

 <b>UNESA</b> <small>Universitas Negeri Surabaya</small>	<b>UNIVERSITAS NEGERI SURABAYA</b>	Code/Kode:
		Date/Tanggal:
	<b>SPMI POLICY</b>	Revision/Revisi:
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## INTERNAL QUALITY ASSURANCE SYSTEM POLICY

### UNIVERSITAS NEGERI SURABAYA

PROCESS	PERSON IN CHARGE			Date
	Name	Position	Signature	
1. Formulation		Chairman of PPM		
2. Inspection		Vice Rector of Acadec Affairs		
3. Approval		Chairman of the Senate		
4. Establishment		Rector		
5. Control		Chairman of PPM		

<p>Vision, Mission, University Goals</p>	<p><b>Vision of Universitas Negeri Surabaya</b>  Excelent in Education Strong in Science</p> <p><b>Mision Universitas Negeri Surabaya</b></p> <ol style="list-style-type: none"> <li>(1) develop educational science, teacher science, and prepare professional educators and educational personnel,</li> <li>(2) develop, apply, and disseminate non-educational science,</li> <li>(3) developing Unesa as an education center and scientific center based on the noble values of national culture,</li> <li>(4) developing and disseminating science, technology, arts, and / or sports to educate the nation while still upholding human values through the three pillars (tridharma) of higher education.</li> </ol> <p><b>Goals</b></p> <ol style="list-style-type: none"> <li>(a) increasing access and equitable distribution of education,</li> <li>(b) increasing the quality and relevance of graduates in the educational and non-educational fields,</li> <li>(c) improving the quality of academic, vocational and professional education programs in the fields of science, technology, arts and / or sports,</li> <li>(d) produce academic, vocational and professional staff that are superior and of character,</li> <li>(e) carry out comprehensive student development in order to increase the nation's competitiveness,</li> <li>(f) develop science, technology, arts and / or sports,</li> <li>(g) realizing a humanist academic climate, a transparent, accountable, responsive, and just institutional management system</li> </ol>
<p>Purpose of Policy Documents</p>	<p><b>The SPMI Policy Document is intended as:</b></p> <ol style="list-style-type: none"> <li>1. Material for determining all standards, manuals or procedures in SPMI in order to establish and improve SPMI in accordance with the applicable laws.</li> <li>2. Materials for communication to all stakeholders related to SPMI.</li> <li>3. Written evidence in the implementation of SPMI at the State University of Surabaya</li> <li>4. Ensuring that every learning process and educational services to students in the Unesa environment are carried out according to the established quality standards. If it is found that the standard is not suitable or there is a mismatch between the performance and the standard, the standard will be revised immediately.</li> <li>5. 5. Realizing transparency and accountability to the community, especially parents / guardians of students and users of graduates, regarding the implementation of education in accordance with established standards.</li> <li>6. Inviting all parties in the Unesa environment to work towards goals based on standards and continuously strive to improve quality.</li> </ol>
<p>Scope of Policy</p>	<p><b>The SPMI policy includes:</b></p> <p>8 National Higher Education Standards  8 Research standards  8 Community Service standards  11 internal standards of Universitas Negeri Surabaya</p>
<p>Parties Affected by</p>	<p>Vice Rector, Dean, Vice Dean, Postgraduate, Departments, Study</p>

Policy	Programs, LP3M, Institute for Research and Community Service, Bureau of Civil Service and Finance, Academic Bureau, Language Center, Libraries, and other university units.
Terms and Definitions	<ol style="list-style-type: none"> <li>1. Policy is a written statement that explains the thoughts, attitudes, views of the institution about a subject.</li> <li>2. SPMI = Internal Quality Assurance System</li> <li>3. Sistem Penjaminan Mutu Internal (SPMI) is a systemic activity of higher education quality assurance by each higher education institution independently to control and improve the implementation of higher education in a planned and sustainable manner.</li> <li>4. The SPMI Manual is a written guideline or document containing practical instructions on how to run / implement SPMI.</li> <li>5. The SPMI manual is a guide for determining,</li> <li>6. fulfill, evaluate, control, and develop or improve standards and guidelines (manuals) for internal stakeholders who must implement quality assurance mechanisms.</li> <li>7. Quality standards are established as benchmarks for assessment to determine and reflect the quality of academic administration at Unesa.</li> </ol>
Policy Details	<p><b>The entire academic community of Universitas Negeri Surabaya aims to:</b></p> <ol style="list-style-type: none"> <li>1. Guarantee that each student education service is carried out according to the predetermined standards, so that if it is found that the standard is not of good quality or that there is a deviation between the real condition and the standard, it will be corrected immediately;</li> <li>2. realizing transparency and accountability to the public, especially parents / guardians of students, regarding the implementation of education in accordance with the established standards;</li> <li>3. inviting all parties within the university to work towards goals based on standards and continuously strive to improve quality.</li> </ol> <p><b>Management Model for SPMI Universitas Negeri Surabaya</b>  SPMI at the State University of Surabaya is designed, implemented, and improved continuously based on the PPEPP model (Determination, Implementation, Evaluation, Control, Improvement)  With this model, the university will first set the goals to be achieved through the right strategy and series of activities. Then, the achievement of goals through these strategies and activities will always be regularly monitored, evaluated, and developed in a better direction on an ongoing basis.</p> <p>With the PPEPP management model, each unit within the university must periodically carry out a self-evaluation process to assess the performance of its own unit using established standards and procedures.</p> <p>The results of the self-evaluation will be reported to the head of the unit, all staff in the unit concerned, and to the head of the university. Regarding the results of self-evaluation of unit leaders and university leaders will make decisions about steps or actions that must be taken to improve and increase the quality.</p> <p>Implementing SPMI with the PPEPP management model also requires that every unit within the university is transparent, cooperative, and ready</p>

to be audited or examined by a team of internal auditors who have received special training on SPMI audits. The audit carried out at the end of each academic year will be recorded and reported to the unit and university leaders, to then take certain actions based on the findings and recommendations of the auditor team.

All of the above processes are intended to ensure that the quality of every higher education activity at the university is guaranteed, and that the university's SPMI is always evaluated to find its strengths and weaknesses so that changes can be made towards continuous improvement.

The result of the implementation of SPMI based on the PPEPP management model is the readiness of all study programs in the university to follow the accreditation process or external quality assurance by the National Accreditation Board for Higher Education (BAN PT).

To achieve the goals of the SPMI university mentioned above and also to realize the vision, mission and goals of the university, the civitas academica in implementing SPMI at every level in the university is always guided by the principles:

1. oriented to internal and external stakeholders;
2. prioritizing truth;
3. social responsibility;
4. personnel competency development;
5. participatory and collegial;
6. uniformity of methods;
7. innovation, learning and continuous improvement.

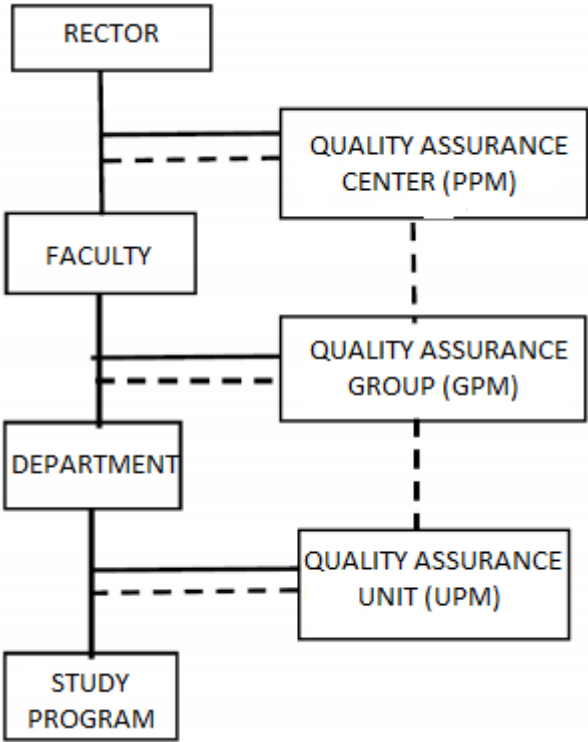
The strategy of the State University of Surabaya in implementing SPMI are:

1. actively involve all the civitas academica from the planning stage to the evaluation stage and the SPMI development stage;
2. also involve professional organizations, alumni, the business world and government as users of graduates, especially in the SPMI standard-setting stage;
3. conduct structured and planned training for lecturers and administrative staff on SPMI, and specifically training as internal auditors;
4. Conduct periodic socialization about the functions and objectives of SPMI to stakeholders.

Implementation of SPMI at the University of Surabaya:

Surabaya State University has 7 faculties and postgraduate degrees that manage 96 study programs, 2 units at the university bureau level, namely the Academic, Student Affairs, Planning and Cooperation Section (BAK PK) and the General and Finance Section (BUK) Unesa, 2 institutions namely LP3M and the Research Institute and Community Service (LPPM), and 21 centers under LP3M and LPPM

The university has determined that since 2015 all academic and non-academic units must carry out SPMI in every activity. In order for the implementation of SPMI at all units and levels to run smoothly and be coordinated effectively, for the first cycle of SPMI, namely from 2015-

	<p>2020 the University established a Quality Assurance Center (PPM) which is specifically tasked with preparing, planning, designing, determining, implementing , controlling, evaluating and developing SPMI.</p> <p><b>The following is a description of the organizational structure, main tasks and functions of the SPMI Unit.</b></p>  <pre> graph TD     RECTOR[RECTOR] --- FACULTY[FACULTY]     RECTOR --- PPM[QUALITY ASSURANCE CENTER (PPM)]     FACULTY --- DEPARTMENT[DEPARTMENT]     FACULTY --- GPM[QUALITY ASSURANCE GROUP (GPM)]     DEPARTMENT --- STUDY_PROGRAM[STUDY PROGRAM]     DEPARTMENT --- UPM[QUALITY ASSURANCE UNIT (UPM)]     PPM -.- GPM     GPM -.- UPM   </pre>
Standard List	<p><b>1. National Higher Education Standards</b></p> <p><b>a. Higher Education Standards</b></p> <ol style="list-style-type: none"> <li>1) Competency Quality Standards for Graduates</li> <li>2) Quality Standards for Learning Content</li> <li>3) Learning Process Quality Standards</li> <li>4) Quality Standards for Learning Assessment</li> <li>5) Quality Standards for Lecturers and educational staff</li> <li>6) Quality Standards for learning facilities and infrastructure</li> <li>7) Quality Standards for learning management</li> <li>8) Quality Standards for learning financing</li> </ol> <p><b>b. Research Standards</b></p> <ol style="list-style-type: none"> <li>9) Quality standards of research results</li> <li>10) Quality standards of research content</li> <li>11) Quality Standards for the research process</li> <li>12) Quality Standards for research assessment</li> <li>13) Researcher Quality Standards</li> <li>14) Quality Standards for research facilities and infrastructure</li> <li>15) Quality Standards for research management</li> <li>16) Quality Standards for research funding and financing</li> </ol> <p><b>c. Community Service Standards</b></p> <ol style="list-style-type: none"> <li>17) Quality Standards for the results of community service</li> <li>18) Quality Standards for the content of community service</li> </ol>

	<p>19) Quality Standards for community service processes  20) Quality Standards for community service assessment  21) Quality Standards for community service implementers  22) Quality Standards for community service facilities and infrastructure  23) Quality Standards for community service management  24) Quality Standards for funding and community service financing</p> <p><b>2. Internal Standards of Universitas Negeri Surabaya</b>  25) Quality Standards for Vision and Mission Determination  26) Student Quality Standards  27) Alumni Quality Standards  28) Cooperation Quality Standards  29) Library Quality Standards  30) Information System Quality Standards  31) Curriculum Quality Standards  32) Governance and Leadership Quality Standards  33) Output Standards and Leadership Performance  34) Standard Study Program Specifications  35) Standard of “Merdeka Belajar Kampus Merdeka”</p>
List of Manual / SOP / PM	<p><b>1. National Higher Education Standards</b>  <b>a. Higher Education Standards</b></p> <p><b>1) Competency Quality Standards for Graduates</b>  • Manual for setting standards for graduate competencies  • Manual for Implementation of Graduate Competency Standards  • Evaluation Manual of Graduate Competency Standards  • Manual for Control of Graduate Competency Standards  • Manual for Increasing Competency Standards for Graduates</p> <p><b>2) Quality Standards for Learning Content</b>  • Manual of Learning Content standard setting  • Manual for Implementation of Learning Content Standards  • Evaluation Manual of Learning Content Standards  • Manual for Controlling Learning Content Standards  • Manual for Improving Learning Content Standards</p> <p><b>3) Learning Process Quality Standards</b>  • Manual of Learning Process Standard Setting  • Manual for Implementation of Learning Process Standards  • Evaluation Manual of Learning Process Standards  • Manual for Control of Learning Process Standards  • Manual for Improving Learning Process Standards</p> <p><b>4) Quality Standards for Learning Assessment</b>  • Manual of Learning Assessment standard setting  • Manual for Implementation of Learning Assessment Standards  • Learning Assessment Standards Evaluation Manual  • Manual for Control of Learning Assessment Standards  • Manual for Improving Learning Assessment Standards</p> <p><b>5) Quality Standards for Lecturers and educational staff</b>  • Manual for setting standards for lecturers and education staff  • Standard Implementation Manual for lecturers and education staff  • Standard Evaluation Manual for lecturers and education staff  • Standard Control Manual for lecturers and education staff</p>

- Manual for Standard Improvement of lecturers and education staff
- 6) Quality Standards for learning facilities and infrastructure**
- Manual for setting standards for learning facilities and infrastructure
  - Manual for Standard Implementation of Learning facilities and infrastructure
  - Standard Evaluation Manual of Learning facilities and infrastructure
  - Manual for Standard Control of facilities and infrastructure
- Learning
- Manual for Standard Improvement of Learning facilities and infrastructure
- 7) Quality Standards for learning management**
- Manual of Learning Management standard setting
  - Manual for Implementation of Learning Management Standards
  - Learning Management Standards Evaluation Manual
  - Manual for Control of Learning Management Standards
  - Manual for Improving Learning Management Standards
- 8) Quality Standards for learning financing**
- Manual of Learning Financing standard setting
  - Manual for Implementation of Learning Financing Standards
  - Evaluation Manual of Learning Financing Standards
  - Manual for Control of Learning Financing Standards
  - Manual for Improving Learning Financing Standards
- b. Research Standards**
- 9) Research Quality Standards**
- Manual of Research Result Standard Setting
  - Manual for Implementation of Research Results Standards
  - Evaluation Manual of Research Results Standards
  - Manual for Control of Research Results Standards
  - Manual for Increasing Research Results Standards
- 10) Research Content Quality Standards**
- Manual of Research Content Standard Setting
  - Manual for Implementation of Research Content Standards
  - Evaluation Manual of Research Content Standards
  - Control Manual for Research Content Standards
  - Manual for Improvement of Research Content Standards
- 11) Research Process Quality Standards**
- Manual of Research Process Standard Setting
  - Manual for Implementation of Research Process Standards
  - Evaluation Manual of Research Process Standards
  - Manual for Control of Research Process Standards
  - Manual for Improving Research Process Standards
- 12) Research Assessment Quality Standards**
- Manual of Research Assessment Standard Setting
  - Manual for Implementation of Research Assessment Standards
  - Evaluation Manual of Research Assessment Standards
  - Manual for Control of Research Assessment Standards
  - Manual for Improving Research Assessment Standards

**13) Researcher Quality Standards**

- Researcher Standard Setting Manual
- Researcher Standard Implementation Manual
- Researcher Standard Evaluation Manual
- Researcher Standard Control Manual
- Researcher Standard Improvement Manual

**14) Quality Standards for Research Facilities and Infrastructure**

- Manual of Standard Setting for Research Facilities and Infrastructure
- Manual for Implementation of Research Facilities and Infrastructure Standards
- Manual for Evaluation of Research Facilities and Infrastructure Standards
- Manual for Control of Research Facilities and Infrastructure Standards
- Manual for Improvement of Research Facilities and Infrastructure Standards

**15) Research Management Quality Standards**

- Manual of Research Management Standard Setting
- Manual for Implementation of Research Management Standards
- Research Management Standards Evaluation Manual
- Manual for Control of Research Management Standards
- Manual for Improvement of Research Management Standards

**16) Quality Standards for Research Funding and Financing**

- Manual for Standard Setting for Research Funding and Financing
- Manual for Implementation of Research Funding and Financing Standards
- Evaluation Manual of Research Funding and Financing Standards
- Manual for Control of Research Funding and Financing Standards
- Manual for Improving Research Funding and Financing Standards

**c. Community Service Standards**

**17) Quality Standards for Community Service Results**

- Manual for Establishing Community Service Result Standards
- Manual for Implementation of Community Service Result Standards
- Evaluation Manual of Community Service Results Standards
- Manual for Control of Community Service Results Standards
- Manual for Improvement of Community Service Result Standards

**18) Quality Standards for Community Service Content**

- Manual for Establishing Community Service Content Standards
- Manual for Implementation of Community Service Content Standards
- Evaluation Manual of Community Service Content Standards
- Manual for Controlling of Community Service Contents Quality
- Manual for Improvement of Community Service Content Standards

**19) Quality Standards for Community Service Process**

- Manual for Standard Setting for Community Service Processes
- Manual for Implementation of Community Service Process Standards
- Evaluation Manual of Community Service Process Standards
- Manual for Control of Community Service Process Standards
- Manual for Standard Improvement of Community Service Processes



**20) Quality Standards for Community Service Assessment**

- Manual for Establishing Community Service Assessment Standards
- Manual for Implementation of Community Service Assessment Standards
- Evaluation Manual of Community Service Assessment Standards
- Manual for Control of Community Service Assessment Standards
- Manual for Improvement of Community Service Assessment Standards

**21) Quality Standards for Community Service Implementers**

- Manual for Establishing Community Service Standards
- Manual for Implementing Community Service Standards
- Evaluation Manual of Community Service Implementation Standards
- Manual for Implementing Community Service Standards Control
- Manual for Standard Improvement of Community Service Implementation

**22) Quality Standards for Community Service Facilities and Infrastructure**

- Manual for Establishing Standard for Community Service Facilities and Infrastructure
- Manual for Implementing Standard for Community Service Facilities and Infrastructure
- Manual for Evaluation of Community Service Facilities and Infrastructure Standards
- Manual for Standard Control of Community Service Facilities and Infrastructure
- Manual for Improving Standard of Community Service Facilities and Infrastructure

**23) Quality Standards for Community Service Management**

- Manual for Establishing Community Service Management Standards
- Manual for Implementation of Community Service Management Standards
- Evaluation Manual of Community Service Management Standards
- Manual for Control of Community Service Management Standards
- Manual for Standard Improvement of Community Service Management

**24) Quality Standards for Community Service Funding and Financing**

- Manual for Establishing Community Service Funding and Financing Standards
- Manual for Implementation of Community Service Funding and Financing Standards
- Evaluation Manual of Community Service Funding and Financing Standards
- Manual for Control of Community Service Funding and Financing Standards
- Manual for Increasing Standards for Funding and Community Service Financing

**2. Internal Standards of the State University of Surabaya**

**25) Quality Standards for Vision and Mission Determination**

- Manual for Setting Standards for Vision and Mission

- Manual for Implementation of Vision and Mission Standards
- Standard Evaluation Manual for Vision and Mission Setting
- Manual for Control of Vision and Mission Standards
- Manual for Improvement of Vision and Mission Standards

**26) Student Quality Standards**

- Student Affairs Standard Setting Manual
- Implementation Manual of Student Affairs Standards
- Student Standard Evaluation Manual
- Manual for Student Affairs Standards Control
- Student Standards Improvement Manual

**27) Alumni Quality Standards**

- Alumni Standard Setting Manual
- Alumni Standard Implementation Manual
- Alumni Standards Evaluation Manual
- Alumni Standards Control Manual
- Alumni Standards Improvement Manual

**28) Cooperation Quality Standards**

- Manual for Establishing Cooperation Standards
- Manual for Implementation of Cooperation Standards
- Cooperation Standard Evaluation Manual
- Cooperation Standard Control Manual
- Manual for Improvement of Cooperation Standards

**29) Library Quality Standards**

- Library Standard Setting Manual
- Library Standards Implementation Manual
- Library Standards Evaluation Manual
- Library Standards Control Manual
- Library Standards Improvement Manual

**30) Information System Quality Standards**

- Manual of Information System Standard Setting
- Manual of Information System Standard Implementation
- Information System Standard Evaluation Manual
- Manual for Control of Information System Standards
- Manual for Information System Standard Improvement

**31) Curriculum Quality Standards**

- Manual for Curriculum Standard Setting
- Manual for Implementation of Curriculum Standards
- Curriculum Standards Evaluation Manual
- Manual for Controlling Curriculum Standards
- Manual for Curriculum Standards Improvement

**32) Governance and Leadership Quality Standards**

- Manual for Setting Governance and Leadership Standards
- Manual for Implementation of Governance and Leadership Standards
- Evaluation Manual of Governance and Leadership Standards
- Manual for Control of Governance and Leadership Standards
- Manual for Improving Governance and Leadership Standards

**33) Study Program Specification Standards**

	<ul style="list-style-type: none"> <li>• Manual for Standard Setting Study Program Specifications</li> <li>• Manual for Implementation of Study Program Specification Standards</li> <li>• Evaluation Manual of Study Program Specifications Standards</li> <li>• Manual for Control of Study Program Specifications Standards</li> <li>• Manual for Improvement of Study Program Specification Standards</li> </ul> <p><b>34) Leadership Performance Achievement Standards</b></p> <ul style="list-style-type: none"> <li>• Manual for Establishing Leadership Performance Achievement Standards</li> <li>• Manual for Implementation of Leadership Performance Achievement Standards</li> <li>• Manual for Evaluation of Leadership Performance Achievement Standards</li> <li>• Manual for Control of Leadership Performance Achievement Standards</li> <li>• Manual for Improving Leadership Performance Achievement Standards</li> </ul> <p><b>35) Standard of “Merdeka Belajar Kampus Merdeka”</b></p> <ul style="list-style-type: none"> <li>• Manual of Standard Setting for “Merdeka Belajar Kampus Merdeka”</li> <li>• Manual of Standard Implementation for “Merdeka Belajar Kampus Merdeka”</li> <li>• Standard Evaluation Manual for “Merdeka Belajar Kampus Merdeka”</li> <li>• Standard Control Manual for “Merdeka Belajar Kampus Merdeka”</li> <li>• Manual of Standard Improvement for “Merdeka Belajar Kampus Merdeka”</li> </ul>
References	<ol style="list-style-type: none"> <li>1. Law of the Republic of Indonesia Number 14 of 2005 concerning Teachers and Lecturers</li> <li>2. Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System</li> <li>3. Government Regulation of the Republic of Indonesia No. 19 of 2005 on National Education Standards</li> <li>4. Menesterial Regulation of Research, Technology and Higher Education No. 62 of 2016 concerning the Higher Education Quality Assurance System</li> <li>5. Permendikbud No.3 of 2020 concerning National Higher Education Standards</li> <li>6. Permendikbud No.5 of 2020 concerning Accreditation of Higher Education and Study Programs</li> <li>7. Policy Guidelines of “Merdeka Belajar Kampus Merdeka” 2020</li> </ol>