



PROCEDURES FOR DOCUMENTING IQAS IMPLEMENTATION

Universitas Negeri Semarang
2025

Arranged by
Quality Assurance Team
Semarang State University



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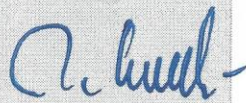

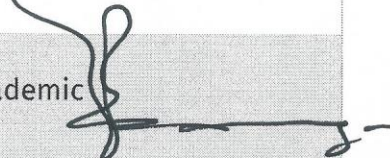

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FOREWORD

All praise and gratitude are due to God Almighty for His blessings that have enabled the successful completion of the Internal Quality Assurance System (IQAS) Policy Book of Universitas Negeri Semarang (UNNES). This publication serves as a key reference for the entire academic community in implementing, developing, and ensuring quality in higher education at UNNES. As an institution devoted to conservation values and academic excellence, UNNES remains committed to establishing transparent, accountable, and sustainable governance through an integrated quality assurance framework.

This book provides comprehensive policy guidelines and strategic directions for quality assurance at UNNES, encompassing the stages of planning, implementation, evaluation, monitoring, and continuous quality improvement. Adopting a holistic and adaptive approach aligned with both national regulations and global higher education trends, this document functions as a principal reference for all organizational units to foster a consistent and pervasive culture of quality. The strength of this policy book lies in its alignment with the university's vision and mission, as well as the principles of the IQAS, emphasizing the enhancement of academic performance, service excellence, and good governance.

On behalf of the drafting committee, I would like to express my sincere appreciation to all contributors for their intellectual dedication, effort, and time in completing this important work. It is hoped that the Internal Quality Assurance System (IQAS) Policy Book will serve as both an inspiring and practical instrument in realizing UNNES's aspiration to become a world-class university grounded in excellence, integrity, and a strong commitment to conservation. I encourage all members of the academic community to thoroughly understand, implement, and continuously improve this quality policy in order to achieve the

university's vision and mission with the highest standards of competitiveness and integrity.

Semarang, 10 November 2025

Rector,



Prof. Dr. S Martono, M.Si.

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PREFACE

Praise be to Allah SWT for His abundant mercy and grace, through which the Quality Policy document, serving as an elaboration of the Internal Quality Assurance System (IQAS), has been successfully completed. Quality assurance in higher education is carried out through an integrated mechanism known as the Higher Education Quality Assurance System, comprising both the Internal Quality Assurance System (IQAS) and the External Quality Assurance System (EQAS). Regulation Number 39 of 2025, issued by the Minister of Higher Education, Science, and Technology, governs the quality assurance process in higher education, encompassing the stages of determination, implementation, evaluation, control, and enhancement of the Higher Education Standards (HES), all of which are grounded in data from the Higher Education Database Center.

This Internal Quality Assurance System (IQAS) Policy Book of Universitas Negeri Semarang (UNNES) has been developed as the primary guideline for implementing quality assurance across UNNES. The book outlines the policy directions, fundamental principles, and operational mechanisms of the internal quality assurance system, which serve as the foundation for all university units to maintain, develop, and continuously enhance the quality of education. Through this document, it is expected that every member of the UNNES academic community will share a common reference for understanding and fostering a culture of quality in all aspects of the Tri Dharma of higher education—education, research, and community service.

On behalf of the drafting team, we extend our profound appreciation and sincere gratitude to the Rector and the entire UNNES leadership for their unwavering support, which made the completion of this UNNES IQAS Policy Document possible. We also extend our gratitude to all members of the drafting team for their dedication, intellectual contributions, and

commitment throughout the preparation process. May this UNNES IQAS Policy Book serve as a valuable instrument in realizing an excellent, sustainable, and globally competitive higher education quality assurance system.

Semarang, 10 November 2025

Head of Quality Assurance Office,




Prof. Dr. Rudi Hartono, S.S., M.Pd.

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CHAPTER I

INTRODUCTION

A. Vision

“To Become a World-class Reputable University, Pioneer of Excellence in Education with Conservation Perspective.”

Being a world-class university signifies that Universitas Negeri Semarang (UNNES) possesses an esteemed reputation and positive image in the international arena, serving as a reference in the implementation of the Tri Dharma of Higher Education at the global level. Therefore, within this global scope, UNNES must continuously strengthen its excellence across the three pillars of higher education. UNNES's success in attaining world-class university status is indicated by its inclusion and ranking in the Quacquarelli Symonds (QS) World University Rankings and the Times Higher Education (THE) World University Rankings.

As the Pioneer of Educational Excellence, UNNES must be capable of developing an educational model that produces a generation of citizens with a superior civilization. In the next two decades, learning activities must be research-based to ensure the realization of high-quality education that aligns with students' needs and remains relevant to societal development and demands.

A Conservation Perspective refers to a worldview and behavioral orientation that upholds the principles of conservation, preservation, maintenance, protection, sustainability, and development of natural resources as well as socio-cultural values. As an embodiment of this conservation perspective, educational activities encompassing teaching, research, and community service must integrate conservation values. The primary objective of this conservation-

oriented approach is to improve the university's standing in global green campus rankings, such as the UI GreenMetric World University Ranking or similar assessments.

B. Missions

1. Organizing education that is brilliant and has a world reputation;
2. Carry out research in developing science and technology;
3. Carry out community service to solve problems, empower and prosper the community;
4. Implement good governance and be able to adapt and synergize with the environment in a sustainable manner; and
5. Carry out cooperation in building reputation.

C. Goals

1. Realizing brilliant education and learning;
2. Produce graduates who have educational and non-educational science competencies with character, professional, competent, and competitive characteristics;
3. Produce and disseminate scientific and technological works of world-reputed conservation perspective;
4. Realizing effective, creative, and productive educational and governance institutions; and
5. Realizing institutional cooperation in supporting educational and institutional excellence.

CHAPTER II

IQAS BENEFITS AND DOCUMENTATION FORMS

Following the establishment of the Internal Quality Assurance System Policy Document, the PIECI Implementation Guidelines, and the Standards for the Organization and Management of Higher Education, and in accordance with the Regulation of the Minister of Education, Culture, Research, and Technology (*Permenristekdikti*) No. 53 of 2023, one additional document is required to serve as a guideline for documenting the implementation activities of the Internal Quality Assurance System.

A. Benefits

The Procedures for documenting the implementation of the Internal Quality Assurance System constitute part of the Internal Quality Assurance System apparatus in the form of written documents or records, either physical or digital, as well as other relevant forms used in implementing the standards established within the Internal Quality Assurance System framework. Each standard in the Internal Quality Assurance System (Higher Education Standards) must be accompanied by a document or written record that serves as both a tool to control the implementation of each standard and a means of recording or documenting the results of its implementation.

The procedures for documenting the implementation of the Internal Quality Assurance System offer several important benefits, including the following:.

1. Serving as a means to record and document the implementation of the contents of each standard within the Internal Quality Assurance System (Higher Education Standards);

2. Serving as a means to monitor, evaluate, and control the implementation of each standard within the Internal Quality Assurance System (Higher Education Standards); and
3. Serving as authentic evidence in the form of records or documentation of the periodic implementation of each standard within the Internal Quality Assurance System (Higher Education Standards).

B. Forms of Documentation

The documentation of Internal Quality Assurance System implementation activities at Universitas Negeri Semarang (UNNES) is carried out not only through the use of printed forms but also through the establishment of guidelines and the utilization of web-based information systems designed to facilitate monitoring from the planning and implementation stages through to the evaluation and assessment of outcomes. This documentation process is conducted as part of an effort to ensure systematic data collection, evaluation, auditing, and continuous improvement. Data and information related to the Internal Quality Assurance System (IQAS) must be collected in a structured and systematic manner so that they may serve as the basis for evaluating compliance with standards. Such evaluations are conducted periodically through Internal Quality Audits (IQA) to ensure that all documents meet the established criteria. Based on the results of these evaluations, UNNES is required to undertake corrective and improvement measures to strengthen and continuously enhance the existing Quality Assurance System.

CHAPTER III

MEDIA FOR DOCUMENTING INTERNAL QUALITY ASSURANCE SYSTEM STANDARDS

The following are the documentation media for each standard, namely the Education Standard, the Research Standard, and the Community Service Standard.

A. National Education Standards

- a. Preparation of the UNNES Academic Guidelines Book;
- b. Preparation of the Merdeka Belajar Kampus Merdeka (MBKM), Fast Track, and Recognition of Prior Learning (RPL) books of UNNES;
- c. Preparation of the Undergraduate and Diploma Thesis/Final Project Guidelines Book;
- d. Preparation of the Master's and Doctoral Thesis Guidelines Book;
- e. Preparation of the By-Research Program Guidelines;
- f. Use of the web portal <https://unnes.ac.id/kpm/> to document Internal Quality Assurance System documents, Quality Procedures, Quality Forms for academic and supporting components, and the Management Review Meeting Reports.

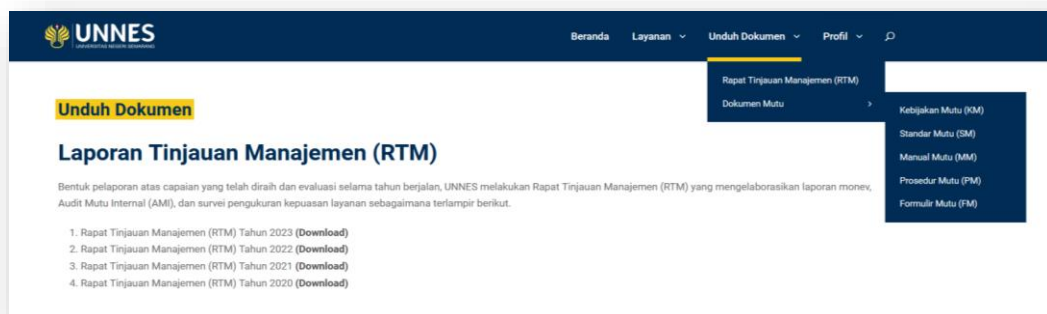


Figure 3.1 Documentation of Management Review Meeting Reports

- a. Use of the web portal <https://sikadu.unnes.ac.id/> (Sikadu) to document processes starting from lesson plan (LP), learning implementation, final assessments, final project or undergraduate thesis supervision, master's, and dissertation supervision, as well as academic advising and student academic records.

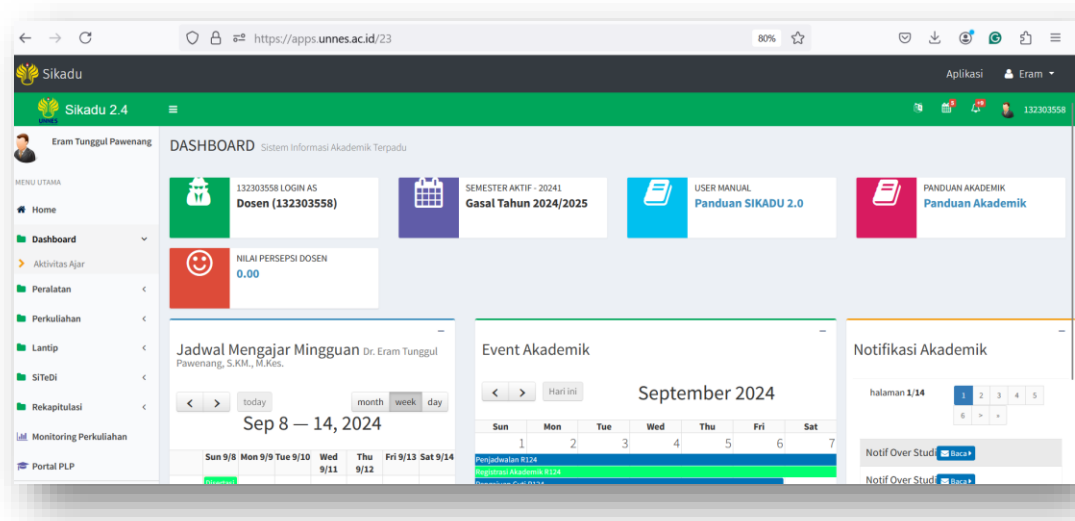


Figure 3.2 Documentation of Activities in Sikadu

- b. Use of the web portal <https://siami.ac.id/kpm/> to document internal quality audit activities, starting from the uploading of targets, completion of achievements by responsible units, selection and announcement of auditors, implementation of audits, formulation of audit conclusions, and documentation of follow-up actions.

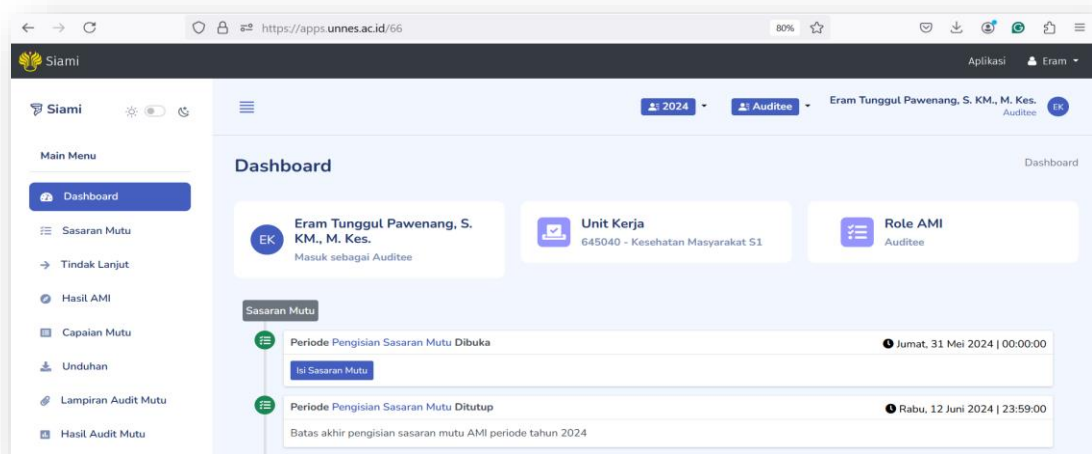


Figure 3.3 Documentation of Activities within SIAMI

By following these steps, Universitas Negeri Semarang (UNNES) ensures that the implemented education standards comply with regulations and achieve quality excellence.

B. Research Standards

The documentation of the implementation of Research Standards is carried out through the following means:

- a. Preparation of the UNNES Research Guidelines, which are updated annually to provide references for research schemes and funding mechanisms;
- b. Use of the web portal <https://sipp.unnes.ac.id/> to document the research process from the announcement of proposal submission, proposal selection, progress monitoring of ongoing research, to documentation of research outputs.

C. Community Service Standards

The documentation of the implementation of Community Service Standards is carried out through the following means:

- a. Preparation of the UNNES Community Service Guidelines, which are updated annually to provide references for service schemes and funding mechanisms;
- b. Use of the web portal <https://sipp.unnes.ac.id/> to document the community service process—from the announcement of proposal submission, proposal selection, progress monitoring of ongoing activities, to documentation of outputs.

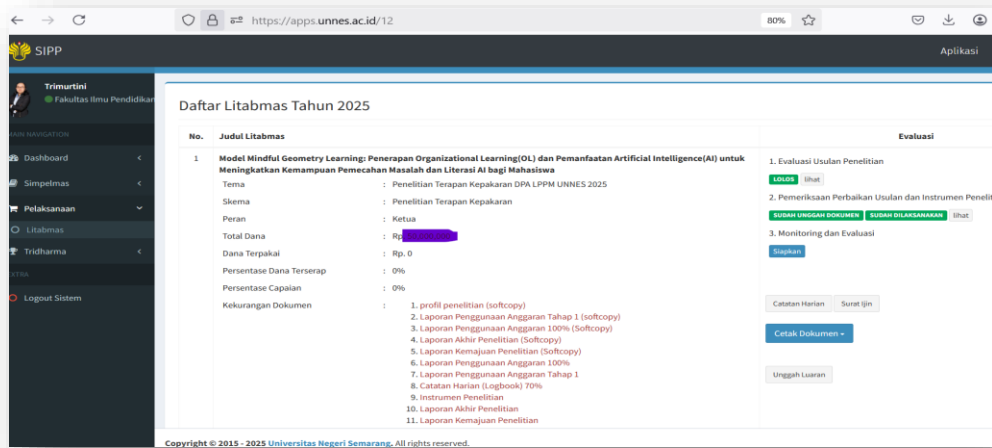


Figure 3.4 Documentation of Research and Community Service Activities within SIP

D. Standards Exceeding the National Higher Education Standards

The following are the documentation media for standards that exceed the National Higher Education Standards (NHES), namely:

1. **Identity Standards**

The documentation of the implementation of the Identity Standard (Vision, Mission, and Objectives) is carried out through the following means:

- a. Preparation of the Guidelines for Formulating UNNES's Vision and Mission. The documents outlining UNNES's vision, mission, and objectives are included in the Long-Term Development Plan (RIP) and the Strategic Plan (Renstra) of UNNES.
- b. Use of the web portal <https://unnes.ac.id/about-unnes/vision-mission/> to document and disseminate the university's vision, mission, and objectives.

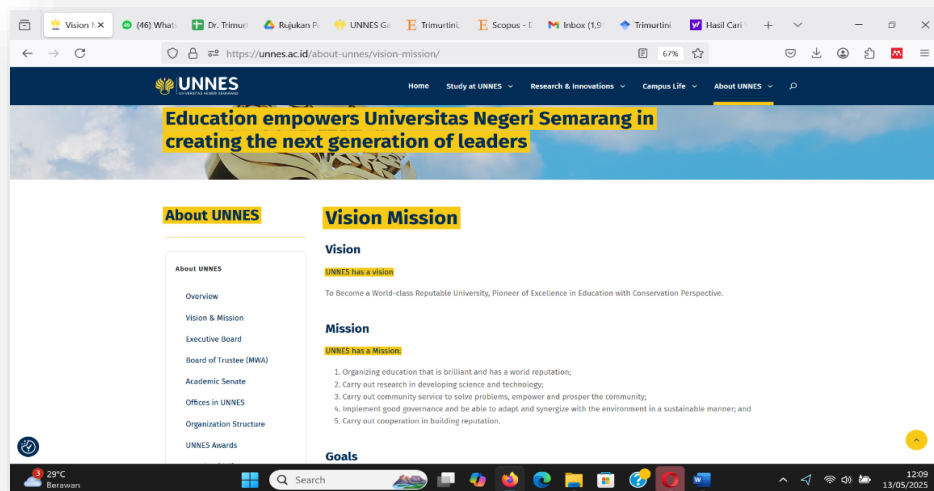


Figure 3.5 UNNES Website Screen Display

2. **Governance, Leadership, Management System, Quality Assurance, and Collaboration Standards**

The documentation of the implementation of the Governance, Leadership, Management System, Quality Assurance, and

Collaboration Standards is carried out through the following means:

- a. Preparation of the Organizational Structure and Work Procedures Document of UNNES, the UNNES Statute, the Internal Quality Assurance System (IQAS) Documents, the External Quality Assurance System (EQAS) Documents, and UNNES Collaboration Documents.
- b. Use of the web portal <https://simkerjasama.unnes.ac.id/> to document processes, outcomes, and follow-up actions of collaboration activities.

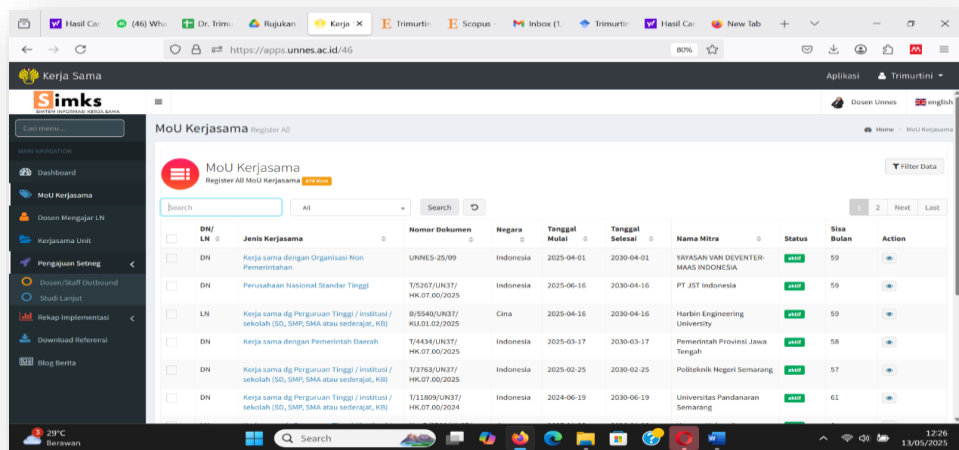


Figure 3.6 SIMKS Screen Display

Additionally, use of the web portal <https://apps.unnes.ac.id/66> to access SIAMI. SIAMI is an Internal Quality Audit System to document processes, results, and follow-up actions related to the

implementation of the Internal Quality Assurance System at UNNES.

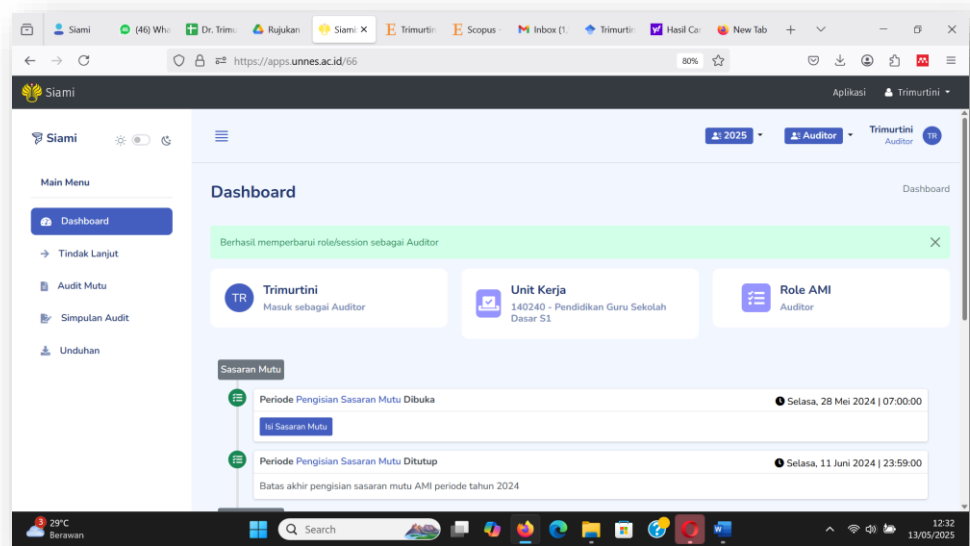


Figure 3.7 UNNES Internal Quality Audit System (SIAMI)

3. Leadership Commitment Standard in Establishing Collaborations Focused on UNNES's Institutional Interests,

The documentation of the implementation of this standard is carried out through the following means:

- a. Preparation of documents on new student admissions, student service procedures, and tracer study documentation.
- b. Use of the web portal <https://unnes.ac.id/admission/> to document the new student admission process, including admission pathways, study programs, tuition fees, and other relevant information. Use of the web portal <https://unnes.ac.id/fasilitas-kesehatan-unnes/> to document student service programs and facilities for the Elementary School Teacher Education Study Program, including health

facilities, sports facilities, dormitories, transportation, and scholarship information.

Use of the web portal <https://tracer.unnes.ac.id/> to document graduate tracking activities (Tracer Study).

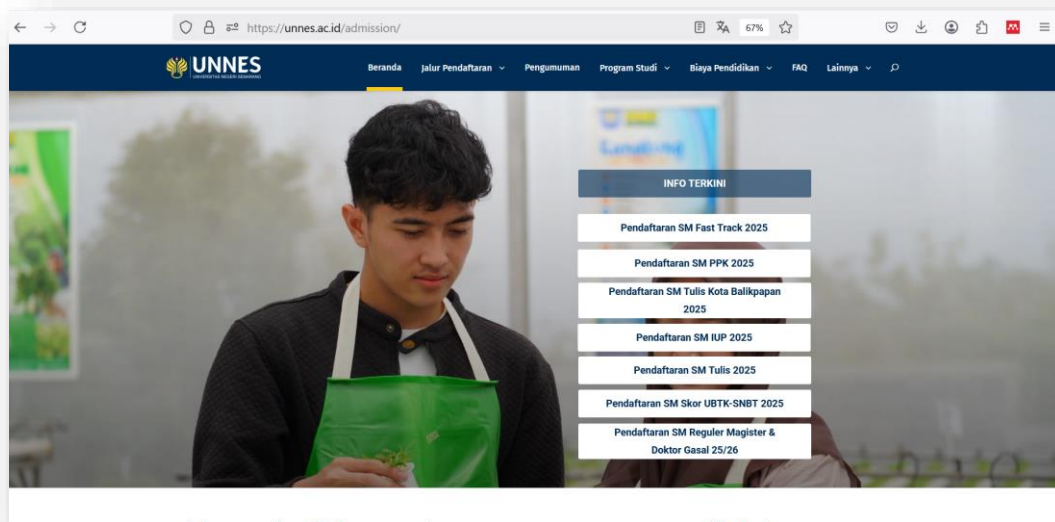


Figure 3.8 UNNES New Student Admission System

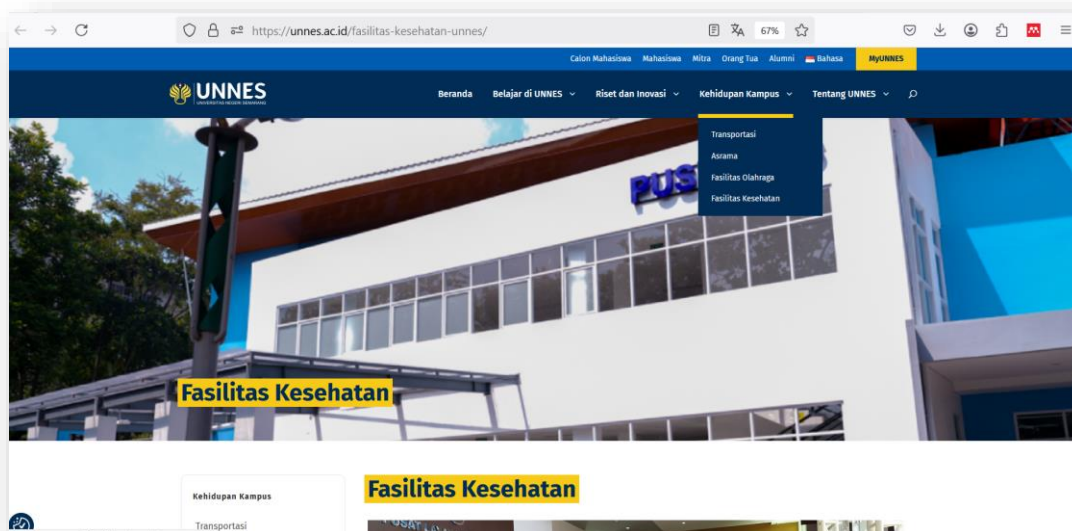


Figure 3.9 UNNES Student Service Facilities Information System

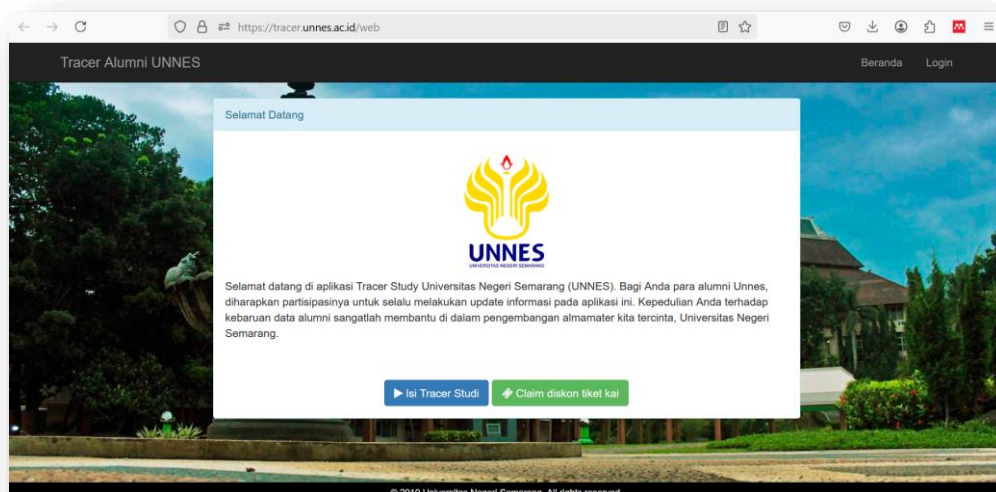


Figure 3.10 UNNES Alumni Tracer Information System

4. Human Resource Standards

The documentation of the implementation of the human resource standards is carried out as follows:

- a. Preparation of guidelines for job descriptions and performance evaluations for lecturers and educational staff at UNNES.
- b. Utilization of the website <https://apps.unnes.ac.id/72>, with the application named **MyKepegawaian**, to document personnel data, including personal information, position history, home-base history, educational background, length of service, and other related information. In addition, the performance evaluation of lecturers and educational staff at UNNES is conducted through the **MyKepegawaian** application.

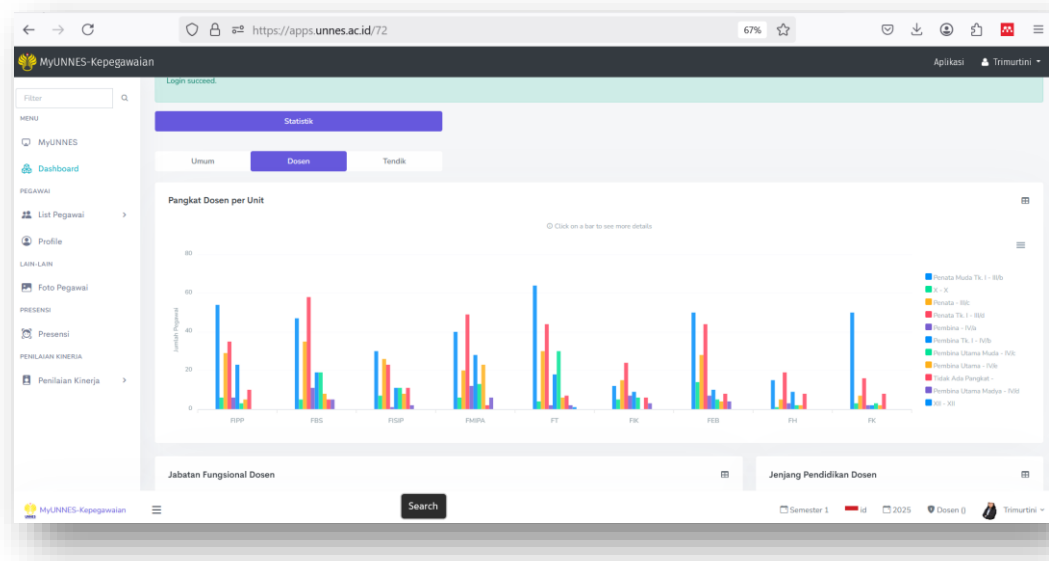


Figure 3.11 UNNES Personnel Information System

5. Facilities and Infrastructure Standards

The documentation of the implementation of the Facilities and Infrastructure Standard is carried out through the following means:

- a. Preparation of the UNNES Facilities and Infrastructure Management Document, which contains policies, regulations, and guidelines for four key aspects: development and recording, utilization, user safety and security, and maintenance/repair/cleanliness.
- b. Use of the web portal <https://apps.unnes.ac.id/68> to document the management of facilities and infrastructure at UNNES.

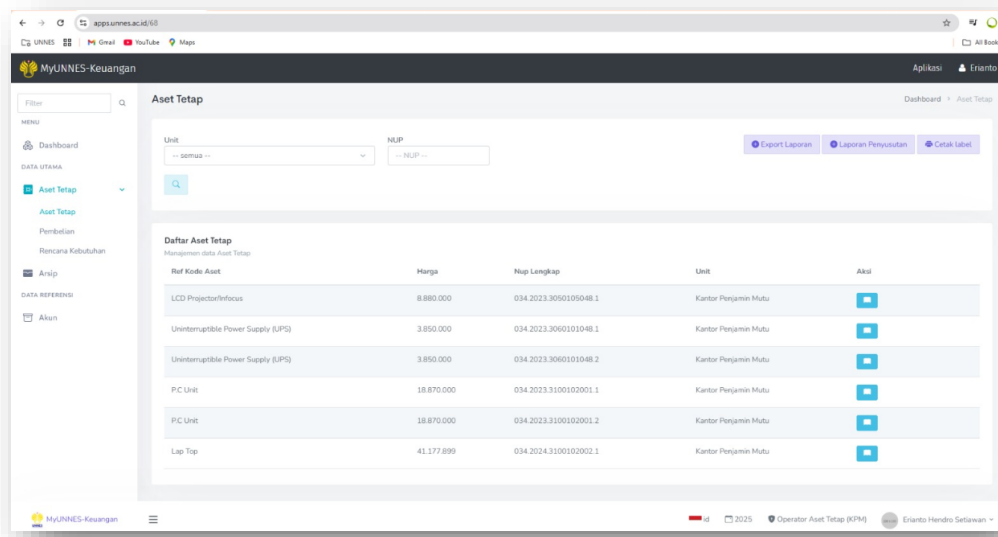


Figure 3.12 UNNES Facilities and Infrastructure Management System

6. Financial/Financing Standards

The documentation of the implementation of the Financial/Financing Standard is carried out through the following means:

- a. Preparation of the UNNES Financial Planning Policy Document;
- b. Use of the web portal <https://apps.unnes.ac.id/68> to document the processes of financial and funding management.

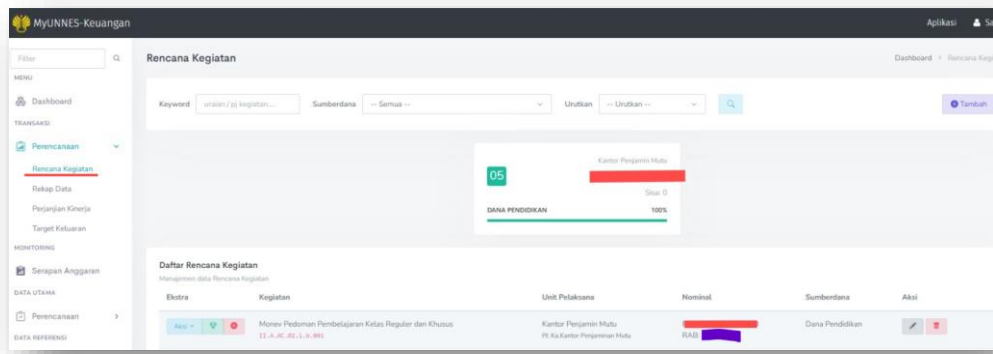


Figure 3.13 UNNES Financial Management System

7. Information System Standard

The documentation of the implementation of the Information System Standard is carried out through the following means:

- a. Preparation of the Blueprint for Integrated Information System Planning at UNNES, which involves study programs, faculties, UNNES ICT Center (UPT TIK), directorates, and other institutional bodies.
- b. Use of the web portal <https://apps.unnes.ac.id/> to document UNNES's integrated information systems, encompassing academic, administrative, human resource, and student affairs domains.

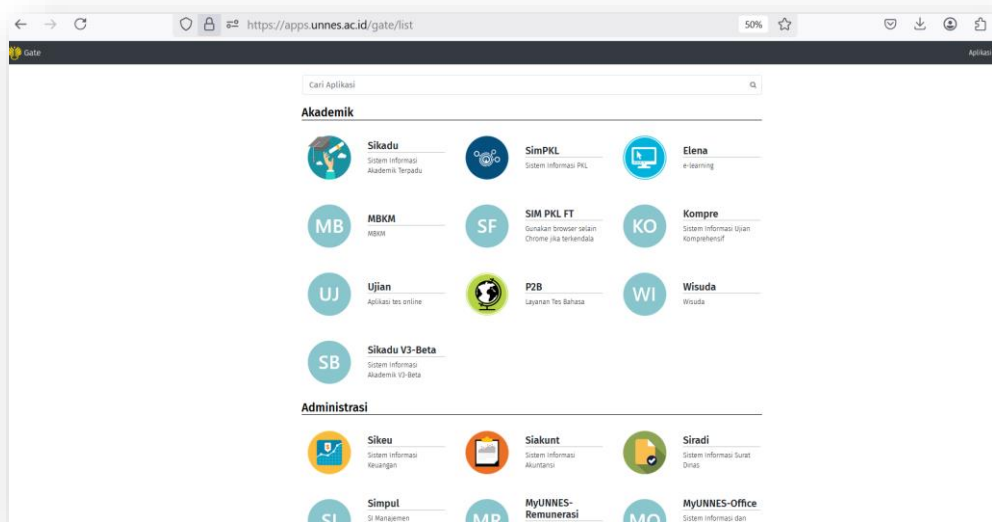


Figure 3.14 UNNES Integrated Information System (<https://apps.unnes.ac.id>)

8. Risk Management Standards

The documentation of the implementation of the Risk Management Standards is carried out through the following means:

- a. Preparation of the UNNES Risk Management Guidelines, which serve as a reference for implementing risk management across all units within the university.

CHAPTER IV

PROCEDURES FOR DOCUMENTING THE IMPLEMENTATION OF THE INTERNAL QUALITY ASSURANCE SYSTEM

A. TUTORIALS FOR DOCUMENTING INTERNAL QUALITY ASSURANCE SYSTEM STANDARDS

The following are tutorial links for documenting the standards of the Internal Quality Assurance System in the academic information system (Sikadu), in the research and community service information system (SIPP), and within the internal quality audit system (SIAMI):

1. Sikadu: https://bit.ly/tutorial_sikadu_2
2. SIPP: https://bit.ly/tutorial_sipp
3. SIAMI: https://bit.ly/tutorial_siami

B. FORMS/INSTRUMENTS FOR INTERNAL QUALITY ASSURANCE SYSTEM STANDARDS

1. *Internal Quality Audit Instruments*

The Instrument of Universitas Negeri Semarang is used to measure the achievements of Study Program Management Units (SPMU) and other units on an annual basis. The following are the detailed assessment criteria used in the Internal Quality Audit (IQA) instrument:

- a. The IQA Instrument for Undergraduate, Master's, and Doctoral Study Programs consists of nine (9) criteria, namely: (1) vision, mission, and strategic objectives; (2) governance, management, and collaboration; (3) student

- affairs; (4) human resources; (5) finance, facilities, and infrastructure; (6) education and curriculum; (7) research; (8) community service; and (9) outcomes.
- b. The IQA Instrument for Faculties (SPMU) consists of nine (9) criteria, namely: (1) vision, mission, and strategic objectives; (2) governance, management, and quality assurance; (3) student affairs; (4) human resources; (5) finance, facilities, and infrastructure; (6) education; (7) research; (8) community service; and (9) outputs.
 - c. The IQA Instrument for the Graduate School (SPMU) consists of nine (9) criteria, namely: (1) vision, mission, and strategic objectives; (2) governance, management, and quality assurance; (3) student affairs; (4) human resources; (5) finance, facilities, and infrastructure; (6) education; (7) research; (8) community service; and (9) outputs.
 - d. The IQA Instrument for Units, Offices, and Agencies consists of four (4) criteria, namely: (1) planning criteria; (2) implementation criteria; (3) evaluation criteria; and (4) follow-up criteria.

2. Quality Forms

There are Quality Procedures and Quality Forms across various operational fields, including academics, research, community service, quality assurance, planning, laboratory, facilities and infrastructure, scholarships, teaching practice (*PPL*), and alumni tracer studies.

Table 4.1 Quality Procedures-Quality Forms

No	Quality Procedure	Quality Form
AKADEMIK		
1	PM-AKD-01 New Student Admission	FM-01-AKD-01 Student Applicant Registration Form rev 03
2	PM-AKD-02A Student Registration	FM-01-AKD-02A New Student Registration Flow
3	PM-AKD-02B Course Registration	FM-01-AKD-02B Study Plan Card (KRS)
4	PM-AKD-03 Academic Advising	FM-01-AKD-03 Academic Advising Circular Letter FM-02-AKD-03 Academic Advising Attendance FM-03-AKD-03 Academic Advising Report FM-04-AKD-03 Academic Advising Implementation
5	PM-AKD-04 Curriculum Development	FM-01-AKD-04 Curriculum Map rev 03 FM-02-AKD-04 Curriculum Feedback rev 03 FM-03-AKD-04 Dean's Decree rev 03

		FM-04-AKD-04 Curriculum Verification 2012 rev 03
6	PM-AKD-05 Preparation of Lesson Plan	FM-02-AKD-05 Lesson Plan Plan Form
7	PM-AKD-07 Preparation of Student Handbook	FM-01-AKD-07 Preparation of Lecture Handbook for Students FM-02-AKD-07 Teaching Material Cover FM-03-AKD-07 Student Handbook Assessment Verification FM-04-AKD-07 Teaching Material Authorization
8	PM-AKD-08 Determination of Learning Resources	
9	PM-AKD-09 Advanced Studies	FM-01-AKD-09 Advanced Study Permit rev 03 FM-02-AKD-09 Assignment for Further Study rev 03
10	PM-AKD-10 Formulation of Graduate Competencies	FM-01-AKD-10 Competency Requirement Inventory rev 03 FM-02-AKD-10 Graduate Competency Formulation rev 03 FM-03-AKD-10 Graduate Competency Evaluation rev 03

		<p>FM-04-AKD-10 Graduate Competency Standards rev 03</p> <p>FM-05-AKD-10 Graduate Competency Monitoring rev 03</p>
11	<p>PM-AKD-11</p> <p>Determination of Lecturer Competency Standards</p>	<p>FM-01-AKD-11 Lecturer Competency Standards and Gap Analysis rev 03</p> <p>FM-02-AKD-11 Lecturer Competency Standards Calculation Rubric rev 03</p>
12	<p>PM-AKD-12</p> <p>Establishment of Academic Guidelines</p>	
13	<p>PM-AKD-13</p> <p>Determination of Lecture Schedule</p>	<p>FM-01-AKD-13 Course Offering rev 03</p> <p>FM-02-AKD-13 Lecturer Assignment rev 03</p> <p>FM-03-AKD-13 Teaching Load Summary rev 03</p> <p>FM-04-AKD-13 Lecture Room Usage Schedule rev 03</p>
14	<p>PM-AKD-14 Lecturer Attendance</p>	<p>FM-01-AKD-14 Lecture Attendance List rev 03</p> <p>FM-02-AKD-14 Lecture Journal rev 03</p> <p>FM-03-AKD-14 Lecturer Attendance Verification rev 03</p>

15	PM-AKD-15 Calculation of Lecturer Teaching Load	
16	PM-AKD-17 Teaching Substitution and Schedule Adjustment	FM-01-AKD-17 Learning Process Change Form rev 03 FM-02-AKD-17 Schedule Change Announcement rev 03 FM-03-AKD-17 Teaching Schedule Plotting rev 03
17	PM-AKD-18 Teaching Implementation	FM-01-AKD-18 Teaching Assignment Decree rev 03 FM-02-AKD-18 Lecture Contract rev 03
18	PM-AKD-19 Course Examination Implementation	FM-01-AKD-19 Examination Schedule rev 03 FM-02-AKD-19 Examination Paper rev 03
19	PM-AKD-19B Midterm Examination Online SOP	
20	PM-AKD-20 Thesis Writing and Examination	FM-01-AKD-20 Thesis Writing and Examination Minutes rev 03 FM-02-AKD-20 Thesis Examination Assessment Form rev 03

		<p>FM-03-AKD-20 Manuscript Review rev 03</p> <p>FM-04-AKD-20 Copyright Transfer Form rev 03</p> <p>FM-05-AKD-20 Publication Certificate rev 03</p>
21	PM-AKD-21A Teaching Practice (<i>PPL</i>) Implementation	FM-01-AKD-21A Teaching Practice Implementation Form rev 03
22	PM-AKD-21B Community Service Implementation	FM-01-AKD-21B Community Service Implementation Form rev 03
23	PM-AKD-21C Internship Implementation	<p>FM-01-AKD-21 Internship Observation Request Letter rev 03</p> <p>FM-02-AKD-21 Internship Permit Letter rev 03</p> <p>FM-03-AKD-21 Internship Supervisor Proposal Letter rev 03</p> <p>FM-04-AKD-21 Internship Supervisor Assignment Letter rev 03</p> <p>FM-05-AKD-21 Internship Submission Letter rev 03</p> <p>FM-06-AKD-21 Internship Monitoring Form rev 03</p>

		<p>FM-07-AKD-21 Internship Withdrawal Letter rev 03</p> <p>FM-08-AKD-21 Internship Examiner Proposal Letter rev 03</p> <p>FM-09-AKD-21 Internship Examiner Assignment Letter rev 03</p> <p>FM-10-AKD-21 Student Work Performance Evaluation rev 03</p> <p>FM-11-AKD-21 Internship Report Submission Receipt rev 03</p> <p>FM-12-AKD-21 Internship Attendance List rev 03</p> <p>FM-13-AKD-21 Internship Activity Description rev 03</p>
24	PM-AKD-22 Preparation of Test Items	<p>FM-01-AKD-22 Test Items Blueprint rev 03</p> <p>FM-02-AKD-22 Final Semester Examination Form rev 03</p>
25	PM-AKD-23 Implementation and Evaluation of Practical Activities	<p>FM-01-AKD-23 Practical Equipment and Material Request Form rev 03</p> <p>FM-02-AKD-23 Practical Equipment and Material Readiness Form rev 03</p>

		<p>FM-03-AKD-23 Equipment and Material Borrowing Form rev 03</p> <p>FM-04-AKD-23 Laboratory Usage List for Practicum rev 03</p>
26	PM-AKD-24 Thesis Topic Proposal and Supervision	<p>FM-01-AKD-24 Thesis Topic Proposal Form rev 03</p> <p>FM-02-AKD-24 Supervisor Proposal Form rev 03</p> <p>FM-03-AKD-24 Thesis Supervisor Decree rev 03</p> <p>FM-04-AKD-24 Thesis Supervision Form rev 03</p> <p>FM-05-AKD-24 Letter for Research Permit rev 03</p> <p>FM-06-AKD-24 Completed Supervision Report rev 03</p> <p>FM-07-AKD-24 Academic Advisor for Emancipated Learning Program rev 01</p>
27	PM-AKD-25 Evaluation of Teaching and Learning Process	
28	PM-AKD-26 Graduation	
29	PM-AKD-27 Student Leave of Absence	Form Statement Letter Of Grade Revision (REV 04)
RESEARCH		

1	PM-PEN-01 Internal Research	<p>FM-01-PEN-01 Research Certificate Template</p> <p>FM-02-PEN-01 Proposal and Report Evaluation Form</p> <p>FM-03-PEN-01 Research Report Evaluation Format</p> <p>FM-04-PEN-01 Approval Note Format</p> <p>FM-05-PEN-01 Monitoring Form</p> <p>FM-06-PEN-01 Research Report Evaluation Instrument</p> <p>FM-07-PEN-01 Proposal Assessment Form</p> <p>FM-08-PEN-01 Research Receipt Form</p> <p>FM-09-PEN-01 Research Permit Request Form</p> <p>FM-10-PEN-01 Partner Satisfaction Index – IRCS</p> <p>FM-11-PEN-01 Researcher Satisfaction Index – IRCS</p> <p>FM-12-PEN-01 Student Satisfaction Index – IRCS</p> <p>FM-13-PEN-01 Educational Staff Satisfaction Index – IRCS</p>
2	PM-PEN-02 External Research	FM-01-PEN-02 Research Certificate Template

		FM-02-PEN-02 Approval Note Format FM-03-PEN-02 Research Report Evaluation Instrument
COMMUNITY SERVICE		
1	PM-MAS-01 Internal Community Service	FM-01-MAS-01 Progress Report Template FM-02-MAS-01 Community Service Monitoring Form FM-03-MAS-01 Monitoring Evaluation Form FM-04-MAS-01 Receipt Form
2	PM-MAS-02 External Community Service	
QUALITY ASSURANCE		
1	PM-KPM-01 Document Control	FM-01-KPM-01 Document Submission Form FM-02-KPM-01 Document Withdrawal Form FM-03-KPM-01 Master Document List FM-04-KPM-01 External Document List FM-05-KPM-01 Document Distribution Matrix

		FM-06-KPM-01 Document Change Request Form
2	PM-KPM-02 Archive Control	FM-01-KPM-02 Archive List
3	PM-KPM-03 Internal Quality Audit	FM-01-KPM-03 Audit Program FM-02-KPM-03 Audit Implementation Plan FM-03-KPM-03 Audit Checklist FM-04-KPM-03 Audit Findings Form FM-05-KPM-03 Audit Report Form FM-06-KPM-03 Audit Status Log FM-07-KPM-03 Audit Note
4	PM-KPM-04 Data Analysis and Reporting	FM-01-KPM-04 Quality Objective Achievement Report Form
5	PM-KPM-05 Customer Satisfaction Measurement	FM-01-KPM-05 Questionnaire Format FM-02-KPM-05 Student Satisfaction Questionnaire Form
6	PM-KPM-06 Customer Complaint Handling	FM-01-KPM-06 Customer Complaint Form
7	PM-KPM-07 Corrective and Preventive Actions	FM-01-KPM-07 CAPA Form (Corrective and Preventive Action)

		FM-02-KPM-07 Audit Status Log
8	PM-KPM-08 Communication	
9	PM-KPM-09 Management Review Meeting	FM-01-KPM-09 Attendance List for Accreditation Discussion Coordination Meeting FM-02-KPM-09 Management Review Meeting Minutes FM-03-KPM-09 Management Review Meeting Follow-up Details
10	PM-KPM-10 Control of Nonconforming Products	
PLANNING		
1	PM-REN-01 Strategic Plan Development	
2	PM-REN-02 Operational Plan Development	
3	PM-REN-03 Monitoring and Evaluation of Operational Plan Performance	
LABORATORY		
1	PM-LAB-01 Laboratory Equipment Replacement	

2	PM-LAB-02 Measuring Instrument Control	
FACILITIES AND INFRASTRUCTURE		
1	PM-SARPRAS-01 Procurement of Goods and Services	FM-01-SARPRAS-01 Procurement Authorization Letter FM-02-SARPRAS-01 Price Information Request Form FM-03-SARPRAS-01 Market Price Survey Report FM-04-SARPRAS-01 Procurement Invitation to Vendors FM-05-SARPRAS-01 Procurement Data Sheet FM-06-SARPRAS-01 Attendance List for Bid Opening FM-07-SARPRAS-01 Bid Opening Report FM-08-SARPRAS-01 Evaluation, Clarification, and Negotiation Report FM-09-SARPRAS-01 Direct Procurement Results Report FM-10-SARPRAS-01 Procurement Decision Letter

		<p>FM-11-SARPRAS-01 Notification of Procurement Decision</p> <p>FM-12-SARPRAS-01 Work Order Letter</p> <p>FM-13-SARPRAS-01 Work Commencement Order Letter</p>
2	PM-SARPRAS-02 Inspection and Acceptance	<p>FM-01-SARPRAS-02 Work Performance Inspection Report</p> <p>FM-02-SARPRAS-02 Handover of Work Report</p> <p>FM-03-SARPRAS-02 Payment Report</p> <p>FM-04-SARPRAS-02 Goods Trial Report</p> <p>FM-05-SARPRAS-02 Goods Delivery Invoice</p> <p>FM-06-SARPRAS-02 Goods Handover Report</p>
3	PM-SARPRAS-03 Procedures and Administration	FM-01-SARPRAS-03 Goods Inventory Number Form
4	PM-SARPRAS-04 Goods Maintenance	FM-01-SARPRAS-04 Goods Maintenance and Repair Request Form
5	PM-SARPRAS-05 Borrowing	FM-01-SARPRAS-05 Borrowing Request Letter

		FM-02-SARPRAS-05 Goods Borrowing and Return Form
6	PM-SARPRAS-06 Disposal of Goods	FM-01-SARPRAS-06 DISPOSAL COMMITTEE DECREE FM-02-SARPRAS-06 RECOMMENDATION REQUEST LETTER FOR DISPOSAL PROPOSAL FM-03-SARPRAS-06 STATEMENT OF NO INTERFERENCE WITH MAIN DUTIES FM-04-SARPRAS-06 STATEMENT OF LOWEST LIMIT VALUE FM-05-SARPRAS-06 INSPECTION REPORT
7	PM-SARPRAS-07 Unit Goods Maintenance	FM-01-SARPRAS-07 Unit Maintenance Request Form
8	PM-SARPRAS-08 Unit Borrowing	FM-01-SARPRAS-08 Unit Goods Borrowing and Return Form
9	PM-SARPRAS-09 IT Management	
10	PM-SARPRAS-10 System Development	FM-01-SARPRAS-10 System Development Request Form
11	PM-SARPRAS-11 User Account Management USER	FM-01-SARPRAS-11 New Account Request Letter FM-02-SARPRAS-11 Notification Letter

12	PM-SARPRAS-12 Data Backup	
13	PM-SARPRAS-13 Data Restore	FM-01-SARPRAS-13 Data Restore Form
14	PM-SARPRAS-14 Classroom Facilities	FM-01-SARPRAS-14 Classroom Preparation Form
SCHOLARSHIPS		
1	PM-MAWA-01 State-Owned Enterprise (BUMN) Scholarship	
2	PM-MAWA-02 Private Scholarship	
3	PM-MAWA-03 BBM and PPA Scholarships	
4	PM-MAWA-04 Scientific Work Development	
TEACHING PRACTICE		
1	PM-PPL-01 Teaching Practice Implementation Preparation	
2	PM-PPL-02 Teaching Practice Registration	
3	PM-PPL-03 Peer Teaching Training for PPL	
4	PM-PPL-04 PPL Training	

5	PM-PPL-05 Teaching Practice Implementation	
6	PM-PPL-06 PPL Monitoring and Evaluation	
TRACER STUDY ALUMNI		
1	PM-TSA-01 Alumni Tracer Study	<p>FM-01-TSA-01 Alumni Tracer Study Implementation Notice</p> <p>FM-02-TSA-01 Alumni Data Form</p> <p>FM-03-TSA-01 Tracer Study Questionnaire</p> <p>FM-04-TSA-01 Questionnaire Approval Form</p> <p>FM-05-TSA-01 Tracer Study Implementation Request Letter</p> <p>FM-06-TSA-01 Questionnaire Completion Request Letter</p> <p>FM-07-TSA-01 Questionnaire Completion Checklist</p> <p>FM-08-TSA-01 Appreciation Letter for Questionnaire Completion</p>