



MINISTRY OF EDUCATION AND CULTURE

UNIVERSITAS NEGERI SURABAYA

Lidah Campus B Jalan Lidah Wetan Unesa, Surabaya 60123
Phone 031-99421834, 99421835, Fax: 031-99424002
Website : www.unesa.ac.id

REGULATION OF RECTOR UNIVERSITAS NEGERI SURABAYA

NUMBER : 3 YEAR 2020

CONCERNING

INTERNAL QUALITY ASSURANCE SYSTEM OF UNIVERSITAS NEGERI SURABAYA

BY THE GRACE OF THE ALMIGHTY GOD

THE RECTOR OF STATE UNIVERSITAS NEGERI SURABAYA

Considering

- a. that Universitas Negeri Surabaya, hereinafter referred to Unesa is a State University that organizes academic education and may organize vocational education in some fields of science and/or technology and if eligible it may also organize professional education.
- b. that the Regulation of Minister of Research, Technology and Higher Education Number 79 year 2017 concerning the STATUTE of Universitas Negeri Surabaya Chapter XII Article 89 paragraph 1, an internal quality assurance system is defining and fulfilling quality standard in academic field consistently in terms of enhancing sustainable quality.
- c. that the Regulation of Minister of Research, Technology and Higher Education Number 62 year 2016 Article 4 paragraph 4 states that the Standard of Higher Education defined by a University shall be prepared and developed by the university itself and shall be stipulated in a regulation of the President of University (rector) for State Universities.

Referring to

- d. that based on the consideration as set forth in point a, b and c, it is necessary to issue a Regulation of Rector of Universitas Negeri Surabaya concerning Internal Quality Assurance System of Universitas Negeri Surabaya.
1. Government Regulation Number 4 year 2014 concerning Organization of Higher Education and Management of Higher Education (State Gazette of Republic of Indonesia Number 16 year 2014 (Supplement to State Gazette of Republic of Indonesia Number 5500);
2. Presidential Regulation Number 8 year 2012 concerning Indonesian National Qualification Framework;
3. Regulation of Minister of Education Culture Number 73 year 2013 concerning Implementation of Indonesian National Qualification Framework for Higher Education;
4. Regulation of Minister of Research, Technology and Higher Education Number 62 year 2016 concerning Quality Assurance System of Higher Education (State Gazette Republic of Indonesia Number 1462 year 2016);
5. Regulation of Minister Education and Culture of Republic of Indonesia Number 3 year 2020 concerning National Standard of Higher Education (State Gazette of Republic of Indonesia Number 47 year 2020);
6. Regulation of Minister of Research, Technology and Higher Education Number 15 year 2016 concerning Organization and Work Procedure of Universitas Negeri Surabaya (State Gazette of Republic of Indonesia Number 889 year 2015);
7. Regulation of Minister of Research, Technology and Higher Education Number 79 year 2017 concerning the Statute of Universitas Negeri Surabaya (State Gazette of Republic of Indonesia Number 1858 year 2017);
8. Decree of Minister of Research, Technology and Higher Education Number 461fM/KPT.KP/2018 concerning Dismissal and Appointment of Rector of Universitas Negeri Surabaya for Period of 2018-2022);

DECIDES

To stipulate

REGULATION OF RECTOR OF UNIVERSITAS NEGERI SURABAYA
CONCERNING INTERNAL QUALITY ASSURANCE SYSTEM OF UNIVERSITAS
NEGERI SURABAYA.

CHAPTER I GENERAL PROVISIONS

Article 1

In this Regulation, the following words shall define as hereunder:

- (1) Education is conscious and well-planned efforts to create a learning environment and learning process so that the learners will be able to develop their full potential for acquiring spiritual and religious strengths, developing self control, personality, intelligence, noble character and skills that will be needed for the person him/herself, for the community, for the nation and for the state.
- (2) Higher Education is post secondary education level that comprises of diploma program, bachelor program, master program, doctoral program, professional program and specialist program that is organized by of higher education institute based on Indonesian culture.
- (3) Universitas Negeri Surabaya, hereinafter referred to Unesa is a State University that organizes academic education and may organize vocational education in some fields of science and/or technology and if eligible it may also organize professional education.
- (4) Quality of Higher Education is the level of conformity between Higher Education Organization and Higher Education Standard, that consists of National Standard of Higher Education and Standard of Higher Education specified by the University.
- (5) Quality Assurance System of Higher Education is a systematic activity to enhance the quality of higher education on a planned and sustainable basis.

- (6) Internal Quality Assurance System is a systematic activity of quality assurance of higher education by every higher education by each university autonomously to control and enhance the organization of higher education on planned and sustainable basis.
- (7) External Quality Assurance System is an assessment activity through accreditation to determine the feasibility and level of quality achievement of study program and university.
- (8) Database of Higher Education is collection of data of higher education organization of all universities that is integrated nationally.
- (9) Internal quality assurance in Unesa is implemented and coordinated by Learning Development and Quality Assurance Institute (LP3M).

OBJECTIVE AND FUNCTION OF INTERNAL QUALITY ASSURANCE SYSTEM

Article 2

- (1) To provide controlling system of higher education implementation by the university autonomously, seeing that a university has an autonomy to organize the higher education.
- (2) Internal Quality Assurance System will control the implementation of education, research and community service activities by the academic society members in Unesa to realize qualified implementation of education, research and community services.

CHAPTER III QUALITY ASSURANCE ORGANIZATION

Article 3

- (1) LP3M (Learning Development and Quality Assurance Institute) is an Institute in Unesa having tasks to implement, to coordinate, to monitor and to evaluate the activities of academic quality assurance improvement and development.

- (2) Quality Assurance Centre is an organ of quality assurance in the university level that is appointed and dismissed by the Rector.
- (3) Quality Assurance Group is an organ of quality assurance in the faculty level that is appointed and dismissed by the Dean.
- (4) Quality Assurance Unit is an organ of quality assurance in the department level that is appointed and dismissed by the Dean.

Article 4

- (1) Term of service of Quality Assurance Centre team is 4 years and may be extended or terminated before the expiry term of service by the Rector of Unesa.
- (2) Term of service of Quality Assurance Group is 1 year and may be extended or terminated before the expiry term of service by the Dean.
- (3) Term of service of Quality Assurance Unit is 1 year and may be extended or terminated before the expiry term of service by the Dean.

Article 5

- (1) Quality Assurance Centre consists of 1 head, 1 secretary, 4 Centre heads and the 4 centres comprises of Centre for Study and Development of Academic Quality System, Accreditation Centre, Internal Quality Audit Centre and Data Centre and Information System Management Centre.
- (2) Quality Assurance Group consists of 1 head, 1 secretary, 4 divisions that comprises of Centre for Study and Development of Academic Quality System Division, Accreditation Division, Internal Quality Audit Division and Data Centre and Information System Management Division.
- (3) Quality Assurance Unit is located in the department, constituting 2 or more study programs, and consist of head and members.

CHAPTER 11
SYSTEM OF INTERNAL QUALITY ASSURANCE MECHANISM

Article 6

- (1) Quality Assurance System of Higher Education consists of:
 - a. Internal Quality Assurance System;
 - b. External Quality Assurance System.
- (2) Internal Quality Assurance System is planned, implemented, evaluated, controlled and developed by the university.
- (3) External Quality Assurance System is planned, implemented, evaluated, controlled and developed by the National Accreditation Board of Higher Education and / or Independent Accreditation Institution through process of accreditation in line with the authority of each University that is planned, evaluated, implemented and controlled.
- (4) Quality audit of the external implementation of Internal Quality Assurance System of university shall be conducted by National Accreditation Board of Higher Education or Independent Accreditation Institution to determine the accreditation status and level of the university or study program.
- (5) Data, information of implementation and external Internal Quality Assurance System and External Quality Assurance System shall be reported and filed by the university in the Database of Higher Education.

Article 7

- (1) Planning, implementation, evaluation, controlling and development of Internal Quality Assurance System and External Quality Assurance System shall be subject to the standard of Higher Education.
- (2) Higher Education Standard consists of:
 - a. National Standard of Higher Education; and
 - b. Higher Education Standard specified by the University

- (3) National Standard of Higher Education shall be prepared and developed by National Standard Board of Higher Education and stipulated in the Ministerial Regulation.
- (4) The Higher Education Standard as specified by University shall be prepared and developed by the university and stipulated in the Rector regulation, especially for State Universities.

Article 8

- (1) Standard of Higher Education in Unesa comprises of:
 - a. National Standard of Higher Education specified by the Minister under the proposal of a board having duty to prepare and develop National Standard of Higher Education; and
 - b. Standard of Higher Education specified by each university (Unesa) by referring to the National Standard of Higher Education, vision, mission of Unesa and the regulation of National Accreditation Board of Higher Education in relation to accreditation.
- (2) National Standard of Higher Education as set forth in paragraph (1) point a refers to a standard unit for national standard of education and standard of research and standard of community service.
- (3) Standard of Higher Education as set forth in paragraph (1) point b shall consist of a number of standards in academic and non-academic field that exceeds the National Standard of Higher Education.
- (4) Quality standard development in Study Program refers to the standard of university. Study Program can be develop the quality standard to emulate the standard of University and it may exceed the standard of university.

Article 9

- (1) University has duties and authorities to prepare the documents, plan, implement, evaluate, control and develop Internal Quality Assurance System.

(2) Documents of Internal Quality Assurance System consists of:

1. Internal Quality Assurance System Policy ;
2. Internal Quality Assurance System Manual;
3. Internal Quality Assurance System standard;
4. Form used in Internal Quality Assurance System policy.

CHAPTER IV

IMPLEMENTATION OF INTERNAL QUALITY ASSURANCE SYSTEM

Article 10

The activity cycles of Internal Quality Assurance System consists of:

- a. Setting Standard of Higher Education;
- b. Implementation of Standard of Higher Education;
- c. Evaluation on the Implementation of Standard of Higher Education;
- d. Controlling the Implementation of Standard of Higher Education;
- e. Improvement of Standard of Higher Education;

Article 11

- (1) Setting the standard of higher education in Unesa comprises setting the standard of education, research, community service and internal standard of Unesa Quality Assurance conducted by Quality Assurance Centre based on the National Standard of Higher Education, vision, mission of Unesa and regulations of National Accreditation Board of Higher Education.
- (2) Quality Assurance Group and Quality Assurance Unit may prepare the standard of study program especially education standard with indicator to fulfill the National Standard of Higher Education and to exceed the education standard of Unesa.
- (3) Education Standard for Bachelor Degree Program shall be developed by the heads of faculty (the dean), heads of departments, heads of study program together with Quality Assurance Group and Quality Assurance Unit by referring to the education standard of Bachelor Program and the condition of 9 accreditation criteria.

- (4) Education Standard of Master Degree Program and Doctoral Degree Program shall be developed by the heads of postgraduate degree program, heads of study program together with the Quality Assurance Group and Quality Assurance Unit by referring to the education standard of Bachelor Program and the condition of 9 accreditation criteria.

Article 12

Implementing the national standard of higher education and internal standard of university constitutes the implementation of carrying out quality standard of education, research and community service as defined by the Quality Assurance Centre of academic society members in Unesa.

Article 13

- (1) The evaluation to the implementation of standard shall be conducted through internal quality audit and online or offline monitoring evaluation through Management Information System of Research and Community Service.
- (2) Internal quality audit shall be conducted by internal quality auditor having certificate stating that he/she has passed the internal quality audit training conducted under the control of Quality Assurance Centre of Unesa.
- (3) Monitoring and evaluation are to find out the level of fulfilling the standard during the process of implementing quality standard in Unesa.
- (4) internal quality audit is to find out the compliance to the standard implementation, to observe the direction suitability in implementing the standard and to ensure the consistency of quality standard implementation in Unesa.
- (5) The result of monitoring and evaluation and internal quality audit shall be reported to the rector of Unesa.

- (6) Rector shall hold Management Observation Meeting, to define follow up of the result of internal quality audit.

Article 14

- (1) Standard control will be a corrective or revision measure to ensure the fulfilling of criteria, / Indicator / instruction as set forth in the standard.
- (2) Standard control shall be conducted by Quality Assurance Centre in the University level, Quality Assurance Group in the faculty level and or Quality Assurance Unit in the Department level.

Article 15

- (1) Standard enhancement shall refer to an activity of formulating a new standard after the fulfillment of the specified quality standard.
- (2) The basis of formulating the new standard is National Standard of Higher Education, vision, mission and objective of Unesa, the changes of Unesa milestone, accreditation instruments of National Accreditation Board of Higher Education.
- (3) Standard enhancement shall be conducted by quality assurance centre/ quality assurance group/ quality assurance unit the existing institution in Unesa.

CHAPTER V OTHER PROVISIONS

Article 16

To support all working units in determining, implementing, evaluating, controlling and enhancing the quality standard, Unesa has provided documents / books of Internal Quality Assurance System that is prepared per standard. The document of Internal Quality Assurance System shall consist of academic policy, standard manual, standards and the relevant forms.

CHAPTER VI

CLOSING

Article 17

The issuance of Regulation of Rector, the Regulation of Rector concerning Quality Assurance System year 2016 shall be void.

Article 18

The Regulation of Rector concerning Internal Quality Assurance System shall be effective full in force as of the date of issuance.

Attested copy,
Head of General and Financial Bureau

(stamp and signature)

BUDIARSO

NIP. 196005131980101002

Place of Issuance Surabaya
Date Issuance February 26, 2020

Rector of Universitas Negeri Surabaya

(signed)

NURHASAN

NIP 196304291990021001