UNIVERSITAS ISLAM NEGERI
SALATIGA

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# POLICY
## ISO 21001

## UIN SALATIGA

Implementation of ISO 21001:2018 in Educational Organizations-
Management Systems for Educational Organizations
at Universitas Islam Negeri Salatiga

2023

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# POLICY
# INTERNAL QUALITY ASSURANCE SYSTEM (SPMI)
# UNIVERSITAS ISLAM NEGERI (UIN) SALATIGA
# IMPLEMENTATION OF ISO 21001:2018

**UNIVERSITAS ISLAM NEGERI SALATIGA**

**KEPUTUSAN REKTOR UNIVERSITAS ISLAM NEGERI SALATIGA**
**NOMOR: B- 552/Un.29/PP.08/01/2023**
**TENTANG**
**KEBIJAKAN SISTEM PENJAMINAN MUTU INTERNAL (SPMI)**
**IMPLEMENTASI ISO 21001:2018**
**UNIVERSITAS ISLAM NEGERI SALATIGA**
**TAHUN 2023**

**DENGAN RAHMAT TUHAN YANG MAHA ESA**
**REKTOR UNIVERSITAS ISLAM NEGERI SALATIGA**

Menimbang : a. Bahwa dalam rangka penerapan kebijakan Sistem Penjaminan Mutu (SPMI) ISO 21001:2018 terlaksana dengan baik dan lancar, maka perlu dibuat Keputusan Rektor tentang Kebijakan Sistem Penjaminan Mutu Internal (SPMI) Implementasi ISO 21001:2018 Universitas Islam Negeri Salatiga Tahun 2023;

b. Bahwa berdasarkan pertimbangan sebagaimana dimaksud pada huruf a di atas perlu menetapkan Keputusan Rektor tentang Kebijakan ISO 21001:2018 Univeristas Islam Negeri Salatiga Tahun 2023;

Mengingat : 1. Undang-Undang RI Nomor 20 Tahun 2003 tentang Sistem Pendidikan Nasional;

2. Undang-Undang RI Nomor 14 Tahun 2005 tentang Guru dan Dosen;

3. Undang-Undang RI Nomor 12 Tahun 2012 tentang Pendidikan Tinggi;

4. Peraturan Pemerintah RI Nomor 57 Tahun 2021 tentang Standar Nasional Pendidikan;

5. Peraturan Pemerintah RI Nomor 37 Tahun 2009 tentang Dosen;

6. Peraturan Pemerintah RI Nomor 46 Tahun 2019 tentang Pendidikan Tinggi Keagamaan;

7. Peraturan Menteri Riset, Teknologi, dan Pendidikan Tinggi RI Nomor 03 Tahun 2020 tentang Standar Nasional Pendidikan Tinggi;

8. Peraturan Menteri Agama RI Nomor 72 Tahun 2022 tentang Organisasi dan Tata Kerja Kementerian Agama;

9. Peraturan Menteri Agama RI Nomor 79 Tahun 2022 tentang Organisasi dan Tata Kerja Universitas Islam Negeri Salatiga;

10. Peraturan Menteri Agama RI Nomor 86 Tahun 2022 tentang Statuta Universitas Islam Negeri Salatiga;

11. Keputusan Menteri Agama RI Nomor: 024068/B.II/2022 tentang Pengangkatan Rektor UIN Salatiga;

**M E M U T U S K A N**

Menetapkan : **KEPUTUSAN REKTOR KEBIJAKAN SISTEM PENJAMINAN MUTU INTERNAL (SPMI) IMPLEMENTASI ISO 21001:2018 PADA UNIVERSITAS ISLAM NEGERI SALATIGA TAHUN 2023**

| | | |
|---|---|---|
| Kesatu | : | Mengesahkan Kebijakan Sistem Penjaminan Mutu Internal (SPMI) Implementasi ISO 21001:2018 pada Universitas Islam Negeri Salatiga sebagaimana tercantum dalam lampiran yang merupakan bagian tidak terpisahkan dari Keputusan ini; |
| Kedua | : | Dalam perkembangannya pedoman ini dapat direvisi dengan kebutuhan serta kondisi tertentu yang nantinya diputuskan Kembali dengan keputusan Rektor. |
| Ketiga | : | Keputusan ini berlaku sejak tanggal ditetapkan dengan ketentuan apabila di kemudian hari ternyata terdapat kekeliruan dalam keputusan ini akan diadakan perubahan dan perbaikan sebagaimana mestinya. |

Ditetapkan di  : Salatiga
Pada tanggal  : 20 Januari 2023
REKTOR,

Zakiyuddin

# FOREWORD

Alhamdulillahirobbil'alamiin, we say our thanks to Allah SWT for His grace and gifts, so that the document of the Internal Quality Assurance System (SPMI) Policy of the implementation of ISO 21001:2018 of UIN Salatiga is completed. SPMI implementation should start with making or revising Internal Quality Assurance System (SPMI) policy document to be adjusted to the ISO 21001:2018 standard.

The SPMI policy document is prepared by considering the implementation based on the Law No.12 Year 2012 regarding Higher Education, Regulation of the Minister of Research and Technology and Higher Education no 44 Year 2015 Regarding the National Higher Education Standard, Regulation of the Minister of Research and Technology and Higher Education No 62 Year 2016 Regarding the Higher Education Quality Assurance System (SPMPT), Regulation of the Minister of Research and Technology and Higher Education No. 32 Year 2016 Regarding the Study Program and University Accreditation and ISO 21001:2018 standard.

This SPMI policy document contains the outlines of how SPMI should be understood, designed and implemented by all parties responsible in organizing the university in UIN Salatiga, thus realizing a culture of quality.

Salatiga, 20 January 2023

Writing Team

# WRITING TEAM

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# CHAPTER I
## VISION, MISSION, GOAL, AND TARGET OF UIN SALATIGA

Universitas Islam Negeri (UIN) Salatiga has a vision which is designed to face and fulfill the demands of the future generation. The development of the vision of UIN Salatiga is based on various judicial, philosophical, scientific, pedagogical, and historical and cultural bases, by considering the national condition and interests in order to strengthen nationalism based on Pancasila and the pillar of Indonesia's unity, i.e. UUD 1945, the Unitary State of the Republic of Indonesia, as well as Bhinneka Tunggal Ika. The vision of UIN Salatiga is directed to produce Indonesian people who are smart, innovative, creative, pious, independent, intellectual, have Indonesian character, and have comparative and competitive advantages regionally and internationally through the improvement of availability, accessibility, quality and relevance, as well as equality and certainty to obtain services. UIN Salatiga tries to improve its quality, relevance, effectiveness, and efficiency optimally and continuously, whether on the input, process, or output.

## A. Vision

Being the leading center of Islamic moderation and science and technology and arts pioneering for the noble dignity of humanity in 2045.

## B. Missions

To realize the vision, UIN Salatiga performs steps as formulated in the following mission:

1. Combining, harmonizing, and developing revelation-based sciences and ration and reality-based science, for the benefit, welfare, and dignity of humanity;
2. Improving the relevance, quality, and creativity in scientific research and publication, and
3. Improving the credible, accountable, and competitive capacity of the institution

## C. Goals

The goals of UIN Salatiga are:

1. Realizing cooperation in university Tridharma to realize the nobility of the dignity of humanity at local, national, and international levels.

2. Realizing cooperation in university Tridharma to realize the nobility of the dignity of humanity at local, national, and international levels.

3. Realizing cooperation in university Tridharma to realize the nobility of the dignity of humanity at local, national, and international levels.

4. Realizing cooperation in university Tridharma to realize the nobility of the dignity of humanity at local, national, and international levels.

5. Realizing cooperation in university Tridharma to realize the nobility of the dignity of humanity at local, national, and international levels.

## D. Strategy

The strategic targets of UIN Salatiga to support the improvement of quality, productivity, and competitiveness of Islamic University (PTKI), are as follows:

1. Realizing cooperation in university Tridharma to realize the nobility of the dignity of humanity at local, national, and international levels.

2. Organizing science, technology, and art lectures to meet national interests and improve the nation's competitiveness;

3. Facilitating and organizing science, technology, and art lectures which consider

# CHAPTER II
# THE REASON UIN SALATIGA IMPLEMENTS SPMI AND ITS SCOPE

## A. The reason UIN Salatiga implements SPMI

A higher education is said to be high quality if it's able to implement and realize its vision through performing its missions (deductive aspect) and fulfilling the demands of the stakeholders (inductive aspect), i.e. societal needs, industrial needs, and professional needs. The quality of a university is based on it identify, vision, missions, goals, objectives, curriculum, human resources (lecturers and other educational staff), students, learning process, infrastructure and facility, academic atmosphere, funding/finances, research and publication, community service, governance, institutional management, information system, cooperation, quality assurance system, as well as graduates and alumni. To create a hgh quality higher education, internally, a university must implement Internal Quality Assurance System (SPMI) and externally is evaluated by related external institution (SPME).

The Internal Quality Assurance System of UIN Salatiga is motivated by the determination to create a culture of quality within UIN Salatiga with the special features of UIN Salatiga in accompanying the achievement of the vision of UIN Salatiga. For this reason, SPMI policy is established by considering the direction of UIN Salatiga policies and ISO 21001:2018, i.e. the realization of a leading learning based on Islamic-Indonesian values by implementing ISO 21001:2018.

## B. The Scope of SPMI Policy

The SPMI policy of UIN Salatiga covers all aspects of organizing university Tridharma activities (learning, research, and community service), and other non-academic aspects (finances, entrepreneurship, innovation, etc.). Specifically, the SPMI policy of UIN Salatiga is directed to the following 8 strategic targets:

1. Strengthening a Higher Education system with a moderate perspective
2. Improving professionalism, quality, and qualification of lecturers and educational staff
3. Increasing student participation in education unit
4. Improving the quality of education quality assurance standard and system
5. Improving the quality of the internationally-recognized UIN Salatiga

6. Improving the quality of UIN Salatiga which is accepted in the industry
7. Increasing the utilization of research result
8. Improving the effective and accountable organizational management of UIN Salatiga.

# CHAPTER III
## ENFORCEABILIT OF THE SPMI POLICY OF UIN SALATIGA

The SPMI policy of UIN Salatiga applies to all units in UIN Salatiga, i.e. all educational strata (undergraduate, vocational education, graduate, postgraduate), faculty, graduate program (PPs), study program/division, institution, and technical implementation unit (UPT). Based on these references the SPMI of UIN Salatiga must be organized and be the responsibility of the leaders at university level, as well as at faculty, graduate program, vocational program, institution, bureau, and technical implementation unit levels.

The scope of the SPMI policy of UIN SALATIGA is used as a reference to design and formulate quality manual, quality standard, and form, as well as the SPMI quality standard implementation and improvement procedures at faculty, graduate program, vocational program, institution, and technical implementation unit levels within UIN Salatiga.

# CHAPTER IV
## LIST OF TERMS

Below is a list of definitions and terms used in UIN Salatiga

1. **Internal Quality Assurance System (SPMI)** is an autonomous or independent systemic quality assurance activity by University to control and improve organization in a planned and continuous manner;

2. **External Quality Assurance System (SPME)** hereafter abbreviated as SPME, is an assessment activity through accreditation to determine the fitness and level of quality achievement of study program and university

3. **SPMI policy** is a written statement explaining the thinking, attitude, view on the SPMI in effect in UIN Salatiga;

4. **SPMI Manual** is a document containing practical guides on how to carry out or implement SPMI in UIN Salatiga;

5. **SPMI Standard** is a document containing various criteria, assessments, or specifications on something to be achieved;

6. **SPMI Form** is a written document which serves to note, record, certain thing or information or  activity as an inseparable part of quality standard, quality manual or quality procedure;

7. **Quality procedure** is a written document in the form of standard operating procedure (SOP) which serves as a guideline to implement a standard;

8. **Self-Evaluation** is a periodic activity of every unit in UIN Salatiga to examine, analyze, and asses their own performance in a certain period, to determine their weakness and flaw;

9. **AMI Audit** is a regular activity at the end of every academic year, which is performed by Internal Auditor to examine the implementation of SPMI in UIN Salatiga and evaluate whether the entire SPMI Standard of UIN Salatiga has been achieved by every unit within UIN Salatiga;

10. **Study Program Management Unit (UPPS)** is a unit that plans the entire study program development efforts based on comprehensive, structures, and systematic self-evaluation. UPPS is in undergraduate program, vocational program, faculty and graduate program;

11. **Faculty and Graduate Program Quality Assurance Group** is an element which plans, implements and develops SPMI in faculty/graduate/vocational program, which contains study program.

# CHAPTER V
# DETAILS OF THE SPMI POLICY OF UIN SALATIGA

## A. Basis and Principle of the SPMI of UIN Salatiga
### 1. Basis of SPMI

**a. Accountability**

In its implementation, SPMI must be able to be accounted for scientifically, be open and always refers to the current and dynamic scientific development;

**b. Transparency**

SPMI policy is performed openly based on clear order and regulations which are always oriented to mutual trust to create a conducive academic atmosphere and ensure the realization of synergy;

**c. Quality**

Quality means that SPMI policy is implemented by always prioritizing the quality of input, process, and output;

**d. Togetherness**

SPMI policy is performed in an integrated, structure, systematic, comprehensive and directed manner, based on the institutional vision, missions, and goals;

**e. Law**

All parties involved directly and indirectly in implementing SPMI policy must follow the laws in effect whose enforceability is guaranteed by the state;

**f. Benefit**

SPMI policy is implemented to give the biggest benefit to the entire academic community, institution, nation and state;

**g. Equality**

SPMI policy is implemented based on equal rights to ensure the creation of an equal academic environment;

**h. Independence**

The implementation of SPMI policy is always based on the university's capability by relying on the entire existing potentials and resources to optimize

the university's capability which continues to grow in a systematic and structured manner.

2. **Principles of SPMI**

   The principles of SPMI according to the Law of Higher Education and the Regulation of the Minister of Research and Technology and Higher Education No.62 Year 2016 on Higher Education SPM are summarized below:

   a. **Autonomous**

   SPMI is developed and implemented autonomously or independently by UIN Salatiga, at university and Management Unit levels in every Study Program;

   b. **Standardized**

   SPMI uses the Higher Education Standard that consists of the Higher Education SN established by the Minister and the National University Standard (SNPT) of UIN Salatiga.

   c. **Accuracy**

   SPMI uses accurate data and information on Higher Education PD.

   d. **Planned and Continuous**

   SPMI is implemented using 5 (five) quality assurance stages, i.e. PPEPP cycle (Establishment, Implementation, Evaluation, Control, and Improvement).

   e. **Documented**

   Every stage in the PPEPP cycle in SPMI must be completely systematically documented;

B. **Goal and Strategy of the SPMI of UIN Salatiga**
   1. **Goal**

   SPMI aims to improve the quality culture of UIN Salatiga in a planned and continuous manner, to ensure that every service within UIN Salatiga is performed consistent with the SPMI standard, so that in case of deviation, it can be corrected immediately. SPMI realizes transparency and public accountability, inviting all parties to work to achieve the goal of UIN Salatiga based on the standard and continuously. The goal of SPMI can only be achieved if UIN Salatiga implements

SPMI well and correctly, thus supporting the implementation of the External Quality Assurance System (SPME).

Realizing quality culture in detail in SPMI is for:

a. Accelerating the achievement of vision, mission, and goals;

b. Ensuring the quality of the implementation of University Tridharma;

c. Improving quality in a planned and continuous manner;

d. Developing quality awareness, quality commitment and quality culture;

e. Helping to fulfill the demands of the internal and external stakeholders;

f. Being the benchmark for quality improvement.

2. **Strategy of SPMI UIN Salatiga**

The strategy of SPMI in realizing the set goals is:

a. Performing Quality Assurance System socialization and training;

b. Involving the entire academic community starting from planning, implementation, evaluation, control, and improvement (PPEPP) in the implementation of the university Tridharma standard continuously;

c. Performing monitoring and evaluation, as well as audit regularly;

d. Performing training for lecturers and educational staff on SPMI, and specifically training as an internal auditor;

e. Involving professional organization, alumni, business world and the government as the users of the graduates, especially at the stage of implementing SPMI standard;

f. Benchmarking the quality of the continuous organization of higher education to other higher education institutions by referring to the National Education Standard (SNP) and other relevant standards

C. **Scope of SPMI**

The SPMI policy of UIN Salatiga covers all aspects of organizing university Tridharma activities (education, research, and community service), and non-academic aspects. Specifically, the SPMI policy of UIN Salatiga is directed to the following 9 strategic targets:

1. Development of the quality, productivity and relevance of Education;

2. Development of the quality, productivity and relevance of research;

3. Development of the quality, productivity and relevance of community service;

4. Development of the quality, quantity of human resources;

5. Development of the quality and participation of alumni;

6. Improvement of the quality of civil service, management, service, and cooperation;

7. Improvement of the quality of financial performance and accountability;

8. Improvement of the quality and quantity of supporting facilities and infrastructure;

9. Improvement of the quality and quantity of ifnroamtion and communication technology-based services.

## D. SPMI Implementation Management of UIN Salatiga

The work mechanism of SPMI combines SPMI approach according to the Regulation of the Minister of Education and Culture No. 50 year 2014, the Regulation of the Minister of Research and Technology and Higher Education No. 62 Year 2016, the Regulation of the Minister of Education and Culture No.3 year 2020, and ISO 21001:2018 standard using the Establishment, Implementation, Evaluation, Control, Improvement (PPEPP) cycle continuously (continuous improvement) or known as Plan, Do, Check, Action (PDCA) in ISO. The PPEPP cycle is based on the Regulation of the Minister of Research and Technology and Higher Education No. 62 Year 2016 on Higher Education SPM and PDCA which are summarized in Figures 1 and 2 below:
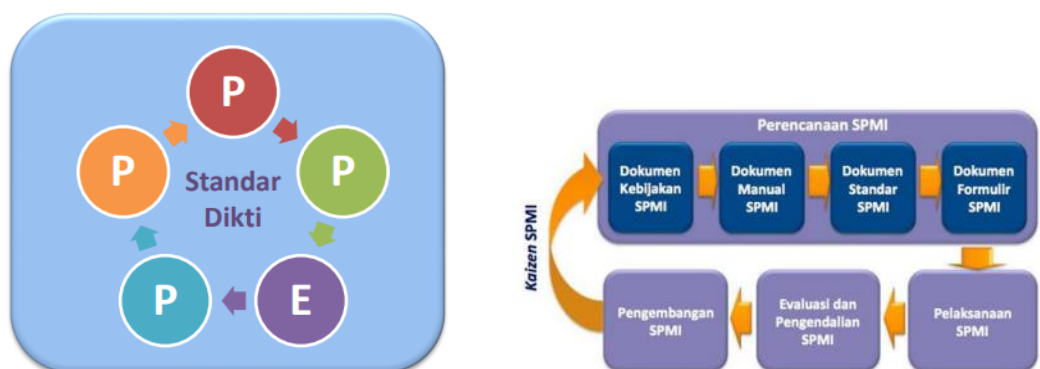


Standar dikti: Higher Education standard

Figure 1. PPEPP Cycle on Higher Education SPM

Source: (the Regulation of the Minister of Research and Technology and Higher Education No. 62 Year 2016)
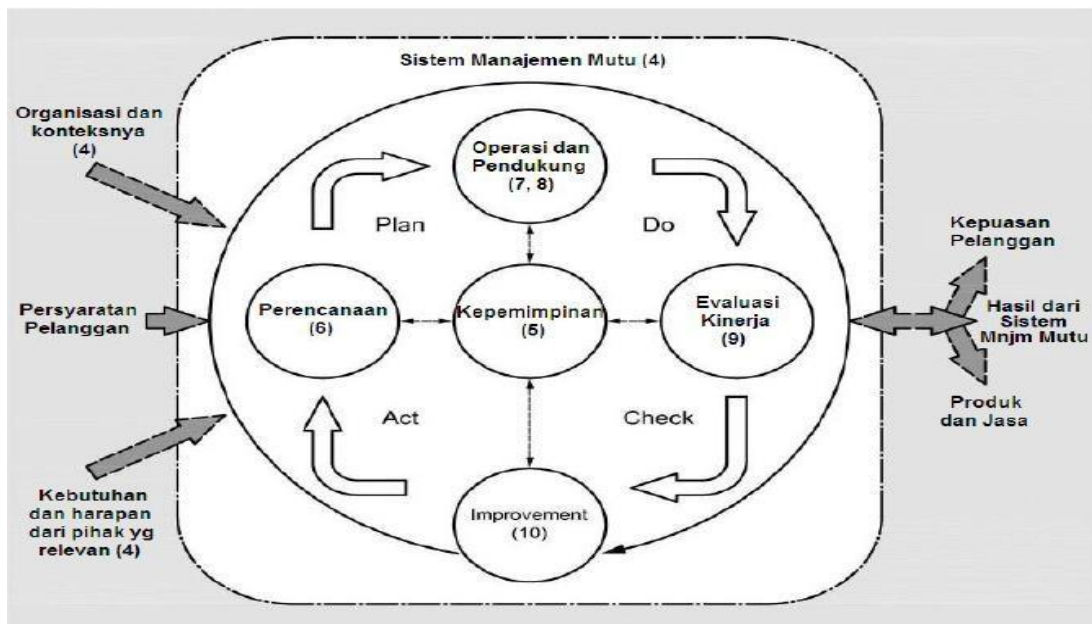
Sistem manajemen mutu: quality management system
Operasi dan pendukung: operation and support
Evaluasi kinerja: performance evaluation
Kepemimpinan: leadership
Perencanaan: planning
Kepuasan pelanggan: customer satisfaction
Hasi dari sistem mnjm mutu: result of quality management system
Produk dan jasa: product and service
Organisasi dan konteksnya: organization and its context
Persyaratan pelanggan: customers' requirements
Kebutuhan dan harapan dari pihak yang relevan: needs and expectations of relevant parties
Figure 2. Standard structure in the PDCA Cycle

1. **PPEPP Cycle**

   a) **Implementation of SPMI Standard**

   The implementation stage contains SPMI planning, which is realized in 4 SPMI documents, i.e. SPMI Policy, SPMI Standard, SPMI Manual and SPMI Form. The SPMI policy of UIN Salatiga is the guideline for the management of UIN Salatiga to create and quality culture, with SPMI Manual. The description of SPMI policy is found in the SPMI Standard, which contain the academic and non-academic standards in effect in UIN Salatiga. SPMI Form also contains the Standard Operating Procedure (SOP) to give more detailed steps in implementing the standard.

## b) Implementation of SPMI Standard

At this stage, every established standard is implemented by every party who must implement the standard, i.e.:

1) The entire management by referencing the main tasks and functions of the organizational structure in effect in UIN Salatiga, including: Rector, Senate, Internal Supervisory Unit (SPI), Technical Implementation Unit (UPT), Institution, Study Program Management Unit (UPPS), and Study Program;

2) The entire academic community: Lecturers, Educational Staff, Student Activity Units/Communities, and Students.

## c) Evaluation of SPMI Standard

The evolution in the SPMI cycle of UIN Salatiga covers 2 types as follows:

1) Diagnostic and formative evaluation by regular monitoring and self-evaluation, and is performed by structural officials/superiors. The reporting and discussion of the evaluation result are performed through Study Program, faculty, and/or university regular meeting. The evaluation result is documented using the information system developed by UIN Salatiga.

2) Summative evaluation through Internal Quality Audit (AMI). Quality audit is performed on every standard implementation unit by matching the set standard with the implementation result. This audit is coordinated by the Internal Quality Audit Center of LPM, and is performed once a year. The audit result must be followed up in the Management Review Meeting (RTM).

## d) SPMI Standard Control

Control is a follow up of the evaluation, whether self-evaluation, internal quality audit, or accreditation result. There are four possible conclusions of the evaluation result by the Chairman of UIN Salatiga, i.e.:

1) Reaching SPMI standard
2) Surpassing SPMI standard
3) Not reaching SPMI standard
4) Deviating from SPMI standard

## e) Improvement of SPMI Standard

The final stage of the SPMI cycle is standard improvement, i.e. the stage that must be performed by UIN Salatiga to improve the content or scope of a standard in SPMI based on the evaluation result.

The five PPEPP stages are cyclical, systematic, and continuous activities which must be supervised with the commitment of the leaders of UIN Salatiga and supported by a reliable information system.

2. **Internal Quality Audit (AMI)**

Internal Quality Audit (AMI) is a systematic, independent, and documented audit process to ensure the performance of every SPMI activity in UIN Salatiga. Internal Quality Audit is performed by LPM once a year by appointing a Internal Quality Auditor team.

a) The objectives of AMI are as follows:
   1) Ensuring the implementation of SPMI meets the standard/regulations.
   2) Evaluating the effectiveness of the implementation of the quality management system
   3) Identifying opportunity to follow up on audit result finding
   4) Ensuring the accountability of the implementation of the SPMI standard

b) The benefits of AMI are as follows:
   1) The implementation of SPMI in UIN Salatiga meets the standard/regulations
   2) The implementation of the quality management system is effective
   3) Opportunity to follow up on audit result finding is identified
   4) Accountability of the implementation of SPMI is created

c) The implementation of AMI is stipulated to perform the following:
   1) LPM of UIN Salatiga establishes AMI policy in the form of Rector's Decree on the Implementation of AMI.
   2) The implementation of AMI is based on the AMI guideline established by the LPM of UIN Salatiga
   3) The procedure of the implementation of AMI is performed by following the SOP established by the LPM of UIN Salatiga
   4) Auditee prepares self-evaluation document of the implementation of SPMI in their own unit for the AMI process

5) The result of AMI activity in the form of finding must be exposed in the Management Review Meeting (RTM)

6) RTM result must be followed up by auditee to then be exposed in a follow up meeting lanjut (RTL).

## 3. Management Review Meeting (RTM)

Management Review Meeting is one of the activities that must be performed by the management of UIN Salatiga as a follow up of AMI in formulating the follow up the corrective action and escalation of priority to be chosen. The consideration for every option is discussed in RTM by considering every relevant aspect of every related unit, until the escalation steps to be taken are agreed on.

Management Review Meeting (RTM) in UIN Salatiga is a meeting performed by the management of UIN Salatiga periodicaly to reviewthe performance of the quality assurance system and the performance of institutional services to ensure the continuity, fitness, suitability, adequacy and effectiveness of the quality assurance system and service system of UIN Salatiga in the planned period.

Management Review Meeting (RTM) can be performed at university level. Every RTM activity is recorded and the record is documented well so that it may be used at any time. RTM may schedule to discuss a minimum of three types of elements below:

a) The result of Internal Quality Audit (audit result/finding) of UIN Salatiga.

b) Feedback from stakeholder, e.g. stakeholder's complaint, the result of stakeholder satisfaction survey on the services of UIN Salatiga

c) Recommendation for following up AMI result.

## 4. Follow Up Audit (ATL)

Follow up Audit is an activity to identify and document auditee's progress in performing audit recommendation. ATL result is a conclusion on the follow up that has been performed.

1. As recommended

2. Not as recommended

### E. SPMI Organization

#### 1. Parties that must implement SPMI policy

At this stage, every established academic and non-academic standard is implemented by every party who must implement the standard, i.e. the entire management by referencing the main tasks and functions of the organizational structure in effect in UIN Salatiga, including:

a) Senate

b) Rectorate,

c) Internal Supervisory Unit (SPI)

d) Institution

e) Technical Implementation Unit (UPT)

f) Study Program Management Unit (UPPS)

g) Study Programs

h) Student Activity Units

i) The entire academic community: Lecturers and students.

#### 2. Responsible Party for SPMI

To support the implementation of the quality assurance system, the Rector of UIN Salatiga technically forms organizations that operationally assist all activities related with the quality assurance system, whether at university level or faculty/graduate program level, as well as Study Program. The organizations responsible for the SPMI of UIN Salatiga at every level are as follows:

a) At university level, there is the Quality Assurance Institute (LPM). LPM has two centers that support the implementation of SPMI:

   1) Quality Standard Development Center (PSM) whose task is developing the quality standard for the implementation of University Tridharma, which includes the development of quality assurance standard used as the basis for internal and external quality assurance

   2) Audit and Quality Control Center (APM) whose task is performing quality control internally through internal quality audit, monitoring and evaluation of the implementation of SPMI.

   3) The chairman of LPM is an element of university leaders who must be involved in university leader meeting.

b) At faculty/graduate program/vocational program level, there is GJMF.

1) GJMF is a quality assurance group responsible for implementing internal quality assurance at faculty level. Department Head is the implementer of GJMF function.

2) GJMF performs its tasks by coordinating with the LPM

3) LPM must be involved in every quality assurance activity

The organizational structure of the LPM of UIN Salatiga is shown in Figure 2. The tasks and function of the LPM that support the implementation of SPMI are described in the Rector's Decree No. B-2006/In.21/HO.00.7/07 Year 2018 Regarding the Guideline for Civil Service System.
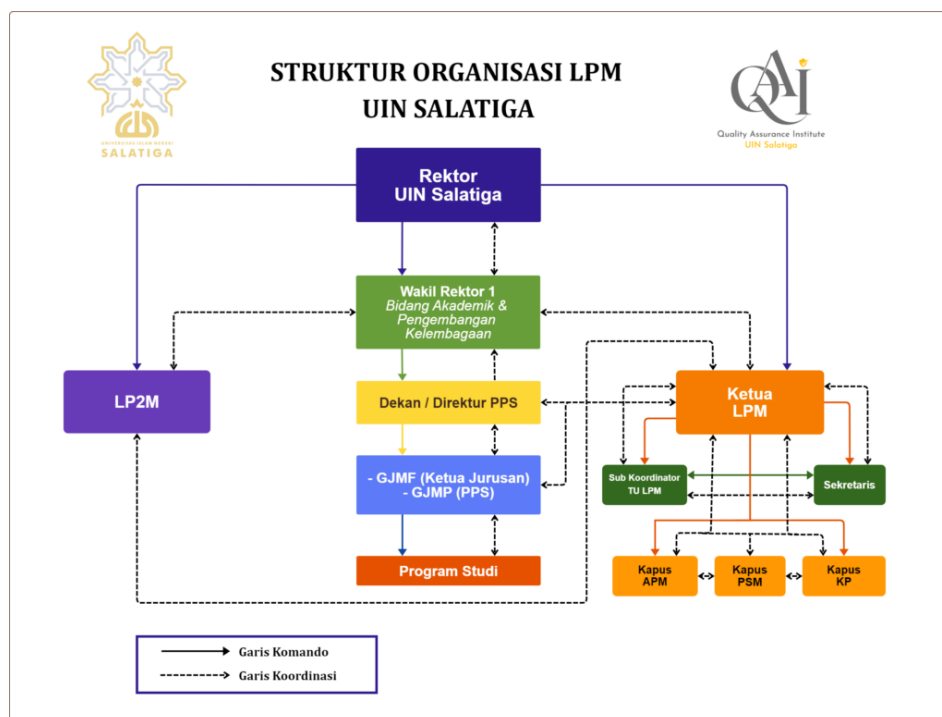


Struktur organisasi LPM UIN Salatiga: organizational structure of the LPM of UIN Salatiga

Rektor UIN Salatiga: Rector of UIN Salatiga

Wakil Rektor 1: Deputy Rector 1

Bidang akademik & pengembangan kelembagaan: academic affairs & organizational development department

Dekan/direktur PPS: dean/director of

Ketua jurusan: Department head

Program studi: study program

Ketua LPM: Chairman of LPM

Sub koordinator: sub-coordinator

Sekertaris: secretary

Garis komando: command line

Garis koordinasi: coordination line

Figure 2. Organizational Structure of the LPM of UIN Salatiga

3. **Quality Assurance Groups**

There are two Quality Assurance Groups in UIN Salatiga: Faculty Quality Assurance Group (GJMF) and Graduate Program Quality Assurance Group (GJMP). GJMF us a faculty supporting unit responsible to the Dean and GJMP is a graduate program supporting unit responsible to the Director of the Graduate Program in controlling the standard and assuring the quality of the Faculty Institution. Faculty Quality Assurance Group (GJMF) and Graduate Program Quality Assurance Group (GJMP) consist of chairman, secretary and members of every study program.

4. **Tasks and Function of Quality Assurance Group**
   a) The tasks and functions of GJMF and GJMP
      1) Socializing the Quality Assurance System (SPM) to the academic community at Faculty/Graduate Program level
      2) Facilitating the preparation of Faculty/Graduate Program quality document
      3) Performing monitoring and evaluation of university organization within Faculty/Graduate Program in the academic field
      4) Performing monitoring on the follow up of internal audit result within Faculty/Graduate Program
      5) Mentoring study program accreditation preparation within Faculty/Graduate Program
      6) Coordinating with LPM and LP2M
      7) Preparing academic SOP
      8) Monitoring the implementation of education in the academic field at study program level

## F. Main Performance Indicator and Target Policy Achievement of the SPMI of UIN Salatiga

The indicators of the SPMI Policy of UIN Salatiga cover the following:

1. The implementation of SPME
2. The achievement of A/leading accreditation for study program and university.
3. The achievement of international accreditation for study program and university.

Target achievement of every indicator is presented in the Table below:

| No | Indicator | Base line 2020 | Target Achievement | | | |
|---|---|---|---|---|---|---|
| | | | 2021 | 2022 | 2023 | 2024 |
| 1 | Implementation of SPME | 13% | 16% | 29% | 20% | 14% |
| 2 | Achievement of leading accreditation for study program | 19% | 26% | 28% | 37% | 46% |
| 3 | Institutional Accreditation | B | B | B | B | Leading |
| 4 | Achievement of international accreditation for study program | 0 | 0 | 1% | 1% | 1% |

## G. SPMI Document Information

Document is the basis for implementing SPMI. Document must be written clearly and is easy to understand by anyone who needs it. The order of SPMI documents is hierarchic, in which every document has a set level consistent with the necessary levels. Lower level document contains explanations on higher clauses and its content may not be conflicting. Aside from SPMI Policy, three other main SPMI documents are as follows:

1. **SPMI Manual**

SPMI manual is a document containing technical guideline on the method, step, or procedure to implement, perform, evaluate, control, and improve Higher Education SN continuously, at study program, faculty and university levels. This document contains the standard implementation manual, standard performance manual, standard evaluation manual, standard control manual, and standard improvement manual.

2. **SPMI Standard**

SPMI standard is a document containing various criteria, measurements, or specifications of all activities. SPMI standard consists of the National Higher Education Standard (Higher Education SN) set by the Regulation of the Minister of Research and Technology and Higher Education, and additional standards set by the university bad on the vision of UIN Salatiga, hereinafter referred to as SNPT.

3. **SPMI Form**

SPMI form is a written document containing a group of forms used in implementing the Higher Education SN and SNPT. The form serves to record certain activity when the Higher Education standard is implemented. Quality form is used as a tool to fulfill/complete the quality procedure set in the SPMI standard. The forms are proof that the standard has been implemented.

## H. Relation between SPMI Policy Document and Other Documents in UIN Salatiga

SPMI document is different from other common documents in universities, such as statute and strategic plan (renstra). Statute and Renstra aren't included in SPMI document, both they're related to it. The relation means that statute and renstra are guidelines for establishing SNPT. SNPT must then be implemented, evaluated, controlled and improved through.

Renstra is made to help university to prepare an Operational Plan. Therefore, renstra contains a number of targets of university programs to achieve.

## I. SPME Policy and UPPS Policy of UIN Salatiga

SPME is an assessment activity through accreditation to determine the feasibility and level of quality achievement of study programs and university.  Article 3

of the Regulation of the Minister of Education and Culture No. 5 Year 2020 on Study Program and University Accreditation states that accreditation is performed on Study Program and University based on the interaction between Higher Education SN standards. Therefore, SPMI output is used by study program as a material for submitting for LAM and University accreditation as a material for submitting for accreditation to BAN-PT.

Based on the Regulation of BAN-PT on IAPS 4.0, the unit to submit for accreditation is the Study Program Management Unit (UPPS). In this case, the UPPS in UIN Salatiga is faculty/graduate program/program/vocational program. The tasks of UPPS are:

1. Implementing SPMI consistent with the PPEPP cycle.
2. Preparing SPMI output to prepare SPME or accreditation

For the interest of the study program submitting for an accreditation, the faculty/graduate program/vocational program forms an accreditation team supervised by LPM, which consists of:

1. Dean/leadership element of faculty/graduate program/vocational program
2. Department Head
3. Head of Study Program
4. Study Program Taskforce

Higher Education Quality Assurance System (SPM Dikti) consists of SPMI and SPME. SPME is performed through assessment of the output of SPMI implementation to establish an accredited status and accredited rank for a study program and/or university.

# CHAPTER VI
## LIST OF THE SPMI STANDARDS OF UIN SALATIGA

Based on the Regulation of the Minister of Education and Culture No. 3 Year 2020 regarding the National Higher Education Standard, UIN Salatiga implements 24 Higher Education standards, and four additional standards, totaling in 28 standards, i.e.

A. **Eight standards in the Educational Standard Group, which consist of:**
   1. Standard of competency of graduates;
   2. Standard of learning content;
   3. Standard of learning process;
   4. Standard of learning assessment;
   5. Standard of lecturers and educational staff;
   6. Standard of learning facilities and infrastructures;
   7. Standard of learning management;
   8. Standard of learning financing.

B. **Eight standards in the Research Standard Group, which consist of:**
   1. Standard of research result;
   2. Standard of research content;
   3. Standard of research process;
   4. Standard of research assessment;
   5. Standard of researcher;
   6. Standard of research facilities and infrastructures;
   7. Standard of research management;
   8. Standard of research financing.

C. **Eight standards in the Community Service Standard Group, which consist of:**
   1. Standard of community service result;
   2. Standard of community service content;
   3. Standard of community service process;
   4. Standard of community service assessment;
   5. Standard of community service implementer;
   6. Standard of community service facilities and infrastructures;

7. Standard of community service management;

8. Standard of community service financing.

**D. Student and Alumni Standard;**
1. Student Standard
2. Alumni Management Standard

**E. Cooperation Standard**
**F. Information System Standard**
**G. Civil Service and Leadership Standard**

# CHAPTER VII
# POLICY STATEMENT

The statement of UIN Salatiga quality policy which is a form of commitment from the Rector and the entire academic community of UIN Salatiga to achieve the quality target of UIN Salatiga is as follows:

1.  Comply with and guarantee the quality standards set by SPMI UIN Salatiga following the vision and mission, both in academic and other supporting aspects.
2.  Implement ISO 21001
3.  Perform quality evaluations and continuous improvements
4.  Quality policy and implemented by all units in the UIN Salatiga environment.
5.  Against Plagiarism
6.  Support research activities
7.  Support community service activities
8.  Protect intellectual property rights

# REFERENCES

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

Law of the Republic of Indonesia No. 12 Year 2012 Regarding Higher Education

Regulation of the Minister of Research, Technology and Education No. 44 Year 2015 Regarding the National Higher Education Standard

Regulation of the Minister of Research, Technology and Education No. 62 Year 2016 Regarding the Higher Education Quality Assurance System

Indonesian National Standard ISO 21001:2018 Regarding Educational Organization, Educational Organization Management System, Requirements with user guide

# Document of
# ISO 21001 Policy
# UIN Salatiga

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**2023**

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