal audit team can carry out internal audits in study

programmes and units within the Faculty

- i) The Quality Assurance Unit has the task of developing a quality assurance system Which includes, Among others:
 - (1) Translation of University SPMI Policy into Faculty SPMI Policy.
 - (2) Elaboration of the University SPMI Manual into the SPMI Manual according to Faculty SPMI Standards (Academic and Non-Academic).
 - (3) Elaboration of SPMI Standards including SOPs and forms according to the needs of the Faculty or Study Programme by considering the needs of external stakeholders (government regulations, professional organisations, users, etc.).
 - (4) Socialization of the quality assurance system in the Faculty.
 - (5) Implementing established quality standards.
 - (6) Carry out monitoring and evaluation of the implementation of quality standards in the faculty periodically at least once a year.
 - (7) Carry out quality standard control in the faculty.
 - (8) Improving faculty quality standards based on SPMI Faculty and University evaluation results.
 - (9) Updating quality documents by sending quality documents for review by the university LP3M and sending final documents to LP3M via email spm@unissula.ac.id.

4.6 Study Programme Quality Assurance Organizational Structure

- a. The Head of the Study Programme is responsible for:
 - 1) The preparation of Study Programme Specifications refers to the UNISSULA graduate competency standard book contained in the curriculum book.
 - 2) Preparation of Procedure Manuals, SOPs/Work Instructions and forms that are in accordance with Academic standards, Academic Manuals and Study Programme Level Procedure Manuals which refer to SPMI policies, manuals and standards of faculties and universities.
 - 3) Implementation of Academic Standards in accordance with Study Programme Specifications, Academic Manual and Work Instructions.
 - 4) Monitoring and Evaluation of the implementation of Academic Standards.
 - 5) Controlling the Implementation of Academic Standards.
 - 6) Actions to improve the implementation of Academic Standards.
 - 7) Continuous improvement of Academic Standards
- b. The Study Programme has a Quality Assurance Group (GPM) which was formed by the Chancellor's Decree with a assignment period of 5 years or can be

reviewed as needed.

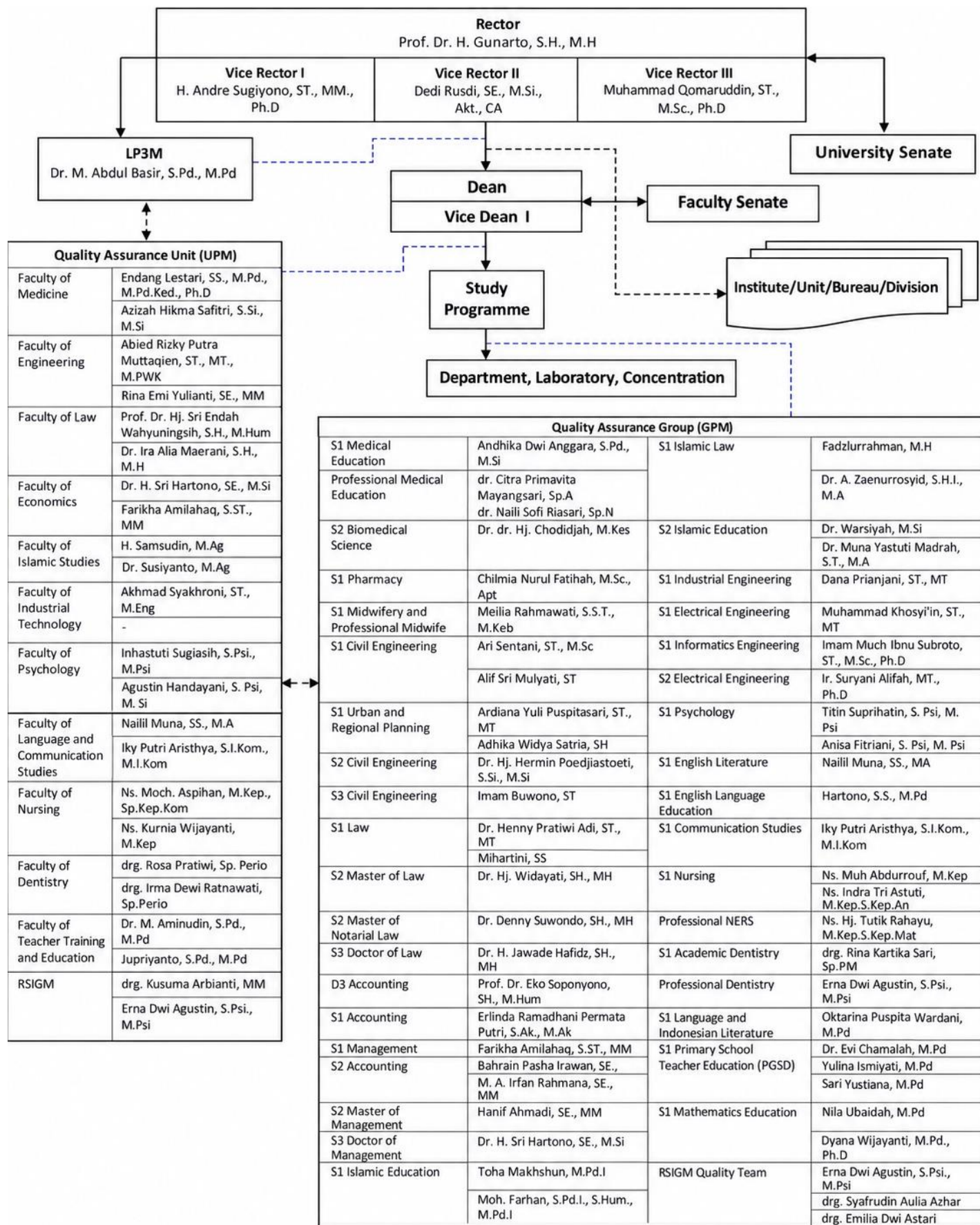
- c. In carrying out these responsibilities, the Head of the Study Programme is assisted by the Quality Assurance Group which consists of at least 1 head of GPM.
- d. Chair of the GPM study programme whose duties are:
 - 1) Evaluate educational and learning activities.
 - 2) Monitoring and evaluating curriculum and learning methods.
 - 3) Prepare a report on the results of the learning process evaluation
 - 4) Discuss and follow up on evaluation results reports.
 - 5) Together with the Head of Study Programme, they make a regular self-evaluation of the study programme once a year.
 - 6) Report the results of the study programme self-evaluation to the dean and provide a copy to UPM Faculty and LP3M University.
- e. In carrying out its duties, the Quality Assurance Group consults and coordinates with UPM at the Faculty level. The form of consultation and coordination between UPM and GPM is in the form of assistance in preparing SOPs and quality forms, as well as implementing and reporting Internal Quality Audits in Study Programmes.

4.7 Quality Assurance Organisation of Institutions, Units, Bureaus and Units

- a. Heads of Institutions, Units, Bureaus and Units are responsible for:
 - 1) The preparation of internal quality assurance system policies for Institutions, Units, Bureaus and Units according to their levels refers to the UNISSULA SPMI Document.
 - 2) Preparation of Procedure Manuals, SOPs/Work Instructions and forms as well as related guidelines/guidelines that are in accordance with the UNISSULA SPMI Document.
 - 3) Implementation of related academic and non-academic standards in accordance with the main tasks and functions of institutions, units, bureaus and units.
 - 4) Monitoring and evaluating the implementation of related academic and non-academic standards.
 - 5) Controlling the implementation of related academic and non-academic standards.
 - 6) Corrective actions and increased implementation of related academic and non-academic standards.
- b. Heads of Institutions, Units, Bureaus and Units have the following duties:
 - 1) Ensuring and developing a quality culture through the PPEPP cycle at the Institution, Unit, Bureau and Unit levels.
 - 2) Realising an Islamic Academic Culture at the Institution, Unit, Bureau and

Unit level.

- 3) Realising organizational performance and administrative systems that demonstrate loyalty, integrity, transparency, proportionality, professionalism and accountability.
 - 4) Prepare and report a self-evaluation and submit it to the Chancellor and provide a copy to the University's LP3M at least once a year.
 - 5) Discuss and follow up on self-evaluation reports.
- c. In carrying out their duties, Heads of Institutions, Units, Bureaus and Units consult and coordinate with LP3M UNISSULA. The form of consultation and coordination is in the form of assistance in preparing SOPs and quality forms, as well as implementing and reporting monitoring and evaluation in Institutions, Units, Bureaus and Units.
- The position of the Quality Assurance Organ in the organizational structure at the university level and faculty level can be explained as in the following picture:



SPMI UNISSULA Organizational Structure Chart

4.8 UNISSULA SPMI Standard Document

Academic Standards

- A.1.1. Graduate Competency Standards
- A.1.2. Learning Content Standards
- A.1.3. Learning Process Standards
- A.1.4. Learning Assessment Standards
- A.1.5. Standards for Lecturers and Education Personnel
- A.1.6. Standards for Learning Facilities and Infrastructure
- A.1.7. Learning Management Standards
- A.1.8. Learning Financing Standards
- A.1.9. Independent Campus Learning Standards
- A.1.10. Past Learning Recognition Standards
- A.2.1. Research Results Standards
- A.2.2. Research Content Standards
- A.2.3. Research Process Standards
- A.2.4. Research Assessment Standards
- A.2.5. Researcher Standards
- A.2.6. Standards for Research Facilities and Infrastructure
- A.2.7. Research Management Standards
- A.2.8. Research Funding and Financing Standards
- A.3.1. Standards for Community Service Results
- A.3.2. Community Service Content Standards
- A.3.3. Community Service Process Standards
- A.3.4. Community Service Assessment Standards
- A.3.5. Standards for Implementing Community Service
- A.3.6. Standards for Facilities and Infrastructure for Community Service
- A.3.7. Community Service Management Standards
- A.3.8. Standards for Funding and Financing Community Service

Non-Academic Standards

- NA. 1. Standards for Vision, Mission, Goals,
Targets
- NA. 2. Quality Assurance Standards

NA. 3. Cooperation Standards

NA. 4. Standards for Academic

Atmosphere NA. 5. Standards for Islamic

Academic Culture NA. 6. Standards for

Students and Alumni NA. 7. Standards for

Welfare

NA. 8. Information System Standards

Each established SPMI Standard is accompanied by a Standard Operating Procedure (SOP) and Form. SOP is a mechanism that must be followed to carry out an activity or a process from all the contents of the SPMI Standards that have been determined. SOPs are created to detail ways or methods to meet established standards.

SOPs are prepared in order to increase the effectiveness of the performance of all work units in carrying out activities in accordance with the established SPMI Policy and SPMI Standards and as a means of communicating the implementation of activities in accordance with the established SPMI Policy and SPMI Standards, as well as to carry out assessments of processes and control activities.

SOPs are prepared in the form of a guidebook that is adapted to its intended purpose for the purposes of implementing the SPMI Standards so that all work units at the University, Faculty, Postgraduate Programme, Institution, UPT and Bureau levels understand what must be done to control the SPMI Standards that have been set so that the contents of the SPMI Standards are met.

4.9 Key Performance Indicators and Achievement Targets

No	Performance Indicators	Based Line (2021)	Year					
			2022	2023	2024	2025	2026	2027
1	Number of publications in international journals Reputable	45%	50%	55%	60%	65%	70%	75%
2	Number of downstream products to industry	0	0	0	1	1	2	2
3	Number of professors	20	30	50	70	90	100	100

No	Performance Indicators	Based Line (2021)	Year					
			2022	2023	2024	2025	2026	2027
4	The absorption of graduates in the world of work	60%	65%	75%	80%	85%	90%	95%
5	On-time graduation rate	85%	87%	89%	91%	93%	95%	100%
6	Number of new students	100%	100%	100%	100%	100%	100%	100%
7	Superior accreditation rating Study programme	65%	70%	80%	85%	95%	100%	100%
8	Number of visits from external institutions to UNISSULA	10	15	20	25	30	35	40
9	Number of lecturer articles Which is cited	10%	11%	12%	13%	14%	15%	15%
10	Application of BuDAi	100%	100%	100%	100%	100%	100%	100%

CHAPTER V

LIST OF UNISSULA SPMI MANUALS

Determination Stage Manual

MAN/SA-LP3M/A-001 Designation Manual

1. Implementation Phase Manual

MAN/SA-LP3M/B-001 Manual Implementation Manual

2. Evaluation Phase Manual

MAN/SA-LP3M/C-001 Manual Evaluation Manual

3. Control Stage Manual

MAN/SA-LP3M/D-001 Manual Control Manual

4. Upgrade Stage Manual

MAN/SA-LP3M/E-001 Manual Upgrade Manual

CHAPTER VI

LIST OF TERMS

The list of terms and definitions of various terms contained in the UNISSULA Internal Quality Assurance System (SPMI) document is presented as follows.

1. The Internal Quality Assurance System (SPMI) is a systemic activity to improve the quality of higher education in a planned and sustainable manner.
2. The quality of higher education is the level of conformity between the implementation of higher education and the Higher Education Standards consisting of SNI and Higher Education Standards set by each tertiary institution.
3. The SPMI policy is an outline of how universities understand, design and implement SPMI in the provision of higher education so that a culture of quality can be realised at the university.
4. The SPMI Manual is a document that contains technical instructions on the methods, steps or PPEPP procedures for higher education standards on an ongoing basis by UNISSULA both at the Study Programme Management unit or study programme level and the institution/unit/bureau/unit.
5. SPMI Standards are documents containing various criteria, measures, benchmarks or specifications for each higher education implementation activity at UNISSULA to realise its Vision and Mission so that a culture of quality is realised.
6. A form is a written manuscript used in implementing the Standards in SPMI (Dikti Standards), and functions to record/record certain things or information or activities when the Standards in SPMI (Dikti Standards) are implemented.
7. Self-evaluation is an activity of each unit within UNISSULA periodically, to examine, analyse and assess its own performance over a certain period of time, in order to identify its weaknesses and deficiencies.
8. The UNISSULA SPMI Audit is a routine activity every academic year carried out by the Internal Auditor Team to examine the implementation of UNISSULA SPMI and evaluate whether all UNISSULA SPMI Standards have been achieved/fulfilled by each Unit/Bureau/Institution/Unit within the UNISSULA environment.

9. Internal auditors are individuals or a combination of several individuals who have obtained qualifications as internal auditors from credible institutions to carry out internal quality audit (AMI) activities.
10. Higher Education Data (PDDIKTI) is a collection of facts regarding the implementation of higher education which are used for the development of higher education.
11. The Internal Quality Audit Programme Manager (MP-AMI) is the internal quality audit manager at university level who is the coordinator of AMI implementation at UNISSULA.

CHAPTER VII

LINKAGE OF UNISSULA SPMI POLICY DOCUMENTS WITH OTHER DOCUMENTS AT UNISSULA

In an effort to achieve UNISSULA's vision and mission and fulfil existing statutory provisions, guidelines and rules are needed that can be used as an umbrella for the implementation of the necessary National Higher Education Standards (SN Dikti) and their derivatives and the UNISSULA Higher Education Standards and their derivatives that are in accordance with UNISSULA's Vision and Mission. The last two documents, although they contain matters related to SPMI, are not SPMI documents from a university. The relationship in question is that the last two documents also contain a number of standards which must serve as guidelines for establishing Higher Education Standards in higher education SPMI. Furthermore, these Higher Education Standards must be implemented, evaluated, controlled and improved in the higher education SPMI.

UNISSULA Higher Education Standards are prepared by referring to the 2011 UNISSULA Statute Article 69 concerning the Internal Quality Assurance System which is intended to guarantee academic services to students, transparency and accountability to the community and to encourage all parties/units within UNISSULA to work based on standards and strive for continuous quality improvement to achieve UNISSULA's vision, mission and goals. Based on this statute, UNISSULA also made adjustments to the 2014 – 2024 Strategic Plan which includes emphasising institutional and quality improvement through a Self-Evaluation, Quality Assurance and Accreditation Strategy, with activities: periodic self-evaluation of study programmes and institutions to meet national and ASEAN/international standards, development of a higher education quality assurance system which includes policies and tools, implementation, monitoring and evaluation, as well as follow-up, which is carried out systematically in all work units and increasing grades and ranking/quality of accreditation UNISSULA's institutions and study programmes are sustainable based on national accreditation standards, as well as the implementation of international standard accreditation.

The integration of the Internal Quality Assurance System documents with the

Statutes and Plan means that the implementation of SPMI UNISSULA can achieve the Vision, mission and goals that have been set through the UNISSULA Education Standards and National Education Standards (SN Dikti) as well as revising both academic and non-academic standards.

BIBLIOGRAPHY

Law of the Republic of Indonesia No. 20 of 2003 concerning the National Education System.

Law no. 12 of 2012 concerning Higher Education.

Republic of Indonesia Government Regulation No. 48 of 2008 concerning Education Funding.

Republic of Indonesia Government Regulation No. 4 of 2014 concerning the Implementation of higher education and management of tertiary institutions.

Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards.

Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No.

of 2016 concerning amendments to the regulation of the Minister of Research, Technology and Higher Education number 26 of 2015 concerning registration of educators in tertiary institutions

Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 32 of 2016 concerning Accreditation of study programmes and universities

Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 61 of 2016 concerning Higher Education Database

Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62 of 2016 concerning the Higher Education Quality Assurance System.

Regulation of the Minister of Education and Culture of the Republic of Indonesia No. 3 of 2020 concerning National Higher Education Standards.

Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 51 of 2018 concerning the establishment, changes and dissolution of state universities, and the establishment, changes and revocation of permits for private universities.

Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 16 of 2018 concerning Guidelines for Preparing Procedures for Preparing Private Higher Education Statutes.

Permendikbudristek No. 186/M/2021 concerning Study Programmes accredited by the Mandiri Accreditation Institute

National Accreditation Board for Higher Education Regulation No. 1 of 2022 concerning Accreditation Mechanisms.

Attachment to BAN-PT Regulation Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Higher Education Performance Reports, and Assessment Matrices in Higher Education Accreditation Instruments

Attachment to the National Accreditation Body for Higher Education Regulation Number 2 of 2019 concerning Guidelines for Preparing Self-Evaluation Reports and Guidelines for Preparing Study Programme Performance Reports in the Study Programme Accreditation Instrument - Attachment 1: Guidelines for Preparing Self-Evaluation Reports.

Attachment to the National Accreditation Board for Higher Education Regulation Number 5 of 2019 concerning Study Programme Accreditation Instruments.

UNISSULA Statutes 2019.

UNISSULA Strategic Plan 2014-2024.

YBWSA. (2016). Bismillah message, building a generation of khaira ummah. UNISSULA Pres.