MANUAL DOCUMENTATION

INTERNAL QUALITY ASSURANCE SYSTEM

STATE ISLAMIC UNIVERSITY
WALISONGO SEMARANG
2025

STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG

DECREE OF THE RECTOR
STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG
NUMBER 402 OF 2017
ON
MANUAL FOR INTERNAL QUALITY ASSURANCE SYSTEM
STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG
WITH THE GRACE OF GOD ALMIGHTY
THE RECTOR OF STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG,

Considering :

a. That in order to implement the National Higher Education Standards consistently and sustainably at the State Islamic University of Walisongo Semarang, it is necessary to develop an Internal Quality Assurance System;
b. That in order to implement the Internal Quality Assurance System, a document of the Manual for Internal Quality Assurance System is required;
c. That based on the considerations as outlined in points a and b, it is necessary to issue the Rector's Decree regarding the Manual for the Internal Quality Assurance System of the State Islamic University of Walisongo Semarang;

Recalling :

1. Law of the Republic of Indonesia Number 20 of 2003 on the National Education System;
2. Law of the Republic of Indonesia Number 12 of 2012 on Higher Education;
3. Government Regulation of the Republic of Indonesia Number 19 of 2005 on National Education Standards;
4. Government Regulation of the Republic of Indonesia Number 4 of 2014 on the Implementation of Higher Education and Management of Higher Education Institutions;
5. Minister of Research, Technology and Higher Education Regulation Number 44 of 2014 on National Higher Education Standards;
6. Minister of Research, Technology and Higher Education Regulation Number 62 of 2016 on the Higher Education Quality Assurance System;
7. Minister of Religious Affairs Regulation No. 54 of 2015 on the Organisation and Work Procedures of Walisongo State Islamic University;
8. Minister of Religious Affairs Regulation No. 57 of 2015 on the Statute of Walisongo State Islamic University;

DECIDES

To establish : THE DECREE OF THE RECTOR OF WALISONGO STATE ISLAMIC UNIVERSITY ON THE MANUAL FOR THE INTERNAL QUALITY ASSURANCE SYSTEM OF WALISONGO STATE ISLAMIC UNIVERSITY

FIRST : The policy for the Internal Quality Assurance System at Walisongo State Islamic University is as outlined in the annex, which is an inseparable part of this decree.

SECOND : This decree shall be effective from the date of its issuance, with the provision that should there be any errors in this decision in the future, amendments and corrections will be made as necessary.

Issued in: Semarang
On: 13 October 2017

KEMENTERIAN AGAMA REPUBLIK INDONESIA UIN WALISONGO SEMARANG

Rector
M. MUHBBIN

TABLE OF CONTENTS

ATTACHMENT DECREE OF THE RECTOR
STATE ISLAMIC UNIVERSITY OF
WALISONGO SEMARANG NUMBER 402 OF 2017
ON
MANUAL FOR THE INTERNAL QUALITY ASSURANCE SYSTEM STATE ISLAMIC UNIVERSITY OF WALISONGO SEMARANG

A. PURPOSE AND OBJECTIVE OF THE INTERNAL QUALITY ASSURANCE SYSTEM MANUAL (SPMI)

The SPMI manual contains technical guidelines on the steps or procedures, setting SPMI standards, implementing SPMI standards, evaluating the implementation, controlling the implementation, and improving higher education standards sustainably by those responsible for implementing SPMI, both at the program study level or university level.

1. **Objective of the SPMI Manual** to provide technical guidelines on how the PPEPP cycle steps are carried out. The existence of the SPMI Manual is expected to serve as a guide for implementing the PPEPP cycle.
2. **Beneafits of the SPMI Manual for:**
   a. Guiding structural officials and/or SPMI units, as well as lecturers and education staff, in implementing SPMI in accordance with their respective authorities;
   b. Showing how to achieve the vision of higher education as outlined in the National Higher Education Standards (Dikti), which must be met and improved sustainably;
   c. Demonstrating in writing that SPMI in the relevant university can and has been implemented.
3. **Purpose of the SPMI Manual** as a technical guide for implementing the PPEPP cycle. In addition to being a guide, the purpose of the SPMI manual is as a foundation for dividing tasks and functions of the parties responsible for implementing SPMI.

B. SCOPE OF THE INTERNAL QUALITY ASSURANCE SYSTEM MANUAL (SPMI)

1. **Manual for Standard Setting**

   The manual for setting standards at the State Islamic University of Walisongo (UIN Walisongo) contains technical guidelines on tracing standard references, data on UIN Walisongo's quality at the time the standard was established, baseline, and the steps that must be taken by the Quality Assurance Institution (LPM) until the UIN Walisongo standard is validated as a quality document.
2. **Manual for Implementing Standards**

   The manual for implementing standards at UIN Walisongo contains technical guidelines on how to implement the established quality standards. In the quality standard document, there is an "audience" referred to as the implementers of the standard. These "audiences," such as the Rector, Dean, Director of Postgraduate Studies, Head of LP2M, Head of Study Programs, are given stages to implement the standard. Implementing the standard requires technical preparation and supporting equipment such as forms, SOPs, and socialisation to all UIN Walisongo academic staff. The "audiences" can refer to the quality manual for implementing the standard.
3. **Manual for Evaluating Implementation**

The manual for evaluating implementation contains the procedures and stages that must be undertaken by the evaluators. The evaluation of the implementation standards at UIN Walisongo uses two methods: monitoring evaluation (money) and audit. The manual for evaluating the implementation of standards at UIN Walisongo provides steps for carrying out monitoring evaluation and audit, coordinated by the LPM.

4. **Manual for Controlling Implementation of Standards**

   The manual for controlling implementation contains steps for control, what should be addressed by UIN Walisongo's leadership and the LPM regarding the four categories of money and audit results; exceeding the standard, meeting the standard, not meeting the standard, and deviating from the standard. The control manual focuses on how the implementation that has met or exceeded expectations can be maintained and analysing the causes of standards that have not been achieved.

5. **Manual for Improving Standards**

   The manual for improving standards contains procedures for increasing standards and what must be improved. The standard has four parts: audience, behavior, competence, and degree ABCD. The parts that can be improved are three parts: BCD. Besides improving the standards in this stage, it allows for the inclusion of new standards that are required by regulations or university targets. For example, the AUNQA standard. The process of incorporating a new standard becomes part of the continuous improvement of standards and their achievement. The result of the stage of improving standards will return to the first cycle, which is the setting of standards.

C. DETAILED IMPLEMENTATION OF THE INTERNAL QUALITY ASSURANCE SYSTEM (SPMI)

1. **Setting Standards**

   The setting of SPMI Standards is carried out through the following steps or procedures:

   a. Taking the Vision and Mission of UIN Walisongo as the starting point and the end goal, from the initial planning to the final setting of the standards.
   b. Collecting and studying relevant regulations that relate to the aspects of SPMI standards.
   c. Noting the legal norms or requirements stated in the applicable laws and regulations that must not be ignored.
   d. Conducting a self-evaluation using SWOT analysis.
   e. Conducting a study on the aspects to be standardized regarding the needs of educational management at UIN Walisongo.
   f. Drafting the initial standard using the ABCD formula.
   g. Submitting the draft standard to the academic senate of UIN Walisongo for input.
   h. Refining the standard or redrafting it by considering input from the academic senate of UIN Walisongo.
   i. Conducting control and verification of the standard statement to ensure there are no grammatical errors or mistakes in the writing.
   j. Validating it in the form of a Rector's Decree.

2. **Implementing the Standards**

   The fulfilment of SPMI Standards is carried out through the following steps or procedures:

a. Making technical or administrative preparations for the implementation of SPMI standards, in line with the content of the standards.
b. Preparing Work Procedures/Standard Operating Procedures, work instructions, or similar, in accordance with the content of the standards for implementing the established standards.
c. Carrying out socialisation of the content of the SPMI Standards to all structural officials, lecturers, education staff, and students periodically and consistently. Conducting educational, research, and community service activities using the established SPMI standards as a benchmark for achieving/fulfilling the SPMI Standards.

3. Evaluation of Standards

The evaluation of SPMI Standards is carried out through Monitoring and Evaluation. Monitoring and evaluation by the money officers are carried out through the following steps or procedures:

a. Monitoring the implementation of the standards in all aspects of educational management activities in accordance with the program work that has been established.
b. Recording or documenting all findings of deviations, negligence, errors, or similar issues from the implementation of educational activities, research, and community service compared to the SPMI standards.
c. Inspecting and studying the reasons or causes for deviations from the standards or if the standards are not met.
d. Taking corrective actions on any implementation or deviation from the standards
e. Recording or documenting corrective actions.
f. Preparing a written report on matters related to standard evaluation.
g. The LPM creates a report on the evaluation results of the SPMI Standards to the Rector for follow-up.

The evaluation of SPMI Standards conducted by internal auditors is done through the following steps or procedures:

a. The LPM forms an Internal Audit Team
b. The Internal Audit Team prepares the Audit plan for each unit at UIN Walisongo based on the money results or at the request of the leadership and/or the relevant Unit as an Audit.
c. The Internal Audit Team communicates the audit schedule to the Auditors
d. Conducting internal audits on SPMI documents related to the implementation of education, research, and community service at UIN Walisongo with reference to the established SOP for Internal Audits and Forms or at the request of the Rector of UIN Walisongo or the relevant Unit.
e. Recording or documenting all findings through interviews, document inspections, activity records, and the condition of the location in a comprehensive manner.
f. The Internal Audit Team studies the findings:
    - The cause of deviations from the standards or if the standard has failed to be met/fulfilled.
    - The cause of the incompleteness of the documents related to the implementation of the SPMI Standards.
g. Conduct discussions on the findings of the internal audit with the Auditee to obtain approval.
h. Findings of non-compliance or incomplete documents must be promptly corrected within the timeframe agreed upon between the Auditor Team and the Auditee.

i. Prepare a report to the LPM for forwarding to the Rector, accompanied by corrective actions and recommendations.
j. The LPM creates 4 categories of evaluation results:
   1) Compliant with Standards.
   2) Exceeding standards.
   3) Not meeting standards.
   4) Deviation from standards. The categorisation of evaluation standards and audit findings will become the subject of the audit report prepared by the LPM for submission to the Rector.
k. The Rector follows up on the results of the internal audit.

4. Control of Standards

a. The control of standards through the review of achieved standards is conducted by a special team formed by the LPM through the following steps:
b. The LPM forms a special team to review the quality standards that have been achieved and those that have not been achieved.
c. The LPM submits an SK (decree) to the Rector.
d. The LPM communicates the work and activities of the team to all team members.
e. The team works under the coordination of the LPM chair.
f. The team prepares a report for the LPM containing the results of the review, indicating whether the standards need to be raised. The team can also propose improvements in standard implementation using other methods.
g. The team's report becomes the material for the LPM to enter the standard improvement phase.

5. Improving Standards

The development and improvement of the SPMI standards are carried out through the following steps or procedures:
The development of standards is carried out by the LPM, considering the following steps:

a. The LPM drafts the development of standards based on new regulations or internal needs of UIN Walisongo.
b. The LPM invites internal UIN Walisongo units and stakeholders to provide feedback on the draft standard development.
c. The LPM submits the draft new standard to the academic senate for discussion.
d. The LPM submits the approval of the new standard draft to the Rector.

The improvement of quality standards is carried out by the LPM with the following steps:

a. The LPM drafts the improvement of standards on existing standards based on the recommendations of a special team at the control stage of the standards.
b. The LPM invites units and stakeholders from within UIN Walisongo to provide feedback on the draft of the standard improvements.
c. The LPM submits the draft of the standard improvements to the academic senate for discussion.
d. The LPM submits the approval of the new standards resulting from the improvement of the standards.

D. RESPONSIBLE PARTIES IN IMPLEMENTING THE INTERNAL QUALITY ASSURANCE SYSTEM (SPMI)

1. Setting Standards

The party responsible for establishing the standards is the Quality Assurance Institution (LPM), which forms the Ad Hoc Team "Standard SPMI Compiler". The standard setting involves structural officials with their respective duties and responsibilities, subject to the standards that apply to them as *audience*.

2. Implementing the Standards

The parties responsible for fulfilling the SPMI Standards are:

a. Structural officials according to their respective duties and responsibilities, subject to the standards applied to them as audience. In addition to officials, the implementers of the standards are lecturers, educational staff, students, and alumni, based on their duties and responsibilities as per the standards.
b. Specifically, the research and community service standards at UIN Walisongo have a dedicated institution for handling research and community service. Therefore, the Research and Community Service Institution (LP2M) at UIN Walisongo manages the implementation of the research and community service standards. The research implementers are the lecturers and other functional staff such as librarians. Research implementation by lecturers, students, and other functional staff is coordinated by LP2M. LP2M becomes the manager of research and community service.

3. Evaluating the Standards

The parties responsible for conducting the evaluation of the implementation of the SPMI standards are:

d. The Monitoring Evaluation Team, which consists of members from: LPM, GPM, GKM, Director of Postgraduate Studies, Faculties, LP2M, and Study Programs.
e. Students selected by the money team as representatives of the academic service recipients.

4. Control of Standards

The parties responsible for carrying out the control of the implementation of the SPMI standards are: LPM, GKM, GPM, and the Internal Audit Team.

5. Improvement of Standards

The parties responsible for carrying out the improvement of the SPMI standards are: the leadership of UIN Walisongo, LPM, and the academic senate.

E. DESCRIPTION OF HOW AND WHEN THE WORK SHOULD BE IMPLEMENTED

1. Setting Standards

The manual for setting SPMI Standards covers the aspects of educational activities, research, and community service at higher education institutions, including academic and non-academic quality assurance as the basis for the implementation of SPMI across all units of educational management at UIN Walisongo.

The SPMI standards set cover both qualitative and quantitative statements that can be measured in terms of achievement or fulfilment by all units of work as implementers of quality assurance at UIN Walisongo. The manual for setting the

SPMI standards is necessary when the SPMI standards are first designed, formulated, and set, and they apply until they are approved by the Rector. The setting of SPMI standards is also necessary after the standards have been improved and developed. The development of standards means adopting new standards beyond the results of the standard improvements.

2. Implementing the Standards

Based on the setting of the SPMI standards, all content of the SPMI standards must be implemented/fulfilled by being implemented in the activities of educational management, research, and community service at UIN Walisongo, based on the manual for implementing the SPMI standards. The manual for implementing/fulfilling the SPMI standards is needed when the SPMI standards are implemented in the activities of educational management by all units at UIN Walisongo at all levels, including at the University, Faculty, Postgraduate Program, Institution (LP2M), Technical Implementation Units (UPT), Bureau, Student Organisations, alumni, as well as academic and non-academic resources.

3. Evaluating the Standards

In general, the evaluation of SPMI standards is the act of evaluating the implementation/fulfilment of the standards by all levels, from the University, Faculty, Study Program, Postgraduate Program, Institution (LP2M), Bureau, and other technical implementation units.

The evaluation of SPMI Standards is necessary when the implemented SPMI standards require monitoring, checking or inspection, and continuous evaluation.

The SPMI evaluation is carried out simultaneously or concurrently within a quality assurance cycle, with at least one semester per academic year, across all units at UIN Walisongo. This is done through monitoring and evaluating money and quality audits, carried out at least once a year.

4. Control of Standards

The control of SPMI standards involves actions to control the implementation/fulfilment of the standards at all levels, from the University, Faculties, Postgraduate Program, Study Program, Institutions, Centre, Bureau, and other Technical Implementation Units.

The control of SPMI standards is necessary when money results show that some standards have been achieved, exceeded, not achieved, or deviated. The scope of control includes monitoring standards that have been achieved and exceeded, and corrective actions on standards that have not been achieved or have deviated.

The standards that have been achieved or exceeded are continuously monitored by the relevant authorities and the LPM. The resolution of issues agreed by the auditor with the auditee is followed up by the auditor within the agreed time.

5. Improvement of Standards

The improvement of standards is carried out to follow up on recommendations from the special team reviewing the achieved standards. Improvement of standards means raising the level of achievement, which means improving the target. For example, improving the faculty-to-student ratio from 1:33 to 1:30.

The development of standards is carried out when new regulations require UIN Walisongo to comply. Development means adding new standards.

F. DETAILS OF FORMS IN THE IMPLEMENTATION OF THE INTERNAL QUALITY ASSURANCE SYSTEM (SPMI)

UIN Walisongo has forms at the university level in two forms, namely: 1). Application. 2). Manual. The forms of services include education, research, and community service. All these service applications are available on the UIN Walisongo website at: www.walisongo.ac.id. The types of service applications that are available are as follows:

1. New Student Admission (PMB) through the "jalurmandiri.walisongo.ac.id".
2. datadiri.walisongo.ac.id
3. uktbk.walisongo.ac.id
4. registrasi.walisongo.ac.id
5. akademik.walisongo.ac.id**,** including the following services:
   a. FRS (Study Plan Form)
   b. KST (Permanent Study Card)
   c. HSS (Semester Study Results)
   d. Academic Advisor
   e. Lecturer Survey
   f. Lecture Journal
   g. Student Attendance List
   h. Lecturer Input of Grades
   i. Lecturer Class Schedule
   j. Transcript of Grades
6. PPI-kkn.walisongo.ac.id, including the following services:
   a. Registration
   b. Group Division
   c. Input of Grades
7. Final project.walisongo.ac.id, including the following services:
   a. Registration
   b. Exam Scheduling
   c. Input of Grades
8. Bidikmisi.walisongo.ac.id
9. E-learning.walisongo.ac.id
10. Tracer.walisongo.ac.id
11. Journal.walisongo.ac.id
12. Blu.walisongo.ac.id
13. Siremun.walisongo.ac.id
14. Bkd.walisongo.ac.id
15. Absensi.walisongo.ac.id
16. SKPI.walisongo.ac.id
17. Webmail.walisongo.ac.id
18. Sim-ppb.walisongo.ac.id
19. Lp2m-sipp.walisongo.ac.id

Forms in the manual format owned by UIN Walisongo cover education, research, and community service fields. The names of these forms are as follows:

1. Research Registration Form
2. Community Service Registration Form
3. Research Proposal Selection Evaluation Form
4. Evaluation Form for Proposal of Community Service Work by Lecturers

5. Research Proposal Seminar Evaluation Form
6. Seminar Evaluation Form for Proposal of Community Service Work by Lecturers
7. Form for Changes to Research Title
8. Form for changing the title of the community service work by lecturers.
9. Proposal registration checklist
10. Community service proposal registration checklist
11. Research result submission checklist
12. Community service result submission checklist
13. LP2M activity implementation matrix form
14. Research proposal format
15. Community service proposal format
16. Research report format
17. Community service report format
18. Form for registration of Bank Indonesia (BI) scholarship
19. Form for registration of Bank Mandiri scholarship
20. Form for registration of Bank BRI Syariah scholarship
21. Form for registration of Bank Jateng Syariah scholarship

The forms currently owned by UIN Walisongo mentioned above are not sufficient to follow up on the implementation of UIN Walisongo's SPMI standards. To meet the form requirements, UIN Walisongo will add new forms as follows:

1. New student admission recap form
2. New student admission evaluation form
3. Student development service form
4. Student development form
5. IMKA achievement recap form
6. TOEFL achievement recap form
7. Reading and writing al-Qur'an achievement recap form
8. Student GPA recap form
9. Semester graduation recap form
10. IMKA evaluation form
11. TOEFL evaluation form
12. Reading & writing al-Quran evaluation form
13. Handling students with academic issues form
14. Alumni data collection form
15. Alumni orientation form
16. RPS form
17. Lecturer recap, academic rank, subjects, and credits taught form
18. Form for development of assistant lecturers and cadet lecturers
19. RPS review form
20. Course contract form
21. Academic atmosphere improvement form
22. Facilities and infrastructure list form for the learning process
23. Academic advising process form for students (Perwalian)
24. Final project advising process form (TA, thesis, dissertation)
25. Final project advisor evaluation form
26. Final Project Approval Form
27. Course Evaluation Form
28. Course Evaluation Form
29. Semester Exam Schedule Form

30. Exam Room Readiness Form
31. Exam Paper Receipt Form
32. Semester Exam Grade Change Form
33. Library Book Submission Form

G. DETAILS OF FACILITIES USED ACCORDING TO GUIDELINES IN THE INTERNAL QUALITY ASSURANCE MANUAL (SPMI)

The facilities used in the internal quality assurance system at UIN Walisongo are:

1. Lecture rooms
2. Lecturer rooms
3. Offices for the rectorate, deanship, study programs, UPT, bureaus, and administration
4. Library
5. Laboratories
6. Internet network
7. Higher Education data base
8. Academic service application system
9. Non-academic service application system
10. E-Journal
11. E-library
12. E-learning
13. Toilets
14. Student activity facilities
15. Parking areas
16. Water installations
17. Water availability
18. Roads
19. Waste disposal areas
20. Road signs.

Issued in: Semarang
On: 13 October 2017

Rector,

MUHIBBIN