

RECTOR REGULATION NO. 22 OF 2016 CONCERNING INTERNAL QUALITY ASSURANCE



**MASTER PROGRAM OF ENVIRONMENTAL SCIENCE
SCHOOL OF POSTGRADUATE STUDIES
DIPONEGORO UNIVERSITY**





REGULATION OF THE RECTOR OF UNIVERSITAS
DIPONEGORO NUMBER 22 OF 2016
ON
INTERNAL QUALITY ASSURANCE SYSTEM OF
UNIVERSITAS DIPONEGORO

BY THE GRACE OF GOD ALMIGHTY,
THE RECTOR OF UNIVERSITAS DIPONEGORO,

- Considering :
- a. That to implement Government Regulation Number 52 of 2015 on the Statute of Universitas Diponegoro, it shall be necessary to establish an internal quality assurance system, quality assurance unit organization, and the implementation mechanism at Universitas Diponegoro;
 - b. That based on Article 73 paragraph (6) of Government Regulation Number 52 of 2015 on the Statute of Universitas Diponegoro, it is stipulated that further provisions regarding the internal quality assurance system, quality assurance unit organization, and its implementation mechanism are regulated in Rector Regulation;
 - c. that based on the considerations as referred to in letter a and b, it is deemed necessary to stipulate the

Regulation of the Rector of Universitas Diponegoro on Internal Quality Assurance System, Quality Assurance Unit Organization, and its Implementation Mechanism at Universitas Diponegoro.

In view of :

1. Law Number 20 of 2003 on the National Education System (State Gazette of the Republic of Indonesia of 2003 Number 78, Supplement to the State Gazette of the Republic of Indonesia Number 4301);
2. Law Number 14 of 2005 on Teachers and Lecturers (State Gazette of the Republic of Indonesia of 2005 Number 157, Supplement to the State Gazette of the Republic of Indonesia 4586);
3. Law Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336); Government Regulation Number 7 of 1961 on the Nationalization of Universitas Diponegoro (State Gazette of the Republic of Indonesia of 1961 Number 25);
4. Government Regulation 19 of 2005 on National Education Standards as last amended by Government Regulation number 13 of 2015 on Second Amendment Following Government Regulation number 19 of 2005 on National Education Standard (State Gazette of the Republic of Indonesia of 2015 Number 45, Supplement to the State Gazette of the Republic of Indonesia Number 5670);

5. Government Regulation of the Republic of Indonesia Number 4 of 2014 on Education Implementation and Higher Education Management
(State Gazette of the Republic of Indonesia of 2014 Number 16, Supplement to the State Gazette of the Republic of Indonesia Number 5500);
6. Government Regulation of the Republic of Indonesia Number 81 of 2014 on the Enactment of Universitas Diponegoro as a Legal Entity State University (State Gazette of the Republic of Indonesia of 2014 Number 302);
7. Government Regulation of the Republic of Indonesia Number 26 of 2015 on the Form and Funding Mechanism for Legal Entity State Universities (State Gazette of the Republic of Indonesia of 2015 Number 110, Supplement to State Gazette Number 5699);
8. Government Regulation of the Republic of Indonesia Number 52 of 2015 on the Statute of Universitas Diponegoro (State Gazette of the Republic of Indonesia of 2015 number 170, Supplement to the State Gazette Number 5721);
9. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 22 of 2015 on Single Tuition and Single Tuition Fee at State Higher Education Institutions within the Ministry of Research, Technology and Higher Education (State Gazette of the Republic of Indonesia of 2015 Number 1199);
10. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 on

- National Standards for Higher Education (State Gazette of the Republic of 2015 Number 1952);
11. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 45 of 2015 on Amendments to the Regulation of the Minister of Research, Technology and Higher Education Number 2 of 2015 on Admission of New Bachelor's Degree Students at State Higher Education Institutions (State Gazette of the Republic of Indonesia of 2015 Number 1953);
 12. Decree of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 146/M/Kp/IV/2015 on the Appointment of the Rector of Universitas Diponegoro;
 13. Decree of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 15/M/KPT.KP/2016 on the Appointment of the Board of Trustees at Universitas Diponegoro;
 14. Regulation of the Board of Trustees of Universitas Diponegoro Number 2 of 2016 on the Organization and Work Procedure of Universitas Diponegoro;
 15. Rector Regulation Number 4 on Organization and Work Procedure of Elements Under the Rector of Universitas Diponegoro;

HAS DECIDED:

To enact : INTERNAL QUALITY ASSURANCE SYSTEM
 OF UNIVERSITAS DIPONEGORO

CHAPTER I
GENERAL PROVISIONS

Article 1

In this Rector Regulation:

1. Universitas Diponegoro, hereinafter referred to as Undip, is a legal entity state university.
2. The Statutes of Undip are the basic regulation of Undip management which are used as the cornerstone for the formulation of regulations and operational procedures at Undip.
3. Rector is an Undip organ that leads the organization and management of Undip.
4. Bachelor's degree program is an academic education level after high school education conducted by Higher Education Institutions.
5. Faculty is a set of supporting resources, which conducts and manages academic and professional education in one discipline cluster of scientific and technology.
6. School is the element of academic implementer at the Faculty level that is responsible to conduct and/or coordinate multidisciplinary master's degree programs, professional programs, or vocational programs.
7. Department is an element of Faculty/School that supports the implementation of academic activities in one or several branches of science and technology in academic, professional, or vocational education.
8. Study Program is a unit of educational and learning activities that has certain curriculum and learning methods in one type of academic education, professional education, and/or vocational education.

9. Dean is the head of Faculty or School at Undip who is in charge of and responsible for the education implementation in each Faculty or School.
10. Academic quality policy of Undip is directions, guidelines, and references in preparing the implementation, development, and evaluation plans of academic quality assurance at Undip.
11. Academic quality manual is a guideline in implementing academic quality assurance at Undip.
12. Academic Quality Standards are foundations, guidelines, and targets in planning, implementing, and evaluating the curriculum, learning methods, evaluation systems, student admission and guiding systems, research and community service, facilities and infrastructure to support the learning and teaching process.

CHAPTER II OBJECTIVES AND SCOPE OF THE INTERNAL QUALITY ASSURANCE SYSTEM

Objectives Article 2

The objectives of internal quality assurance system of Undip:

- a. To ensure that every academic service for students is conducted by following the standards;
- b. To realize transparency and accountability to the community, especially parents/guardians of students, regarding the implementation of education in accordance with the standards; and
- c. To encourage all parties/units at Undip to work towards goals by following the standards and continuously strive to improve quality.

Scope Article 3

The scope of internal quality assurance consists of the development and implementation of quality and audit standards in:

- a. education;
- b. research;
- c. community service; and
- d. student affairs.

CHAPTER III DUTIES AND FUNCTION OF QUALITY ASSURANCE

Duties Article 4

The duties of quality assurance are:

- a. Developing quality standards, guidelines of the achievement of quality standards and assessment tools applied in education, research, and community service activities;
- b. Coordinating the implementation of quality assurance activities of education, research, and community service programs in Faculty/School;
- c. Assessing the quality of programs and services in the Faculty/School environment.
- d. Carrying out an evaluation on the results of quality assurance.

Function Article 5

The function of quality assurance unit of Undip is coordinating the quality assurance process towards the programs and activities at Undip to achieve standard/criteria set in ensuring continuous improvement of the programs and activities of Undip.

CHAPTER IV
DOCUMENTS OF QUALITY ASSURANCE SYSTEM
Article 6

- (1) The Documents of Internal Quality Assurance System of Undip consist of:
- a. Book 1 Policies of Internal Quality Assurance System of Undip.
 - b. Book 2 Establishment of the Standards of Internal Quality Assurance System of Undip.
 - c. Book 3 Implementation of Internal Quality Assurance System Standards of Undip.
 - d. Book 4 Manual of Standard Control of Internal Quality Assurance System of Undip.
 - e. Book 5 Manual of the Standard Development of Internal Quality Assurance System of Undip
 - f. Book 6 Content Standard of Internal Quality Assurance System of Undip.
 - g. Book 7 Learning Process Standard of Internal Quality Assurance System of Undip.
 - h. Book 8 Graduate Competence Standard of Internal Quality Assurance System of Undip.
 - i. Book 9 Lecturer and Education Staff Standards of Internal Quality Assurance System of Undip.
 - j. Book 10 Facilities and Infrastructure Standards of Internal Quality Assurance System of Undip.
 - k. Book 11 Management Standards of Internal Quality Assurance System of Undip.
 - l. Book 12 Financing Standard of Internal Quality Assurance System of Undip.
 - m. Book 13 Education Assessment Standards of Internal Quality Assurance System of Undip.
 - n. Book 14 Student Standards of Internal Quality Assurance System of Undip.
 - o. Book 15 Academic Atmosphere Standards of Internal Quality Assurance System of Undip.
 - p. Book 16 Research and Community Service Standards of Internal Quality Assurance System of Undip

- q. Book 17 Information System Standards of Internal Quality Assurance System of Undip.
 - r. Book 18 Standards for Domestic and International Cooperation of Internal Quality Assurance System of Undip.
- (2) The documents of Internal Quality Assurance System of Undip from Book 1 to Book 18 are attached in this Regulation.

Article 12

This Rector Regulation of Undip shall come into effect as from the date of its enactment.

Enacted in Semarang
December 30, 2016
RECTOR OF UNIVERSITAS DIPONEGORO

signed

PROF.DR.H.YOS JOHAN UTAMA, SH., M.HUM.
NIP. 196210111987031004

COPIES are submitted to:

1. Undip Board of Trustees;
2. Undip Academic Senate;
3. Vice Rectors/Assistant Rectors at Undip;
4. Deans of Faculty/School at Undip;
5. Director of PPS/Dean of Undip Postgraduate Program;
6. Heads of Institutions at Undip;
7. Heads of Technical Implementation Unit (UPT) at Undip;
8. Head of BP-SU at Undip;
9. Director of RSND of Undip.