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INTERNAL DOCUMENT

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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INTERNAL DOCUMENT
UNIVERSITAS ISLAM NEGERI (UIN) SALATIGA
IMPLEMENTATION OF ISO 21001:2018

FOREWARD

Assalamu 'alaikum w.w

Alhamdulillah, we say our prayer and gratitude to Allah S.W.T. for His grace and gifts, allowing the compilation of the internal document of Universitas Islam Negeri (UIN) Salatiga based on the implementation of ISO 21001: 2018 to be finished on time. The success of the compilation of the internal document of Universitas Islam Negeri (UIN) Salatiga based on the implementation of ISO 21001: 2018 is thanks to the cooperation and solidarity of the team in completing its task as planned. The compilation of the internal document of Universitas Islam Negeri (UIN) Salatiga based on the implementation of ISO 21001: 2018 is intended to provide a guideline for the internal legal basis used in guaranteeing the quality of every work unit within Universitas Islam Negeri Salatiga. We hope this internal document will contribute to the University, so that it may be a Public Islamic University that can compete at national and international levels. Hopefully, the internal document of Universitas Islam Negeri (UIN) Salatiga based on the implementation of ISO 21001: 2018 is beneficial for all concerned parties and for the development of education services within Universitas Islam Negeri Salatiga.

Wassalamu 'alaikum w.w.

Salatiga, 1 November 2023

Rector

Zakiyuddin

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CHAPTER I
BASIS FOR INTERNAL DOCUMENT
UNIVERSITAS ISLAM NEGERI (UIN) SALATIGA
IMPLEMENTATION OF ISO 21001:2018

1. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 5379a /Un.29/FP.00./12/2022 Regarding the Strategic Plan of Universitas Islam Negeri (UIN) Salatiga year 2022-2024.
2. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 6745 /Un.29/FP.00./07/2022 Regarding the Strategic Plan of the Quality Assurance Institute of Universitas Islam Negeri (UIN) Salatiga year 2022-2024.
3. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 415 /Un.29/HO.00.08/01/2023 Regarding the Organizational Structure, Principle Tasks and Function of the Quality Assurance Institute of Universitas Islam Negeri (UIN) Salatiga.
4. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 5782 /Un.29/FP.00./12/2022 Regarding the Guideline for Curriculum Preparation of Universitas Islam Negeri (UIN) Salatiga.
5. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-414 /Un.29/HO.00.07/01/2023 Regarding the Establishment of the Internal Quality Assurance System (SPMI) Document of Universitas Islam Negeri Salatiga
6. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-414 /Un.29/HO.00.07/01/2023 Regarding the Establishment of the Internal Quality Assurance System (SPMI) Policy of Universitas Islam Negeri Salatiga
7. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-414 /Un.29/HO.00.07/01/2023 Regarding the Establishment of the Internal Quality Assurance System (SPMI) Standar of Universitas Islam Negeri Salatiga
8. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-414 /Un.29/HO.00.07/01/2023 Regarding the Establishment of the Internal Quality Assurance System (SPMI) Manual of Universitas Islam Negeri Salatiga
9. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-414 /Un.29/HO.00.07/01/2023 Regarding the Establishment of the Internal Quality Assurance System (SPMI) quality form of Universitas Islam Negeri Salatiga
10. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 3508 / Un.29 / HO.00.07 / 08 / 2023 Regarding the Establishment of the Standard Operating Procedure (SOP) within Universitas Islam Negeri Salatiga

11. Rector's Decree of Universitas Islam Negeri Salatiga Number: B.9018 /In.21/WS.05/10/2019 Regarding the Writing of the Standard Operating Procedure (SOP) within Universitas Islam Negeri Salatiga.
12. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- /Un.29/HO.00.07/07/2023 Regarding the Writing Team of the Standard Operating Procedure (SOP) within Universitas Islam Negeri Salatiga
13. Rector's Decree of UIN Salatiga Number: B-384/In.21/PP.08/03/2023 Regarding Source in Focus Group Discussion in the Establishment of New Study Program and Review of Minimum Requirement Fulfilment Instrument for the Accreditation of Undergraduate Programs (Psychology, Computer Science and Information Technology Study Programs) in Universitas Islam Negeri (UIN) Salatiga Year 2023
14. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-4256 /Un.29/WS.09/10/2023 Regarding the Establishment of Internal Quality Auditor of Universitas Islam Negeri Salatiga Year 2023
15. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 3277 /Un.29/PP.02.4/08/2023 Regarding the Establishment of the Curriculum of the Faculty of Sharia of Universitas Islam Negeri (UIN) Salatiga Year 2023
16. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 3278/Un.29/PP.02.4/08/2023 Regarding the Establishment of the Curriculums of the Graduate Programs of Universitas Islam Negeri (UIN) Salatiga Year 2023
17. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 3276/Un.29/PP.02.4/08/2023 Regarding the Establishment of the Curriculum of the Faculty of Ushuluddin Culture and Humanities of Universitas Islam Negeri (UIN) Salatiga Year 2023
18. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 3274/Un.29/PP.02.4/08/2023 Regarding the Establishment of the Curriculum of the Faculty of Teacher Training of Universitas Islam Negeri (UIN) Salatiga Year 2023
19. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-3275 /Un.29/PP.02.4/08/2023 Regarding the Establishment of the Curriculum of the Faculty of Islamic Economy and Business of Universitas Islam Negeri (UIN) Salatiga Year 2023
20. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 3279 /Un.29/PP.02.4/08/2023 Regarding the Establishment of the Curriculum of the Faculty of Dakwah of Universitas Islam Negeri (UIN) Salatiga Year 2023
21. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-2246 /Un.29/PP.04/06/2023 Regarding Penetapan Penempatan Program Studi Baru Di Lingkungan Universitas Islam Negeri (UIN) Salatiga Year 2023

22. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 416 /Un.29/HO.00.07/01/2023 Regarding the Guideline for Management Review Meeting of Universitas Islam Negeri (UIN) Salatiga
23. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-411 /Un.29/HO.00.07/01/2023 Regarding the Guideline for Lecturer's Workload and Evaluation of the Implementation of University Tridharma by the Lecturers of UIN Salatiga
24. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 974a/Un.29/HO.00.07/02/2023 Regarding the Guideline for On Line Internal Quality Audit on Universitas Islam Negeri Salatiga
25. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 3538/Un.29/PP.02.4/08/2023 Regarding the Establishment of the Learning Achievement of the Graduates of National Lectures and University at Undergraduate Level within Universitas Islam Negeri Salatiga Universitas Islam Negeri (UIN) Salatiga Year 2023
26. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-4558 /Un.29/HO.00.07/11/2023 Regarding the Guideline for Civil Service and Governance of Universitas Islam Negeri Salatiga.
27. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-3758a /Un.29/HO.00.07/09/2023 Regarding the Guideline for Implementing Learning Strategy, Method and Media of UIN Salatiga Year 2023
28. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-3146a /Un.29/PP.02.4/07/2023 Regarding the Educational Guideline of Universitas Islam Negeri (UIN) Salatiga Year Akademik 2023/2024
29. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-026 /Un.29/HO.00.07/01/2023 Regarding the Establishment of Lecturers Recipient of the Lecturer Professional Allowance of Universitas Islam Negeri Salatiga Year 2023
30. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 1596 /Un.29/HO.00.07/03/2023 Regarding the Amendment of Rector's Decree Number: B- 025/Un.29/HO.00.07/01/2023 Regarding the Establishment of Lecturers Recipient of the Professor Honorary Allowance of Universitas Islam Negeri Salatiga Year 2023
31. The Amendment of Rector's Decree Number : B- 027/Un.29/HO.00.07/01/2023 Regarding the Establishment of Recipients of the Non-Civil Servant Full-time Lecturer Profession of Universitas Islam Negeri (UIN) Salatiga Year 2023
32. Rector's Decree of Universitas Islam Negeri Salatiga Number: B-290a /Un.29/PP.07.4/02/2023 Regarding the Lecturers of Scientific Branches within Universitas Islam Negeri Salatiga

33. Rector's Decree of UIN Salatiga Number: B- 4475/In.21/KP.05/10/2022 Regarding the Guideline for the Implementation of the Publication of Internationally Recognized Scientific Work in Universitas Islam Negeri (UIN) Salatiga Year 2022
34. Rector's Decree of UIN Salatiga Number: B-5184/Un.29/PP.08/012/2023 regarding the Guideline for Freedom of Learning Independent Campus (MBKM) of Universitas Islam Negeri (UIN) Salatiga year 2023.
35. Rector's Decree of UIN Salatiga Number 251 Year 2024 Regarding the Guideline for Academic Freedom, Freedom of Academic Platform, and Scientific Autonomy of Universitas Islam Negeri (UIN) Salatiga.
36. Rector's Decree of Universitas Islam Negeri Salatiga Number 39 Year 2024 Regarding the Guideline for Cooperation in Universitas Islam Negeri Salatiga.
37. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 028 /Un.29/FP.00/01/2023 Regarding the Workload Assessor (BKD) of Universitas Islam Negeri (UIN) Salatiga.
38. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 4161 /Un.29/PP.08/10/2023 Regarding Stage 1 of University Accreditation Consignment of Universitas Islam Negeri (UIN) Salatiga.
39. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 4175 /Un.29/KP.05/10/2023 Regarding the Guideline for Implementing Incentive for Well-Reputed Scientific Work of Universitas Islam Negeri (UIN) Salatiga.
40. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 4343 /Un.29/PP.08/10/2023 Regarding the Task Force of University Accreditation of Universitas Islam Negeri (UIN) Salatiga.
41. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 4161 /Un.29/PP.08/10/2023 Regarding the Training and Refreshment for Internal Quality Audit (AMI) Auditor of Universitas Islam Negeri (UIN) Salatiga.
42. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 3101 /Un.29/HO.00.7/07/2023 Regarding the Writing Team of the Standard Operating Procedure of Universitas Islam Negeri (UIN) Salatiga.
43. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 3372 /Un.29/PP.08/08/2023 Regarding Building a Strong and Competitive Foundation for Quality Learning, Research and Community Service in Universitas Islam Negeri (UIN) Salatiga.
44. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 4161 /Un.29/PP.08/10/2023 Regarding Stage 1 of University Accreditation Consignment of Universitas Islam Negeri (UIN) Salatiga.

45. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 2940 /Un.29/PP.08/07/2023 Regarding the Workshop of Curriculum Document Finalization of Universitas Islam Negeri (UIN) Salatiga.
46. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 1217 /In.21/PP.08/03/2023 Regarding the Organization of Workshop of Revision to SPMI Document (Quality Policy, Quality Manual, Quality Standard, and Quality Form) of Universitas Islam Negeri (UIN) Salatiga.
47. Rector's Decree of Universitas Islam Negeri Salatiga Number: B- 414 /Un.29/Ho.00.7/01/2023 Regarding the Establishment of Internal Quality Assurance System (SPMI) Document of Universitas Islam Negeri (UIN) Salatiga.

CHAPTER II

CLOSING

This Internal Document of UIN Salatiga is compiled to guarantee the implementation of ISO 21001: 2018. Hopefully, this document can improve service performance, accountability and transparency, creating an academic atmosphere in the campus and realizing the vision and missions of UIN Salatiga.



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