


QUALITY STANDARD



**UNIVERSITAS NEGERI PADANG
PADANG
2019**

UNIVERSITAS NEGERI PADANG	A. EDUCATION STANDARDS 1. GRADUATES COMPETENCY STANDARDS			
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	Issue Date December 1, 2019	Determined by the Rector of UNP		
QUALITY STANDARD	Prof. Ganefri, Ph.D NIP. 19631217 198903 1 003			

A. Vision of the Universitas Negeri Padang


"To become a leading and dignified university in Asia."

B. Mission of the Universitas Negeri Padang

1. Organizing quality education and learning;
2. Carry out innovation-based research;
3. Transforming research results to improve the quality of life and welfare of the community;
4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rational Standards

Under the mission of the Universitas Negeri Padang is to provide quality education and learning. As for achieving this mission, it needed a standard that is graduate competency. It will serve as a guideline in preparing the Universitas Negeri Padang Graduate curriculum that meets the demands of KKNI and 21st-century competencies. It can accommodate stakeholders' needs both from the profession, graduate users, or the general public. The standards are graduate competency used as the primary reference in development standard content, standardized learning, learning standards, learning assessment standards of faculty and staff, standards facilities and infrastructure of learning, standards management, and the standards of learning financing.


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D. Responsible Party Fulfilling the Standards

1. The university's leadership, Faculties, Departments and lecturers, and students following their duties, authorities, and fields of expertise.
2. Affiliated institutions; BAAK. (Academic and student affairs)

E. Definition of Terms

1. Standard Are qualifications, criteria, measurements, benchmarks, minimum specifications that must be achieved or met.
2. Establishing standards is an act in the form of approval and ratification of standards to be declared valid.
3. Graduate competency standards are the minimum criteria regarding the qualifications of graduate abilities, including attitudes, knowledge, and skills stated in the formulation of graduate learning outcomes.
4. The formulation of general attitudes and skills as part of graduates' learning outcomes is listed in the attachment of Regulation of Minister of Research, Technology, and Higher Education No.44 of 2015 concerning national education standards.
5. The graduate competency standards stated in the formulation of graduate learning outcomes as referred to in paragraph (1) are used as the primary reference for the development of learning content standards, learning process standards, learning assessment standards, lecturers and education staff standards, learning facilities and infrastructure standards, learning management standards, and learning financing standards.

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F. Statement of Content Standards and Performance Indicators

1. Attitude Aspects

- a. All study programs have a graduate learning achievement formula that refers to a description of the learning outcomes of KKNi graduates in the attitude aspect. Graduates are written in an academic guidebook and are equivalent to qualification levels in the IQF
- b. Each study program evaluates and updates graduate learning outcomes periodically, at least once every two years, involving internal and external stakeholders. Experts review it in study programs, industry, associations, science and technology developments, and user needs.
- c. Attitudinal competencies contain correct and cultured behavior due to internalization and actualization of values and norms. It is reflected in spiritual and social life through the learning process, student work experience, research, and/or community service related to learning and daily behavior in the campus environment.

2. Knowledge Aspects

- a. All study programs have a graduate learning achievement formula. It refers to the description of the learning outcomes of KKNi graduates in the aspects of knowledge written in an academic guidebook and used as a reference for all standards of education, research, community service, and equality with qualification levels in the IQF.
- b. Knowledge competencies include mastery of concepts, theories, methods, and/or philosophies of specific fields of science systematically obtained through reasoning in the learning process, student work experience, research, and/or community service related to learning


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3. General Skills Aspects

- a. All study programs have a graduate learning achievement formula. It refers to the description of the learning outcomes of KKNI graduates in the general skills aspect written in an academic guidebook and used as a reference for all standards of education, research, community service, and equality with qualification levels in the IQF.
- b. Skills competencies contain the ability to perform work by applying concepts, theories, methods, materials, and/or instruments obtained through student work experience learning, research, and/or community service related to learning, in the form of general and special skills.
- c. General skills that UNP graduates must possess are English language skills:
 - D3 and S1 program TOEFL score: 400
 - Professional program TOEFL score: 400
 - Masters program TOEFL score: 450
 - Doctoral program TOEFL score: 500
- d. All study programs formulate the type, place, and duration of work experience (job training, practical work, fieldwork practice/teaching practice, or other activity forms) according to the study program's characteristics.
- e. All study must define specific general skills following the characteristics programs of the study program


4. Aspects of Special Skills

- a. All study programs have a formulation of graduate learning outcomes. It refers to the description of learning outcomes of KKNI graduates in the aspects of specific

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skills written in an academic manual and used as a reference for all standards of education, research, community service, and equal qualifications at KKNi.


- b. All study programs formulate general and specific attitudes, knowledge, and skills. They are a single unit of formulation of graduate learning outcomes validated by the faculty and university senates, to be determined by the Rector, then proposed to the Director-General of Learning and Student Affairs to be determined as learning achievement a minimum graduate 1 (once) 4 years.
- c. All study programs use the formulation of graduate learning outcomes that have been determined. The study program is reviewed and determined by the Minister as a study program reference for a maximum of 4 years.
- d. All Programs study in compiling, proposing, reviewing, and determining graduate learning outcomes refer to the applicable Ministerial Regulation.
- e. Graduates of the undergraduate academic education program (S1) can:
 - 1) apply science, technology, and/or art in their fields of expertise through scientific reasoning based on logical, critical, systematic, and innovative thinking;
 - 2) study science, technology, and/or art in their field of expertise based on scientific principles, or produce designs or art and their descriptions based on standard design rules or methods, which are compiled in the form of a thesis or final project report;
 - 3) publish the results of the final project or work of design or art, which meet the requirements of scientific writing and can be accessed by the academic community;
 - 4) compile and communicate ideas and information in their scientific fields effectively, through various forms of media to the academic community;

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- 5) make appropriate decisions based on an analysis in supervising and evaluating the work for which they are responsible;
- 6) managing self-learning; and g. develop and maintain networks with mentors, colleagues, peers both inside and outside the institution.

G. Standard Fulfillment Strategy

1. The Study Program arranges KKNI-based graduate competencies, professional certification, and 21st-century skills demands that include attitude skills, skills professional following the study program specifications.
2. The formulation of graduate competency standards for each study program is reviewed by the academic senate of the faculty and / the university's academic senate before being proposed to be determined by the Rector
3. . Study programs actively carry out tracer studies to stakeholders and alumni to get input in refining the Competency Standards for graduates
4. Faculty and study programs to foster relationships with professional organizations, alumni, government, and the business world to improve standards competency of study program graduates following stakeholder needs.
5. Organizing related competency development workshops.
6. Routinely conducts an evaluation process by distributing questionnaires to the ongoing curriculum to stakeholders.
7. The Program study prepares a graduate profile according to the graduate's competence and in the field of work.
8. Providing services to students who function to hone and accommodate student creativity.

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H. Indicators


1. Graduates have a minimum grade point average (GPA) of 2.75
2. High graduate absorption
3. All graduates have certificates of competency attainment

I. documents related to the

1. the curriculum of the relevant study program.
2. Learning Documents (Syllabus / RPS, RPP, Teaching Materials, Learning Media, Learning Evaluation / Assessment).
3. Competency test scores of graduates.

J. References

1. Law Number 12 of 2012 concerning Higher Education
2. Regulation of Minister of Research, Technology, and Higher Education Regulation of Minister of Research, Technology, and Higher Education No. 44 of 2015 On National Standards for Higher Education
3. Regulation of Minister of Research, Technology, and Higher Education Number 55 of 2017
4. UNP's Statute, 2016
5. UNP Strategic Plan 2020-2024
6. Academic Guidelines of UNP
7. Admissions Guidelines
8. Quality Policy of SPMI of Universitas Negeri Padang

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A. The vision of Universitas Negeri Padang is

"To become a leading and dignified university in Asia."

B. Mission University of Padang State


1. Organizing quality education and learning
2. Carry out innovation-based research
3. Transforming research results to improve the quality of life and community welfare
4. Implementing good university governance, and
5. Organizing productive and globally reputable collaboration

C. Rational

1. Content standards are needed to determine the extent and depth of the content of learning material that will be the basis for curriculum preparation at UNP.
2. UNP sets standards for learning content that will become benchmarks for leaders, departments/study programs, and lecturers responsible for their roles as designers, assessors, and reformers or developers of content standards. The standard content of quality documents contains Curriculum Development Standards, Standards Curriculum Content, and the depth and breadth of material at UNP.

D. Responsible Party Fulfilling Standards

1. Chancellor
2. Deputy Chancellor
3. Dean
4. Deputy Dean
5. Director Postgraduate
6. Study program coordinator.


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E. Definition of Terms

1. content Learningareastandards about the curriculum imposed by an education provider. The scope of the learning content standards also includes materials and competencies. The content standards are closely related to other standards such as Learning Process Standards, Graduate Competency Standards, and Assessment Standards.

F. Statement of content Standard and Performance Indicators for Curriculum Development

1. The study program curriculum is developed through stages: planning, development, implementation, evaluation, and improvement, which are carried out periodically at least once a year.
2. Members of the study program curriculum development team at least include elements of internal and external stakeholders.
3. The curriculum was developed concerning the UNP Strategic Plan, Faculty Strategic Plan, and Study Programs The
4. The curriculum was developed based on the Semester Credit System (SKS).
5. The Semester Credit System is used to measure student learning load, study load of a study program, and lecturer workload in learning.
6. Faculties and study programs evaluate the documents and implementation of the curriculum by taking into account:
 - a. conformity with the vision, mission, goals, and competencies of the study program graduates, the
 - b. scope and organization of materials that encourage the formation of hard skills and soft *skills of graduate*
 - c. sequences, sustainability, and unity of learning materials during the study period
 - d. balance in the aspects of attitudes, knowledge, general and specific skills

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- e. according to the demands of internal and external stakeholder needs as well as developments in science, technology and arts, and the
- f. participation of lecturers, students, alumni, graduate users, and professional organizations in curriculum development.

Curriculum Contents

1. D3 curriculum contains a minimum of 9 credits of elective courses and must be provided at least 2 times the number of credits of elective courses that students must take.
2. The undergraduate curriculum contains a minimum of 9 credits of elective courses and a minimum of 2 credits of elective courses must be provided.
3. The S2 curriculum contains a minimum of 6 credits of elective courses and a minimum of 3 credits of elective courses must be provided.
4. Curriculum S3 Contains a minimum of 6 credits of elective courses and a minimum of 3 credits of elective courses must be provided.
5. The curriculum of each study program contains the following components:
 - a. personality development;
 - b. science and skills;
 - c. craftsmanship;
 - d. work behavior; and
 - e. live in society.
6. The curriculum is manifested in a series of courses or blocks / groups of courses required to obtain one or more learning outcomes

Depth


1. Furthermore, breadth of material The depth and breadth of learning material in each course for each study program and educational program is formulated regarding the description of graduate learning outcomes of KKNi.

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2. The level of depth and breadth of learning materials for graduates of the diploma program three have mastered the theoretical concepts of particular fields of knowledge and skills in general.
3. The level of depth and breadth of learning material for graduates of diploma four and undergraduate programs has at least mastered the theoretical concepts of specific fields of knowledge and skills in general and the theoretical concepts of specific sections in the fields of knowledge and skills in depth.
4. The level of depth and breadth of learning materials from professional program graduates has mastered the theory of application of particular fields of knowledge and skills.
5. The level of depth and breadth of learning materials for graduates of master, applied masters, and specialists have mastered the theory and theory of applying particular fields of knowledge.
6. The level of depth and breadth of learning materials from doctoral, applied doctoral, and subspecialty program graduates have mastered the scientific philosophy of particular fields of knowledge and skills.
7. The level of depth and breadth of learning materials is cumulative and / or integrative.
8. The level of depth and breadth of learning materials for study materials is structured in courses.

G. Strategies for Fulfilling Standards for

1. Improving Understanding of IQF through Workshops
2. Increasing commitment to involvement of external parties related to curriculum development through the signing of an MOU on
3. Fulfilling the availability of references / guidelines / references.
4. Formulation and determination of the breadth and depth of learning materials, course weights, curriculum structure, through curriculum workshops.

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H. Indicators


1. Students can master competencies as specified.
2. Students graduate on time or graduate at the shortest time set.
3. More and more graduate users are satisfied with the competence of graduates.
4. More and more SMA / SMK / MAN graduates are registering as prospective new students.

I. Related

1. Documents Curriculum documents
2. Study programs that are following KKNi competencies. Study
3. material documents based on the results of *tracer studies* and FGD (*focus group discussions*)
4. UNP academic regulations
5. Study Program Specifications

J. Reference

1. Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 Years. 2015 Regarding the National Standards Higher Education
3. Permenristekdikti number 55 of 2017
4. UNP 2016 Statute UNP
5. Strategic Plan 2020-2024 UNP
6. Academic
7. Guidelines for New Student Admissions
8. Quality Policy SPMI Padang State

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C. Rational Standards

Following the mission of the Universitas Negeri Padang is to provide quality education and learning. To achieve this mission, a graduate competency standard is needed which will serve as a guideline in the preparation of the Padang State University Graduate curriculum that meets the demands of KKNi and 21st century competencies and can accommodate the needs of *stakeholders* both from the profession, graduate users, or the general public. Besides that, the graduate competency standards are used as the primary reference in development standard content, learning standardized learning, standards, learning assessment standards of faculty and staff, standards facilities and infrastructure of learning, standards management and the standards of learning finance.

D. Responsible Party Fulfilling The Standards

1. University Leadership, Faculties, Departments and lecturers and students following their duties, authorities, and fields of expertise.
2. Affiliated institutions; BAAK. (Academic and student affairs)

E. Definition of Terms


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1. Standard Are qualifications, criteria, measurements, benchmarks, minimum specifications that must be achieved or met.
2. Establishing standards is an act in the form of approval and ratification of standards to be declared valid.
3. The learning process standard is the minimum criterion regarding implementing learning in the study program to obtain learning outcomes.
4. The study program has a standard learning process to meet graduate learning outcomes which include:
 - characteristics of the learning
 - process learning process planning
 - implementation of the learning process of learning
 - student loans.

F. Standard Content Statement


1. Aspects of Learning Characteristics

- a. The study program implements the learning process's characteristics consisting of interactive, holistic, integrative, scientific, contextual, thematic, practical, collaborative, and student-centered profiles to produce graduate profiles that match learning outcomes.
- b. The study program applies the characteristics of an interactive learning process by prioritizing a two-way interaction process between students and lecturers according to the Industrial Revolution 4.0 and producing graduate profiles according to learning outcomes.
- c. The study program applies the characteristics of a holistic learning process to encourage the formation of a comprehensive and broad mindset by internalizing local and national excellence and wisdom and producing a graduate profile according to

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learning outcomes.


- d. The study program applies the characteristics of a scientific learning process in the learning outcomes of graduates achieved through a learning process that prioritizes a scientific approach so that an academic environment is created that is based on a system of values, norms and scientific principles and upholds religious and national values, and produces a profile. graduates according to learning outcomes.
- e. The study program applies the characteristics of the learning process contextual (modeling, questioning, constructivism, inquiry, learning societies, reflection, and authentic assessment) in the learning outcomes of graduates achieved through the learning process tailored to the demands of the ability to solve problems in their realm of expertise, and to produce profiles. graduates according to learning outcomes.
- f. The study program applies the characteristics of the learning process contextual (modeling, questioning, constructivism, inquiry, learning societies, reflection, and authentic assessment) in the learning outcomes of graduates achieved through the learning process tailored to the demands of the ability to solve problems in their realm of expertise, and to produce profiles. graduates according to learning outcomes.
- g. The study program applies the characteristics of the thematic learning process in the learning outcomes of graduates achieved through the learning process adjusted to the scientific characteristics of the study program and is linked to real problems through a transdisciplinary approach, and produces a graduate profile that is following learning outcomes.
- h. The study program applies the learning process characteristics that are effective in successful graduate learning outcomes by emphasizing the proper and correct internalization of material in an optimum period and producing a graduate profile according to learning outcomes.

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- i. The study program applies the characteristics of a collaborative learning process in graduates' learning outcomes achieved through a collaborative learning process that involves interaction between individual learners to produce capitalization of attitudes, knowledge and skills, and to produce graduate profiles following learning outcomes.
- j. The study program applies the characteristics of a student-centered learning process for the learning outcomes of graduates achieved through a learning process that prioritizes the development of student creativity, capacity, personality and needs, as well as developing independence in seeking and finding knowledge, and producing graduate profiles that match the achievements. learning.

2. Learning Process Planning Aspects

- a. Each lecturer or team of lecturers who teach courses must have a Semester Learning Plan (RPS) for each compulsory or optional course evaluated at the end of each semester. Each
- b. a lecturer or team of lecturers who teaches courses develops learning based on plans relevant to the objective, the realm of learning, and its hierarchy.
- c. Each lecturer or team of lecturers who teaches courses plans the learning process systematically by referring to the development of theories, strategies, and learning methods.
- d. Each lecturer or team of lecturers who teaches courses makes plans for the learning process, including the syllabus and Semester Learning Plan (RPS) before the implementation of lectures.
- e. RPS is prepared by considering student participation, application of information and communication technology, linkages and cohesiveness between materials, feedback, and follow-up.
- f. The Semester Learning Plan (RPS) determined by the lecturer in the study program

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contains at least:


- 1) name of the study program, name and code of courses, semesters, credits, names of lecturers;
 - 2) the learning outcomes of graduates imposed on courses;
 - 3) the final ability that is planned at each stage of learning to meet the learning outcomes of graduates;
 - 4) study materials related to the capabilities to be achieved;
 - 5) learning methods;
 - 6) the time and stages provided to achieve the capability at each stage.
 - 7) student learning experience which is manifested in a description of the assignments that students must do for one semester;
 - 8) assessment of learning outcomes (criteria, indicators, and assessment weight); and
 - 9) a list of references used.
- g. Each lecturer or team of lecturers delivering the RPS to students at the first meeting at the beginning of each semester

3. Aspects of reviewing the syllabus and RPS


- a. The semester learning plan (RPS) must be reviewed and adjusted periodically to developments in science and technology and based on the results of periodic tracer studies involving academics and stakeholders and developments in science and technology.
- b. Any changes are proposed through the syllabus and RPS meetings organized by the study program.

4. Aspects of Learning Implementation

- a. Lecturers carry out the learning process in interactions between lecturers, students and learning resources, in particular learning environments on-line and off-line in


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<p>documented audio-visual form.</p> <p>b. Lecturers carry out the learning process in each subject according to the Semester Learning Plan (RPS) and have valid evidence that is carried out periodically and well documented.</p> <p>c. The learning process related to research conducted by lecturers includes:</p> <ol style="list-style-type: none"> 1) research results must meet the development of science and technology, improve community welfare, and national competitiveness; 2) the content of the research fulfills the depth and breadth of the research material according to the learning outcomes; 3) the research process includes planning, implementation, and reporting; research assessment fulfills the elements of being educational, objective, accountable, and transparent. <p>d. The learning process related to PkM carried out by lecturers includes:</p> <ol style="list-style-type: none"> 1) PkM results must meet the development of science and technology, improve community welfare, and national competitiveness; 2) the contents of PkM meet the depth and breadth of the PkM material according to the learning outcomes; 3) PkM process: includes planning, implementation, and reporting; 4) PkM assessment fulfills educational, objective, accountable and transparent. <p>e. The study program has established a curricular learning process systematic and measurable in the RPS of courses in a measurable learning load.</p> <p>f. The study program has established a curricular learning process for each subject using effective learning methods following the course's characteristics to achieve particular abilities specified in the courses in a series of fulfillment of graduate learning outcomes.</p>


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- g. Lecturers apply learning methods that can be selected for the implementation of course learning including: group discussions, simulations, case studies, collaborative learning, cooperative learning, project-based learning, problem-based learning, or other learning methods, which can effectively facilitate the fulfillment of graduate learning outcomes.
- h. Lecturers who teach courses can use one or a combination of several learning methods and be accommodated in learning.
- i. Lecturers use a form of learning in the form of:
 - a. lecture;
 - b. responses and tutorials;
 - c. seminar; and
 - d. practicum, studio practice, workshop practice, or field practice.
- j. Study programs in undergraduate and diploma four education programs are required to add forms of learning in research, design, or development.
- k. Lecturers carry out the form of learning in the form of research, design, or development, which are student activities under the guidance of lecturers in the context of developing attitudes, knowledge, skills, authentic experiences, and improving welfarecommunity and national competitiveness, in the form of lecture assignments, theses / final assignments.
- l. Lecturers carry out the form of learning for the diploma four education program, undergraduate program, are required to add forms of learning in the form of community service.
- m. The form of learning in the form of service is a student activity under the guidance of lecturers to utilize science and technology to advance the welfare of society and educate the life of the nation.

5. Aspects of Study Loads


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- a. University Determine the student learning load expressed in credits.
 - b. The university determines the semester is a unit of time for the learning process to be effective for at least 16 (sixteen) weeks, including midterm and final semester exams.
 - c. One academic year consists of 2 (two) semesters and the college may hold intermediate semesters with the names of short semesters.
 - d. The study program organizes the short semester with the following conditions:
 - 1) for at least 8 (eight) weeks;
 - 2) the student's learning load is at most 9 (nine) credits;
 - 3) according to the student's learning load to meet the predetermined learning outcomes.
 - 4) Only students who want to improve their grades should participate.
 - 5) The short semester is carried out only theoretical lectures.
 - e. Short semester is held in lectures, face-to-face at least 16 (sixteen) times including midterm exams between and final semester exams.
6. Aspects of Study Period and Study Load
- Students must complete the study period and study load of implementing educational programs, a maximum of 7 (seven) years for an applied undergraduate / undergraduate program with a student study load of at least 144 SKS. For professional programs. Requirements after completing a four-year / applied bachelor's degree / diploma program, the maximum study period is 3 (three) years, with a minimum study load of 24 (twenty four) credits. For master / master program applied / specialist. Requirements after completing a four-year applied bachelor/diploma / applied degree program, the maximum study period is 4 (four) years, with a minimum study load of 36 (thirty-six) credits
7. Aspects of semester credit units (credits).
- a. UNP sets 1 (one) credit for the learning process in the form of lectures, responses, or

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tutorials, consisting of:

- 1) face-to-face activities of 50 (fifty) minutes per week per semester;
 - 2) 60 (sixty) minutes of structured assignment per week per semester; and
 - 3) 60 (sixty) minutes of independent activities per week per semester.
- b. UNP determines 1 (one) credit for the learning process in the form of seminars or other similar forms, consisting of:
- 1) face-to-face activities of 100 (one hundred) minutes per week per semester; and
 - 2). 70 (seventy) minutes of independent activities per week per semester.
- c. The study program determines the calculation of the learning load in a block, module, or other form determined according to the needs in meeting learning outcomes.
- d. UNP set 1 (one) credits in the learning process in the form of practical, practice studios, practice workshop together with 2 x 50 minutes, plus one or two-hour lecture structured tasks and one or two-hour lecture independent activity for each week during one semester
- e. UNP set field practice, research, community service, and/or other similar learning processes, 200 (two hundred minutes) minutes per week per semester or the equivalent of four hours of lectures (4x50 minutes), plus one or two hours of structured assignments and an hour or two of the lecture.
8. The aspect of sharing the SKS load
- a. UNP determines students' study load from four diploma / applied undergraduate programs, and undergraduate programs with high academic achievements, after 2 (two) semesters in the first academic year, can take a maximum of 24 (twenty-four) credits per semester in next semester.
 - b. In the first year, diploma/undergraduate students who have a GPA of 3.00 or more can take a maximum of 24 credits.

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- c. UNP determines the study load of students in the master program in the first semester in the form of a package of 12 credits.
- d. If in the first semester students of the master program have a GPA of 3.50 or more, they can take a maximum of 18 credits.

G. Strategy Fulfillment of Standards


1. Determination of learning process standards is determined through the Rector's decision.
2. Preparation of Academic regulations for the learning process.
3. Socialization of learning process standards and academic regulations to all academic units at Padang State University.

H. Indicators

1. Each course is equipped with a syllabus, RPS, and learning contracts.
2. All courses have a syllabus, SAP, lecture contracts, dictates / teaching materials / powerpoints or RPS (Semester Learning plan).
3. The class schedule must be available every semester.
4. Facilities and infrastructure for the learning process are available and adequate.
5. The entire learning process has been carried out using the KKNi competency-based SCL method.
6. Students who get A and B grades > 60%.
7. Percentage of students who did not pass < 5%.
8. The percentage of students who drop out (DO) < 6%.
9. The evaluation of lecturer performance by students is generally reasonable.
10. The performance evaluation of the learning process on average good

I. Documents Related


1. Documents learning (RPS, Note Lectures, Teaching Material)

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2. Product instructional
3. Fucking
4. Form
5. Gazette Ratings learning
6. Document *tracerstudy*, document study curriculum with *stakeholders*
7. Monitoring and evaluation of learning
8. Outcomes Research
9. Outcomes abandonment for Community
10. Projects Final, Thesis / Final Project, Thesis, Dissertation
11. Academic
12. Schedule of academic activities

J. References

1. Law Number 12 of 2012 concerning Higher Education
2. guidebook Permenristekdikti RI No. 44 years old 2015 On National Standards for Higher Education
3. Permenristekdikti number 55 2017
4. 2016 Statute UNP
4. UNP Strategic Plan 2020-2024
5. Academic Guidelines UNP
6. Admissions Guidelines
7. Quality Policy SPMI Padang State University

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QUALITY STANDARD				

A. The vision of Universitas Negeri Padang

"To become a leading and dignified university in Asia."

B. Mission of Universitas Negeri Padang


1. Organizing quality education and learning
2. Carry out researchinnovation-based
3. Transforming research results to improve the quality of life and community welfare
4. Implementing good university governance, and
5. Organizing productive and globally reputable collaboration

C. Rational Standards

Learning assessment is an essential part of the learning process for ensuring and knowing the achievement of learning. The learning assessment implementation is guaranteed according to the educational, authentic, objective, accountable, fair and transparent principles carried out in an integrated manner. Learning assessment is the basis for improving planning and learning methods and achieving student learning outcomes. Learning assessment is a guide for lecturers, students, and other stakeholders in monitoring the quality of education at Universitas Negeri Padang. Learning assessment is a form of accountability of Universitas Negeri Padang to internal and external stakeholders.

D. Parties Responsible for Fulfilling the Standards for the


1. Chancellor
2. Dean
3. Deputy Dean 1
4. Chairman of the Department
5. of Study Program Coordinator

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6. of related institutions; BAAK. (Academic and student affairs)

E. Definition of Terms

1. Learning assessment standards are criteria regarding mechanisms, procedures, and instruments for assessing student learning outcomes.
2. Assessment is the process of collecting and processing information to measure the achievement of outcomes for student learning.
3. Assessment by lecturers assesses learning outcomes by lecturers, which is carried out continuously to monitor the process, progress, and improvement of results in various forms of assignments/tests/exams.
4. Assessment by the study program, namely the assessment of outcomes learning by academic units, aims to assess all subjects' graduate competency standards.
5. Assessment of competency attainment is the process of collecting systematic evidence of making decisions about student behavior based on standards predetermined competency.
6. Examination is a process carried out to measure the achievement of student competencies on a basis ongoing in the learning process, to monitor progress, make improvements, and successful student learning.
7. Daily exams/quizzes are carried out periodically to measure student competencies after completing one basic competency (KD) or sub competency or more.
8. Mid-Semester Examination (UTS) is an activity carried out by lecturers to measure competency students' achievement after carrying out 7-8 meetings of learning activities. The scope of the exam includes all indicators representative of all or Sub Competencies in that period.
9. Final Semester Examination (UAS) is an activity carried out by lecturers to measure student achievement at the end of the semester. The coverage exam includes all indicators that represent all KD or Sub Competencies in the semester.

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F. Statement of Standard Content and Performance Indicators for

1. Assessment Policy Aspects.

- a. UNP has a formal policy on learning assessment.
- b. Assessment process and the learning outcomes of students include:
 - 1) principles of assessment,
 - 2) techniques and instruments,
 - 3) mechanisms and procedures for assessment,
 - 4) implementation of assessment,
 - 5) reporting, assessment,
 - 6) graduation
- c. Principles ratings

All teachers should assessan educational, authentic, objective, accountable, and transparentlyconducted integrated manner.

- 1) Educational principle: lecturers conduct assessments that motivate students to improve learning methods and achieve learning outcomes.
- 2) Authentic principle: the lecturer makes an assessment that shows the actual ability of the student.
- 3) The objective principle: lecturers make assessments based on clear standards and mutually agreed upon by students. For students who have limited abilities, special assessments are given according to the teaching lecturer's policies.
- 4) The principle of accountability: lecturers make assessments with clear criteria and are understood by students.
- 5) The principle of transparency: lecturers conduct assessments whose procedures and results can be accessed by stakeholders, with indicators of activeness following the learning process, making structured assignments,

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taking midterm and final semester exams with the percentage of success adjusted to the characteristics of the course and teaching lecturers.

2. Technical Aspects and Assessment instruments.

- a. Observation: the lecturer assesses the learning process using instruments that have been defined and understood by students, referring to involvement and activeness during the learning process.
- b. Performance: the lecturer assesses the process and results of student work in the form of projects using instruments that have been defined and understood by students, including assignments, presentations, practicum:
- c. Written tests: the lecturer conducts assessments by looking at student answers to written tests with criteria, scores, and the weights that have been determined and understood by students. The tests used are test objectives and descriptions: objective causal tests, associations, etc., structured and unstructured descriptions.
- d. Oral test: the lecturer conducts an assessment by looking at student answers to the oral test with criteria, scores, and weights that have been determined and understood by students with interpersonal communication skills, material content, logic to think about the material, speaking ethics.
- e. Assessment for the examination of scientific papers/thesis/thesis/dissertation is determined separately. Criteria for assessment of scientific papers / theses / theses / dissertations:

Advisory:


- 1) assessment advisory assessments are given since students conduct guidance,
- 2) assessment of writing systematics,
- 3) material content,
- 4) methodology,
- 5) data analysis techniques,

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- 6) discussion of research results,
- 7) student attitudes when conducting guidance.

Evaluation of examining lecturers:

- 1) assessment of the suitability of the title of a scientific paper/thesis/thesis/dissertation with content ranging from introduction to the suggestion of research results,
 - 2) conformity between research methodology and data analysis techniques,
 - 3) presentation of material presentation or research results,
 - 4) student attitudes when taking exams.
3. Assessment Mechanisms and Procedures Aspects.
- a. All study programs plan to compile, make instruments, determine criteria, indicators, and weighting assessments. The policy to conduct midterm and end-of-semester exams involves all study program heads with course to determine:
 - 1) implementation time,
 - 2) the form of instruments test,
 - 3) determine graduation criteria,
 - 4) supervisors exam supervisor lecturers (supervisors or other lecturers appointed by the committee). For students who take the follow-up exam to show a sickness certificate from a doctor or other accountable certificate, the
 - 5) lecturer must have a spare question for the student taking the follow-up exam. Assessment instruments include activeness, lecture assignments, midterm exams, and final semester exams. The weight of the assessment is adjusted to the characteristics of the subject and the teaching lecturer.
 - b. All study programs have provisions regarding the implementation of the assessment process.
 - c. All lecturers provide feedback on the results of the assessment.

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d. All assessment results are well documented.

4. Aspects of Implementation of the Assessment


- a. All lecturers who teach the subject conduct assessments of activeness, lecture assignments, midterm examinations, and end of the semester. The weight of the assessment is adjusted to the characteristics of the subject and the teaching lecturer.
- b. The lecturer or lecturer team engages students in the assessment process. The lecturer who teaches the course with the student determines each scoring item's percentage of the weighted value.
- c. The lecturer or lecturer team includes stakeholders in the assessment process. Subject lecturers report to stakeholders the agreement's results on the weight of scores between the lecturer and the students.

5. The Reporting Aspect of the assessment

- a. UNPhas provisions regarding the classification of student success in taking courses that are stated in the letter:
 - A, (equivalent to a score of 4 with a value of 85-100)
 - A- (equivalent to a score of 3.75 with a value of 80 - 84)
 - B + (equivalent to a score of 3.25 with a score of 75 - 79)
 - B (equivalent to a score of 3 with a value of 70 - 74)
 - B- (equivalent to a score of 2.75 with a value of 65 - 69)
 - C + (equivalent to a score of 2.25 with a value of 60 - 64)
 - C (equivalent to a score of 2.0 with a value of 55 - 59)
 - C- (equivalent to a score of 1.75 with a value of 50 - 54)
 - D (equivalent to a score of 1 with a value of 40 - 49)
 - E (equivalent to a score of 0 with a value of 39)

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<p>b. Assessment results announced to students online.</p> <p>c. The results of the assessment are expressed in the form of an achievement index.</p> <p>6. Aspects of graduation</p> <p>a. StudentStudents are declared to have graduated undergraduate (S1) if they have taken all courses, including scientific papers/thesis reports, with a minimum GPA of 2.75. Students who have not achieved a minimum GPA are required to repeat the course.</p> <p>b. Students are declared to have graduated with honors if they achieve a GPA of 2.75 to 3.00.</p> <p>c. Students are declared to have graduated with honors if they achieve a GPA of 3.01 to 3.50.</p> <p>d. Students are deemed to have graduated with honors if they achieve a GPA of more than 3.50.</p> <p>7. Aspects of Professional, Masters and Doctoral Programs.</p> <p>a. Students are deemed to have passed if they have taken all courses, including a scientific report/thesis/dissertation, and a minimum GPA of 3.00.</p> <p>b. Students are declared to have graduated with honors if they achieve a GPA of 3.00 to 3.50.</p> <p>c. Students are declared to have graduated with honors if they achieve a GPA of 3.51 to 3.75.</p> <p>d. Students are deemed to have graduated with honors if they achieve a GPA of more than 3.75.</p> <p>8. Aspects of Graduate Rights</p> <p>a. Students who have passed are entitled to obtain professional certificates for professional programs and diplomas for other programs.</p> <p>b. Students who have passed are entitled to hold a degree following applicable</p>
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regulations.

- c. Students who have passed must be equipped with a Certificate of Companion Diploma (SKPI) for a minimum of 2 (two) diploma programs for a minimum of 5 undergraduate programs.
- d. Joint UNP issues professional certificates for graduates of professional programs, professional organizations, training institutions, orbodies certification accredited.

G. Strategies for Fulfillment of Standards for the Standard


1. The setting of the learning process was established through the Rector's decision.
2. Preparation of academic regulations for the learning process.
3. Socialization of standards process learning and academic regulations to all academic units at the State University of Padang.

H. Documents Related to

1. Learning Process
2. Standards for Graduates Competency
3. Standards Learning Management Standards

I. Reference

1. Law Number 12 the Year 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 years old 2015 On National Standards for Higher Education
3. Permenristekdikti Number 55 2017
4. 2016 Statute UNP
5. UNP Strategic Plan 2020-2024
6. Academic Guidelines UNP
7. Admissions Guidelines
8. Quality Policy SPMI Universitas Negeri Padang

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QUALITY STANDARD				

A. The vision of Universitas Negeri Padang

"To become a leading and dignified university in Asia".


B. Mission of the Universitas Negeri Padang

1. Organizing quality education and learning;
2. Carry out innovation-based research;
3. Transforming research results to improve the quality of life and welfare of the community;
4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rational Standards

Following Law no.20 of 2003 concerning the National Education System article 30 paragraph 1 that Educators (Lecturers) are professionals who are tasked with planning and implementing the learning process, assessing learning outcomes, conducting guidance and training, and conducting research and service to the community, especially for educators in higher education. Furthermore, paragraph 2 explains the Education Personnel's duties, namely to carry out administration, management, development, supervision, and technical services to support the educational process in the education unit.

For UNP lecturers and education staff to carry out their duties properly, better standards for lecturers and academic staff are needed. Through the Host, lecturers and education personnel's standards will become guidelines and benchmarks for university leaders, faculty leaders, and institutional / or unit leaders. a unit responsible for planning, managing and developing human resources in the Universitas Negeri Padang.

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QUALITY STANDARD				

D. Responsible Party Meets the Standards of the

1. Chancellor
2. Head of Public Administration and Civil Service Bureau.
3. Dean,
4. Head of Department and Coordinator of Study Program.

E. Definition of Terms


1. Standard Are qualifications, criteria, measurements, benchmarks, minimum specifications that must be achieved or met.
2. Establishing standards is an act in the form of approval and ratification of standards to be declared valid.
3. Permanent lecturers are lecturers with permanent educators' status at 1 (one) university and do not become permanent employees in other work units or academic units.
4. Lecturer and education staff standards are the minimum criteria regarding the qualifications and competencies of lecturers and education staff to organize education to fulfill graduate learning outcomes.

F. Statement of Standard Content

1. The group of Lecturers

at the Universitas Negeri Padang, based on their status, consists of 3 groups, namely:

- a. Permanent lecturers for civil servants
- b. Permanent non civil servant lecturers
- c. Permanent lecturers outside the study program,
- d. Non-permanent lecturers,
- e. Guest lecturers, namely lecturers outside of higher education who because of their expertise, are invited to teach specific courses for a minimum period of one semester.

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2. General Lecturer Requirements

- a. Lecturers are required to have academic qualifications and competence of educators, be physically and mentally healthy, and organize education to fulfill graduate learning outcomes.
- b. Academic qualification is the lowest level of education that a lecturer must fulfill and is proven by a diploma.
- c. Educator competence for lecturers declared by an educator certificate and/or a professional certificate.
- d. have theoretical and practical abilities in organizing education, learning, and other legal businesses to achieve the institution's vision and attain graduation standard qualifications.

3. Qualifications of lecturers and instructors according to the needs of the study program


a. Qualifications of lecturers and instructors Diploma

- 1) Lecturers of diploma one (D-1) and diploma two (D-2) must have an academic qualification of at least a master's degree or applied master's degree relevant to the study program.
- 2) Lecturers of diploma one (D-1) and diploma two (D-2) can use instructors with academic qualifications of at least diploma three graduates who have relevant experience with the study program and at least equivalent to the level of 6 (six) KKNi.
- 3) Lecturers of diploma three and diploma four programs must have academic qualifications of at least a master's degree or applied master's degree relevant to the study program.
- 4) Lecturers of diploma three and diploma four programs can use professionally certified lecturers relevant to the study program and have the lowest

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qualification equivalent to the level of 8 (eight) KKNI.

- 5) The principal supervisor of at least a master's final project with a minimum rank of lecturer or doctorate with a minimum rank of expert assistant
- b. Qualifications of lecturers and instructors for Undergraduate (Strata 1; S1) and applied programs
- 1) Lecturers for undergraduate programs must have an academic qualification of at least a master's degree or applied master's degree relevant to the study program.
 - 2) The Program study undergraduate may use relevant certified lecturers issued by the National Agency for Professional Certification and the lowest qualification equivalent to the level of 8 (eight) KKNI.
 - 3) The undergraduate study program must have several permanent lecturers from the study program with a doctoral education at least 20% of the total number of study program lecturers.
 - 4) The principal supervisor of the final project/thesis at least master with a minimum rank of lecturer or doctor with a minimum rank of assistant expert
- c. Qualifications of Professional Program lecturers and instructors professional
- 1) program lecturers must have an academic qualification of at least a master's degree or applied master's degree relevant to the study program and work experience for at least 2 (two) years.
 - 2) Professional program lecturers can use professionally certified lecturers that are relevant to the study program and have work experience of at least 2 (two) years, and have the lowest qualifications equivalent to the level of 8 (eight) KKNI
- . D. Qualifications of Postgraduate Program lecturers and instructors (Strata 2; S2)
- 1) Lecturers of a master's program have a postgraduate academic qualification

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(doctoral) relevant to the study program.

- 2) Lecturers of the master program and applied master program can use professionally certified lecturers relevant to the study program and have qualifications equivalent to the level of 9 (nine) KKNI.
- 3) If as the principal supervisor, within the last 5 (five) years has produced at least 1 (one) scientific work in an accredited national journal or reputable international journal or 1 (one) other form recognized by the expert group appointed by the senate. College.

e. Qualifications of Postgraduate Program (Strata 3; S3) lecturers and instructors

- 1) Lecturers of doctoral programs and applied doctoral programs must have academic qualifications of graduates from a doctorate or applied doctorate relevant to the study program and may use professionally certified lecturers that are relevant to the study program and qualify equivalent to the level 9 (nine) KKNI;
- 2) In terms of being the principal supervisor, within the last 5 (five) years, has produced at least 1 (one) scientific work in an accredited national journal or reputable international journal or 1 (one) other form recognized by the expert group appointed by the senate. College.


4. Lecturer

Workload The workload for lecturers' main activities is adjusted to additional assignments for lecturers who get additional assignments.

Lecturer workload includes three activities, namely:

a. Main activities

- 1) planning the education and learning process
- 2) implementing the learning process with an obligation to attend at least 80%

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- 3) controlling the learning process;
- 4) implementation of evaluation of learning outcomes following the principles of evaluation;
- 5) guidance and training following the area of expertise;
- 6) The lecturer's workload as the principal supervisor in structured research in preparing a thesis / final project, thesis, dissertation, or other design/art/formwork is equivalent to a maximum of 10 (ten) students per semester.
- 7) research following the field of science and expertise; and
- 8) carry out community service activities based on the results of research and areas of expertise;
- 9) The workload as an academic advisor is a maximum of 20 people
- 10) The workload for non-permanent lecturers is a maximum of 6 credits/week
- 11) The workload for lecturers refers to the ratio of lecturers and students
- 12) The ratio of lecturers and students is 1:45 for social and cultural science study programs or 1:30 for the exact sciences and science courses.

b. Additional task activities

Lecturers carry out managerial tasks following those assigned by the institution (faculty or university), such as the head of the study program, secretary, head of UPT, and head of the laboratory.

c Supporting

activities Carrying out non-lecturing academic activities, including seminars, workshops, training, following the field of science assigned by the study program/faculty leader


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5. Lecturer Ratio

- a. Permanent lecturers are lecturers with permanent educators' status at 1 (one) university and do not become permanent employees in other work units or academic units.
- b. The number of lecturers permanent in tertiary institutions is at least 70% (seventy percent) of the total number of lecturers.
- c. The number of lecturers assigned to carry out the learning process in each study program is at least 7 (seven) people.
- d. The doctoral program has at least 3 (three) professors.
- e. The study program has no more than 10% of non-permanent lecturers assigned to teach courses following their field of expertise.
- f. Permanent lecturers for applied doctoral programs have at least 2 (two) lecturers with doctoral/applied doctoral academic qualifications who have:
 - 1) monumental works used by industry or society; or
 - 2) 2 (two) international publications in reputable international journals.

6. Education Personnel

- a. Education personnel have an academic qualification of at least 3 (three) diploma program graduates who are declared with a diploma following the qualifications of their primary duties and functions.
- b. Educational personnel, as referred to, including administrative personnel.
- c. Educational personnel who require particular expertise must have a competency certificate following their field of work and expertise.
- d. The study program must have *human resources planning* in the development of educational personnel.
- e. The study program has a sufficient number of laboratory assistants to the number of

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laboratories used by the study program, and the classification is following the laboratory, which is its responsibility.


- f. Laboratory assistants, technicians, and programmers have a professional certification of at least 30% of all laboratory assistants/technicians and programmers in the study program.
- f. Librarians are at least 3 (people) per faculty and at least 6 (six) at the university level.

G. Standard Fulfillment Strategy is

1. The Study Program compiled a table of competence of lecturers and academic staff required following the competence of graduates to be produced by the study program. The competency table contains the development of the quality number of lecturers and laboratories and academic staff in terms of formal education, non-formal education, and ranks.
2. The faculty arranges the competencies of lecturers and education staff needed according to each study program's needs. The
3. faculty monitors the achievement of the competency maps compiled for each study program. The study
4. of the program evaluates the achievement of the competency map of lecturers and academic staff that is compiled annually.

H. Performance Indicators

1. Lecturers who teach have academic qualifications and have competency certificates following their expertise, assignment assignments, and responsibilities.
3. At least 20% of teaching staff have a competency certificate following their field of expertise, assignment, and responsibility.


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I. Documents Related to

1. Diplomas and Educator
2. Certificates Professional
3. Certificates Educators Certificates
4. Functional
5. Scientific work / Monumental work recognized
6. Lecturer Workload Documents (BKD)
7. SK CPNS, PNS
8. SK Teaching
9. SK Guiding

J. Reference

1. Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 Years. 2015 On National Standards for Higher Education
3. Permenristekdikti number 55 2017
4. 2016 Statute UNP
4. UNP Strategic Plan 2020-2024
5. Academic Guidelines UNP
6. Admissions Guidelines
7. Quality Policy SPMI Universitas Negeri Padang

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A. The vision of Universitas Negeri Padang

"To become a leading and dignified university in Asia".

B. Mission of the Universitas Negeri Padang


1. Organizing quality education and learning;
2. Carry out innovation-based research;
3. Transforming research results to improve the quality of life and welfare of the community;
4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rational Standards

Standards for facilities and infrastructure are needed to provide services to students to fulfill their needs according to the content and learning process. To ensure service quality to achieve quality graduates, facilities and infrastructure need to be translated into standards that will be enforced at Universitas Negeri Padang.


D. Person Responsible for Fulfilling the Standards

1. Deputy Chancellor-II
2. Head of Bureau
3. Deputy Dean II
4. Deputy Director II
5. Head of University Equipment Of
6. Division of HeadSection / Head Sub Division of Faculty Equipment
7. Study Program

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E. Definition of Terms

1. Standard Are qualifications, criteria, measurements, standards, minimum specifications that must be achieved or met.
2. Establishing standards is an act in the form of approval and ratification of standards to be declared valid.
3. The standard of learning facilities and infrastructure is the minimum criterion regarding facilities and infrastructure following the needs of the content and learning process in order to fulfill graduate learning outcomes
4. Academic infrastructure is the primary supporting device for an educational process or effort to achieve educational goals.
5. Means are anything that can be used as a tool/media to achieve an objective or objective.
6. Academic infrastructure can be divided into 2 (two) groups, namely: (a) building infrastructure. Includes land and buildings for the needs of lecture halls, office spaces, lecturer rooms, seminar rooms, meeting rooms, laboratory rooms, studio rooms, library rooms, computer rooms, experimental gardens, workshops, public and welfare facilities, such as hospitals, centers. student services, sports and arts infrastructure, and student dormitories. (b). Public infrastructure in water, sanitation, drainage, electricity, telecommunications networks, transportation, parking, gardens, and ponds.
7. Academic facilities include furniture and equipment needed to complement each building/room to carry out its function to improve the quality and relevance of its products and services.
8. Based on the type, the facilities are divided into 2 (two) groups, namely: Learning facilities, including: (a) means to carry out the learning process as equipment in the

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classroom, for example, a blackboard, OHP, LCD, microphone, props, consumables, and others. other. (b) laboratory equipment, according to the type of laboratory for each study program. The learning resources consist of textbooks, journals, magazines, information sheets, internet, intranet, CD ROM and satellite images. These learning resources must be selected, sorted, and adjusted to the learning objectives


F. Standard Content Statement

1. General Provisions

- a. Universitas Negeri Padang has been setting the standard of facilities and infrastructure to meet learn the standards content and learning process standards to meet the learning outcomes and the UNP as a university graduate class LPTK Asia.
- b. Universitas Negeri Padang has a standard minimum of learning facilities which include: furniture; educational equipment; educational media; books, electronic books, and repositories; information and communication technology facilities; experimental instrumentation; sports facilities; art facilities; public facilities; consumables; and maintenance, safety and security facilities, career development center facilities, entrepreneurship development facilities, health facilities.
- c. The number, types, and specifications of the facilities are determined based on the ratio of the facilities' use following the characteristics of the method and form of learning and must guarantee the implementation of the learning process and academic administration services.

2. Components


- a. Standard learning facilities consist of:
 - 1) Furniture;
 - 2) Educational equipment;
 - 3) Educational media;

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- 4) Books, electronic books, and repositories
- 5) of information and communication technology facilities;
- 6) Experimental instrumentation;
- 7) Sports facilities;
- 8) Art facilities;
- 9) Public facilities;
- 10) Consumables; and
- 11) means of maintenance, safety and security

b. Learning infrastructure standards consist of:

- 1) land in a comfortable and healthy ecological environment to support the learning process with a minimum total area of 10,000 square meters;
- 2) Classrooms that can accommodate a maximum of 40 students with a minimum area of 1.5 m² / student and a total of not less than 20 m² and are equipped with air conditioning (AC), blackboard, LCD viewer, electricity, internet access;
- 3) laboratories / studios / workshops / production units following the curriculum and the number of uses set by each study program;
- 4) places to exercise such as swimming pools, soccer fields. Tennis court, fitness center.
- 5) Art space that can accommodate the number of students to practice and perform art performances;
- 6) student activity unit space that can channel student interests and talents;
- 7) an auditorium room that can accommodate a minimum of 1000 academicians for seminars, as well as dissemination of developments in science and technology;
- 8) a library with a minimum area of 1.5 m² / visitor;
- 9) College leadership room with an area of 12 m² per person which is equipped with

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work furniture, storage furniture, office equipment, communication equipment, education quality information system support equipment;

- 10) Permanent lecturer workspaces that can maintain privacy must be provided with a minimum area of 4 m² per lecturer, equipped with work furniture, storage furniture, and access to information and communication; administration room; and
- 11) public facilities, including: roads, water, electricity, voice communication networks, data.
- 12) Polyclinic Room as a health center that is currently able to serve general health and teeth and mouth.


c. Facilities include: (a) roads; (b) water; (c) electricity; (d) voice communication networks, (e) data and (f) polyclinics.

3. Infrastructure provisions

- a. UNP has land in an ecologically comfortable and healthy environment to support the learning process.
- b. UNP has its land as evidenced by ownership of a certificate of ownership
- c. The UNP college building has a minimum quality standard of class A or equivalent.
- d. UNP building quality standards are based on ministerial regulations dealing with government affairs in the field of public works
- e. The standards set in campus construction must meet the structural elements of the building, including:
 - 1) having standard evidence from a credible development consultant
 - 2) earthquake resistance
 - 3) flood-free
 - 4) having access to safety from hazards (earthquake, fire, collapse etc.)
 - 5) has a gathering place

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<p>6) is designed according to utilization</p> <p>f. Having campus safety and comfort</p> <p>g. Land that is directly related to the learning process must be in an ecologically comfortable and healthy environment to support the learning process by paying attention to the existence of:</p> <ol style="list-style-type: none"> 1) Roads to campus 2) Access to electricity, telephones, and other facilities 3) Flood-free 4) Regular drainage 5) Has an opportunity for greening and garden projects 6) Has a parking lot 7) Has a sports field / ceremonial field <p>h. Land to support learning, such as experimental gardens, educational forests, or other practical land must be flood free, and have access to transportation. must meet the following elements:</p> <ol style="list-style-type: none"> 1) there is a fire fighting facility 2) there is evacuation access 3) there is an alarm 4) there is a hydrant 5) has a standard lift for buildings more than 3 levels 6) has sanitation 7) has a domestic waste disposal area, as well as particular waste 8) has a prayer space 9) has a standardized toilet 10) has a generator

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11) 30% of the room except toilets are monitored by CCTV

i. Has standard room functions including:

- 1) built following the designation
- 2) there is air ventilation
- 3) adequate lighting
- 4) suitability of wall color
- 5) area of the room according to capacity

j. Having a building maintenance and maintenance mechanism is carried out through stages

- 1) light maintenance
- 2) moderate maintenance
- 3) heavy maintenance
- 4) carried out periodically / routinely there are maintenance support facilities.


k. UNP buildings must meet safety, health, comfort and security requirements, and be equipped with adequate power installations and installations, internet, air conditioning, LCDs in preparing PBM for the 4.0 Industrial Revolution, domestic waste and particular waste, if needed.

4. Infrastructure provisions Learning and Lessons

a. Provisions for Infrastructure

1) Study room

- a) at least 42 m²
- b) have a functioning AC
- c) have adequate lighting
- d) student ratio 1: 30
- e) have complete facilities (see facility indicators)

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2) *Library space*

- a) at least 200 m²
- b) has a functioning air conditioner
- c) has a standard of lighting suitable for reading
- d) has complete facilities (see facility indicator)

3) *Workspace of the leadership*

- a) at least 36 m²
- b) has a functioning AC
- c) has sufficient lighting
- d) have access to smooth ICT use
- e) have complete facilities

4) *SpaceLaboratory*


- a) the area of the room is adjusted to laboratory specifications
- b) has a functioning air conditioner or a particular type of laboratory the air conditioner must always function
- c) has adequate lighting
- d) has facilities following laboratory specifications

5) *Health service room*


- a) minimum size of 24 m²
- b) has air conditioning that is functioning properly
- c) has adequate lighting
- d) has at least 1 (one) toilet
- e) has standardized health facilities (specified in separate standards)

6) *Student organization space*

- a) has a minimum area of 2 rooms (minimalist 42 m² / room)

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<p>b) Each UKM has one room at the institutional level (size 42 m² / room)</p> <p>c) IMM has 1 room in each commissariat</p> <p>d) Each room has sufficient lighting</p> <p>e) Has facilities according to the specifications of each organization</p> <p>7) <i>Consultation Room</i></p> <p>a) Minimum size 16 m²</p> <p>b) Has a functioning AC</p> <p>c) Affordable by CCTV</p> <p>d) Has sufficient lighting</p> <p>e) Has appropriate facilities ai with specifications of counseling guidance</p> <p>8) <i>A hall or meeting room</i></p> <p>a) Each faculty has a minimum of 1 hall with a minimum area of 400 m²</p> <p>b) Has a functioning air conditioner</p> <p>c) Has separate toilets between men and women</p> <p>d) Has an operator room</p> <p>e) Has space change clothes</p> <p>f) Have at least 1 (one) warehouse</p> <p>g) settings Therooms are arranged like a theater room</p> <p>9) <i>RoomLecturers</i></p> <p>a) Each faculty / tertiary institution has a minimum of 1 lecturer room with a minimum area of 100 m²</p> <p>b) Minimum area ratio of 1: 4 m² / lecturer</p> <p>c) Has a functioning AC</p> <p>d) Has separate toilets for male and female lecturers</p> <p>e) Has lighting adequate</p>
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f) Has sufficient facilities (see facility standards)

10) Agency/ Institution / Study Center Room

- a) Minimum area of 24 m²
- b) Has a functioning AC
- c) Has sufficient lighting
- d) Has complete facilities following agency specifications / institution / study center

11) Room Service Administration


- a) Minimum area 42 m² / room
- b) Has a functioning AC
- c) Has sufficient lighting
- d) Has sufficient facilities (see facility standards)

12. Room Promotion

- a) Each campus has 1 room
- b) Minimum room area is 24 m²
- c) Has a functioning AC
- d) Has sufficient lighting
- e) Has complete PTM information facilities
- f) Has sufficient facilities (see facility standards)

13) Futsal / Basketball / Badminton / Volleyball Court

- a) The size of the room is following the sports field.
- b) Outdoor
- c) Spectator stands
- d) Has sufficient lighting (at night)
- e) There is a dressing room

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14) Art room

- a) Minimum room area is 42m²
- b) Has a functioning AC
- c) Has sufficient lighting
- d) Has complete facilities (see facility indicators)

15) Mosque


- a) Minimum area 400 m²
- b) Have adequate air ventilation
- c) Have adequate lighting
- d) Have standard loudspeakers
- e) Have appropriate ablution places and separate toilets between men and women
- f) Has an alarm
- g) Has a fire extinguisher
- h) CCTV monitored
- i) There are instructions for evacuation routes (safety)

16) Cooperative

- a. Each campus has 1 cooperative room
- b. Minimum room area of 24 m²
- c. Has a functioning AC
- d. Have good lighting
- e. Has facilities following the minimum standards for shops

17) Canteen

- a) Each faculty has a canteen with a ratio of 1: 50 students
- b) Has good air ventilation
- c) Has sufficient lighting

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d) Has good drainage

e) Has facilities following specifications Canteen

18. Security Post

a) Each campus has at least 1 security post room

b) Minimum room area is 24 m²

c) Has sufficient air ventilation

d) Has sufficient lighting

e) Has an alarm

f) Has a fire extinguisher

g) Monitored by CCTV

19. Kitchen

a) Minimum area of 24 m²

b) Has good air ventilation

c) Has sufficient lighting

d) Has a fire extinguisher

e) Has sufficient kitchen equipment

20) Warehouse

a) The area is adjusted to the needs adequate

b) Has air ventilation. sufficient

c) Has sufficient lighting


d) Affordable employing transport of goods

e) Has a fire extinguisher

5. Infrastructure for students with special needs

a. UNP provides facilities and infrastructure that students can access with special needs.

b. The facilities and infrastructure provided by UNP for students with special needs consist


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of:

- 1) labeling in Braille and information in voice form;
- 2) a ramp for wheelchair users;
- 3) guiding block on roads or corridors in the campus environment;
- 4) campus or building maps / plans in the form of embossed maps / plans; and
- 5) toilets or showers for wheelchair users.

6. Libraries

- a. Have a minimum book title following the field of science
 - 1) diploma program: 200 books / study program
 - 2) undergraduate program: 500 books / study program
 - 3) master program: 600 books / study program
 - 4) Have an e-book that can be accessed
- b. Subscribe to accredited national scientific journals at least 3 journals / study programs
- c. Subscribe to international accredited scientific journals, at least 2 journals / study programs
- d. Each study program must have and publish a journal that is managed by a single journal study program.
- e. Subscribe to e-journal at least 2 journals / study program
- f. Subscribe to scientific magazines according to the study program's needs at least 1 magazine / study program.
- g. Have at least 9 proceedings / study programs
- h. Have a collection of dissertations following the study program at least 3 dissertations / study programs
- i. Have a collection of theses following the study program at least 6 theses / study program

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- j. Has a collection of thesis programs of study/ final project following the study program at least 200 theses of study programs / study programs


7. Information Systems

- a. Has hardware and infrastructure including servers, clients, infrastructure LAN / WAN network, connectivity internet, printers, image scanners, digital cameras.
- b. Has Information system application interface user, back-end, criteria service quality.
- c. Has an information system that supports upto learning applications --date, adaptive and continuous.
- d. Has a user training program
- e. Having human resources consists of users, system analysts, application programmers, database programmers, web designers, specialists network.
- f. Adding a chip to the lecturers' KTA and tools to detect it, including software to support it, is convenient for students who want to consult.

8. Infrastructure must be maintained periodically and continuously by taking into account its quality, quality, and suitability to be used according to its useful life.

G. Strategy Compliance Standards

1. Program designing document maps facilities and infrastructure needs of learning to international standards
2. Faculty develops document Development Master Plan (RIP) infrastructures learning towards the learning standards of international
3. presence monitoring the feasibility of infrastructures learning towards the standardslearning of international
4. existence of follow-up monitoring to build quality culture in the field of infrastructure.

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H. Performance Indicators


1. There are adequate and comfortable facilities and infrastructure that support quality learning process activities.
2. The number of complaints of students, lecturers and education staff of the facilities and infrastructure, the lower or slightly

I. Documents Related

1. Documentation inventory of existing facilities
2. usage Document Means
3. Document The maintenance of facilities
4. RAB /RKA KL
5. Inventory of public facilities
6. questionnaire survey on land utilization
7. of land ownership certificates
8. certificate standardization means
9. card for Control The maintenance of facilities and infrastructure
10. Facilities for students with special needs

J. Reference

1. Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 years old 2015 On National Standards for Higher Education
3. Permenristekdikti number 55 2017
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5. UNP Strategic Plan 2020-2024
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A. The vision of Universitas Negeri Padang is


"To become a leading and dignified university in Asia."

B. The mission of Universitas Negeri Padang

1. Organizing Education and Learning quality
2. Implement Research-Based Innovation
3. Mentransformasikan hasil riset untuk peningkatan kualitas kehidupan dan kesejahteraan masyarakat
4. Implementing Governance University of good and
5. Organizing Cooperation productive and reputation global

C. Rational

1. Standard Learning management serves as the minimum criteria for the implementation of learning following the level of educational programs in line with the achievements graduate learning based on policies, strategic plans, and operations related to learning that can be accessed by the academic community and stakeholders and is used as a guide for study programs in implementing learning programs. These criteria reflect a systematic and planned effort to maintain and improve the quality of study program management in implementing sustainable learning programs with targets following the vision and mission of Universitas Negeri Padang.
2. This standard provides direction and becomes the basis for learning management, starting from planning, implementing, controlling, monitoring and evaluating learning to reporting learning activities. This management standard is prepared based on the unit responsible, namely the University, faculties and study programs.

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D. Responsible Party Meets the Standards


1. Deputy Chancellor
2. Deputy dean
3. Deputy director of postgraduate
4. Study program coordinator.

E. Definition of Terms


1. Learning management standards are the minimum criteria for planning, implementing, implementing, controlling, monitoring and evaluating, and reporting activities learning the study program level.
2. The learning management standards referred to must refer to graduates' standards competency, learning content standards learning process, standards, lecturers and education staff standards, and learning facilities and infrastructure standards.
3. Statutes are basic guidelines for implementing activities that are used as references for planning, developing and carrying out functional activities following the objectives of the UNP.

F. Statement of Contents of Standards


1. Implementation
 - a. The implementation of learning management standards is carried out by the Study Program and Study Program Management Unit (UPPS).
 - b. Prodi is obliged to:
 - 1) Prepare curriculum and lesson plans in each subject including:
 - a) Curriculum compilation and improvement
 - b) Preparation of study program work plans every semester
 - c) Preparation of RPS for each course
 - d) Compilation of teaching materials

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<p>e) Monitoring or monitoring the learning process</p> <p>f) Evaluation and improvement of learning learning</p> <p>2) Organizing Programs according to content standards, process standards, assessment standards that have been determined in order to achieve graduate learning outcomes.</p> <p>3) Carrying out systemic activities that create a good quality academic and cultural atmosphere such as the</p> <p>a) learning process using various information technology-based learning resources.</p> <p>b) The learning process uses the approach <i>Student Centered Learning (SCL)</i> or the like.</p> <p>c) Conduct seminars, symposiums, book reviews, workshops, joint research and field studies per semester.</p> <p>d) Inviting experts from outside the university for various scientific activities, at least 4 times each year.</p> <p>e) Have a policy on scientific autonomy, academic freedom, and an academic pulpit.</p> <p>f) Has a policy on academic guidance with components:</p> <p>(1) Purpose of Guidance</p> <p>(2) Implementation of guidance</p> <p>(3) Material of guidance</p> <p>(4) Difficulties and solutions</p> <p>(5) Benefits of guidance</p> <p>g) Have guidelines for conducting research and compiling papers / theses / theses / dissertations</p>
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<p>4) Conduct activities periodic monitoring and evaluation in order to maintain and improve the quality of the learning process by:</p> <ol style="list-style-type: none"> a) Conducting study program meetings at least once every mid-semester. b) Conduct a student satisfaction survey every semester. c) Monitor lecture reports every weekend. d) Conduct a lecturer performance survey every semester. <p>5) Report the learning program results periodically as a source of data and information in making improvement decisions.</p> <p>2. Policy.</p> <ol style="list-style-type: none"> a. UNP formulates policies, strategic plans, and operations related to learning that can be accessed by academics and stakeholders, and can be used as guidelines for study programs in implementing learning programs; b. UNP organizes learning according to the type and educational program that is in line with the learning outcomes of graduates; employing: <ol style="list-style-type: none"> 1) Each study program carries out a learning process with the Semester Credit System. 2) Each semester consists of 16 weeks. 3) The learning process consists of face-to-face lectures, or seminars, or practicum or practice. <p>3. Quality Improvement</p> <p>UNP maintains and improves the quality of study program management in implementing sustainable learning programs with targets following its vision and mission.</p> <p>4. Monitoring.</p> <p>The UNP Quality Assurance Center monitors and evaluates study program activities</p>
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in implementing learning activities with a Monitoring and Audit system. Monitoring at least twice a semester, and internal audit at least twice a year.

5. The Guidelines

UNP have guidelines for planning, implementing, evaluating, monitoring, quality assurance, and developing learning activities and lecturers.

6. Performance Report.

- a. Prodi submits reports on the performance of study programs in implementing learning programs at least through higher education databases.
- b. Prodi submits lecturer performance reports to UNP.
- c. Prodi submits reports on the performance of education personnel to UNP

G. Standard Compliance Strategies


1. Develop and socialize manuals related to the implementation of learning management standards.
2. Socialize and build commitment and spirit of autonomy for all academicians and academic staff.
3. Carry out the management of UNP following standards and implementation manuals.
4. Include or carry out training that improves UNP lecturers, academic staff, and administrative staff in management.

H. indicators

Culture And the UNP environment are conducive to learning.

I. Documents Related to


1. SOP for the Division of Lecturers' Duties.
2. SOP for the Division of Duties of Education Personnel.
3. SOP for the use and maintenance of facilities and infrastructure.

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4. SOP for the procurement, use and minimum supplies of consumables.
5. SOP for the Quality Improvement Program for Lecturers and Education Personnel.
6. SOP for preparing the Prodi Income and Expenditure Budget Plan for a work period of one year.
7. SOP for the Preparation of the UNP Accountability and Performance Report for the past year.
8. SOP for the preparation of an annual work plan.
9. SOP for the Compilation of Quality Assurance Supervision.

J. Reference

1. to Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 Years. 2015 About the National Standards Higher Education
3. Permenristekdikti number 55 of 2017
4. UNP 2016 Statute UNP
5. Strategic Plan 2020-2024 UNP
6. Academic
7. Guidelines for New Student Admissions
8. Quality Policy SPMI Padang State

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A. The vision of Universitas Negeri Padang


"To become a leading and dignified university in Asia."

B. Mission of Universitas Negeri Padang

1. Organizing quality education and learning;
2. Carry out innovation-based research;
3. Transforming research results to improve the quality of life and welfare of the community;
4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rationale for the standard of

1. financing in higher education is intended for educational activities, research and community service, and community activities; to support student activities and the welfare of lecturers and educational staff. In order for the financing management at UNP to run well, benchmarks and financing standards are needed.
2. Permenristekdikti no. 44 of 2015 concerning National Education Standards article 40 states that the substance of the standard of financing at each university should regulate or determine education financing consisting of investment costs, operating costs, and personal costs.
3. With these considerations in mind, UNP establishes a standard of financing that will serve as guidelines and benchmarks for UNP leaders, deans, heads of study programs, and other units who are responsible for their role as Budget User (PA) or Budget User Proxy (KPA).

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D. Responsible Party Meets the Standards


1. Deputy Chancellor II
2. Deputy Dean II
3. Deputy Director II Postgraduate
4. Study Program Coordinator.

E. Definition of Terms


1. Learning financing standards are the minimum criteria regarding the components and the amount of investment costs and operational costs arranged to meet graduate learning outcomes.
2. Financing standards are criteria regarding the components and operating costs for an educational unit that is valid for one year.
3. Educational unit operating costs are part of the education funds needed to finance educational unit operation activities so that educational activities can occur according to the National Education Standards on a regular and sustainable basis.
4. The Senate is the normative body and the highest representative within the UNP.

F. Statement of Standard Content of

1. Investment Costs.
 - a. Higher education investment costs include higher education costs for:
 - 1) Procurement of facilities and infrastructure.
 - 2) Lecturer development.
 - 3) Research and Lecturer Service.
 - 4) Educational personnel development.
2. Operational
 - a. costs Higher education operational costs as part of higher education costs are needed to carry out educational activities which include: Educational

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<ol style="list-style-type: none"> 1) Lecturer 2) costs personnel, 3) costs Learning operational material costs 4) Indirect operational costs <p>b. Standard unit educational operational costs at UNP are set periodically by considering:</p> <ol style="list-style-type: none"> 1) Type of program studies; 2) Accreditation level of colleges and study programs; and the 3) trend of interest in the study program. 4) Territorial cost index. 5) The financial condition of the prospective student's family. <p>c. Standard operating costs per studentper year minimum as follows:</p> <ol style="list-style-type: none"> 1) Diploma program 15 million / mhs / year 2) Undergraduate program 18 million / mhs / year 3) Masters program 21 million / mhs / year. 4) Doctoral Program 24 million / mhs / year 5) The Professional Program is adjusted to the provisions of the professional program association. <p>3. Revenue and Expenditure Budget Plan (RAPB)</p> <ol style="list-style-type: none"> a. RAPB is prepared toinclude various components in education higher. a. The RAPB is taken by a team of experts from inside or outside the UNP. b. The University senate endorses the RAPBN. <p>4. The Financing System is</p> <ol style="list-style-type: none"> a. UNP is obliged to have an accountable cost recording system following laws and regulations using an integrated information technology system to record every financial transaction up to the program unit study to obtain an unqualified opinion
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(WTP) from an independent auditor.

- b. Conducting Cost analysis operational higher education as part of preparing the UNP work plan and annual budget.
- c. To monitor and evaluate the level of achievement standard unit cost of higher education at the end of each fiscal year.
- d. UNP is obliged to seek higher education funding from various sources outside of students' tuition fees.
- e. component Financing other than the cost of education, among others:
 - 1) Grant
 - 2) Services professional services;
 - 3) Sustainable funding from alumni and philanthropists; and / or
 - 4) Government and private institutional cooperation.
 - 5) Income from business units managed by UNP
- f. UNP is obliged to formulate policies, mechanisms, and procedures to raise other sources of funds in an accountable and transparent manner and manner sustainably to improve the quality of education.

G. Standards Compliance Strategies

1. Program prepare investment costs and operating costs based learning to meet the learning outcomes of graduates
2. of the Faculty arrange priorities fulfillment operating costs and investment costs in each program of study
3. University composes the priority fulfillment operating costs and investment costs of each program of study in each faculty.
4. The university develops systems information technology in financial management.

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H. Indicators


1. UNP stakeholders can access management reports UNP financial manner transparently and accountable.
2. The compilation of UNP's financial accountability reports following applicable regulations.
3. The stipulation of the unit cost of providing education per student per year is adjusted to the prevailing regulations.
4. No complaints regarding fees from students.
5. The welfare of lecturers and education staff increases.

I. Documents related to

1. SOPs for financing planning
2. SOPs for implementation of financing.
3. SOP for financing supervision.
4. Financial regulations.
5. SOPs, forms or work forms related to financing.

J. References

1. Law Number 12 Year 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 years old 2015 On National Standards for Higher Education
3. Permenristekdikti Number 55 2017
4. 2016 Statute UNP
5. UNP Strategic Plan 2020-2024
6. Academic Guidelines UNP
7. Admissions Guidelines
8. Quality Policy SPMI Universitas Negeri Padang

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A. Vision of the Universitas Negeri Padang

"To become a leading and dignified university in Asia."

B. Mission of the Universitas Negeri Padang


1. Organizing quality education and learning;
2. Carry out innovation-based research;
3. Transforming research results to improve the quality of life and welfare of the community;
4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rational Standards

Research Are one of the tridharma of higher education which is as essential as the dharma of education. Community service in higher education must guide, manage and facilitate so that research can be carried out by every lecturer and student both individually and in research groups and can be published for society's benefit. Hence, it is necessary to set standards of research results.

A. Person Responsible for Meeting Standards

1. Deputy Chancellor for Academic Affairs
2. Chairperson of LP2M
3. Dean
4. Director of Postgraduate

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B. Definition of Terms

Research standards are the minimum criteria regarding the quality of research results.


Research results in tertiary institutions are directed at developing science and technology and improving people's welfare and national competitiveness.

C. RATIONAL

Mission UNP, among which are carrying out research-based innovation and transforming the results of research to improve the quality of life and welfare of the community to improve the quality and quantity of research, then LP2M formed to manage, coordinate, facilitate, provide funding and adequate infrastructure to support the research. To determine the improvement in the quality and quantity of research, it is necessary to have a certain standard as a benchmark or basis for further evaluation or development. With these considerations in mind, UNP through LP2M establishes research standards that will serve as guidelines for UNP Leaders, Deans, Study Program Coordinators, and Lecturers and Students responsible for improving the quality and quantity of research.

D. Statement of Standard Content The

1. Research results are directed at developing science, technology, education, arts / culture and sports, and improving people's welfare and national competitiveness at the national levels ASEAN and ASIA.
2. The results of research are products that have the following characteristics:
 - a. Fulfill scientific principles and scientific methods
 - b. systematic
 - c. Following scientific autonomy and academic culture
 - d. Using Methods *Research and Development* (R&D) to produce certain products and

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studies.


3. The results of the research are in line with the learning outcomes formulated by the study program.
4. Research results must be disseminated through
 - a. seminars conducted at least programs studied by participants from other universities, at least once a semester.
 - b. National seminars are held at least by study programs attended by participants from other universities, at least once a year.
 - c. The research results are published in books and proceedings with ISBN certificates, scientific journals, preferably accredited nationally journals and journals scientific international scientific reputable.
 - d. competitive research results Internals Are published in journals nationally accredited.
 - e. Research results are processed to obtain IPR

E. Strategy Standards Compliance

1. Leadership UNP seeks to provide infrastructure support research work in the UNP.
2. The Dean / Director and Chair of the Study Program coordinates with lecturers and representatives students for planning, implementing and evaluating research activities at the faculty levels and program study.

F. Indicators of

1. Research results are all outputs produced through activities that meet principles and scientific methods systematically following scientific autonomy and cultural academics.
2. The results of student research must meet the achievements of documents related to

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graduate learning.


3. Research results that are not confidential, do not interfere and / or do not endanger the public interests or national must be disseminated through a seminar, publication, patent, and / or other means that can be used to convey research results the public.

G. Documents related to the

1. Intellectual Property Rights Handbook, the Directorate General of Intellectual Property Rights, collaborates with the EC-ASEAN Intellectual Property Rights Cooperation Program (ECAP II).
2. Guidelines for Calculating Lecturer Workload.
3. 2013 Cost Standards, Directorate General of Budget, Ministry of Finance of the Republic of Indonesia.
4. Guidelines for Implementation of Research and Community Service in Higher Education, and from the Directorate of Research and Community Service in 2019.

H. Reference to the

1. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards.
2. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning the Higher Education Quality Assurance System.
3. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education

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A. The vision of Universitas Negeri Padang

"To become a leading and dignified university in Asia."

B. Mission of Universitas Negeri Padang


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2. Carrying out innovation-based research
3. Transforming research results to improve the quality of life and community welfare
4. Implement good university governance, and
5. Organizing productive and globally reputable collaborations.

C. Rational Standards

In higher education, research is one of the dharmas of higher education which is the same as the dharma of education and community service. Higher education institutions must guide, manage and facilitate so that the principles of research can be carried out by each lecturer, either individually or in groups, and can publish them for the community's benefit, so it is necessary to set a standard for research content.

D. Person Responsible for Meeting Standards

1. Chancellor
2. Chair of LP2M
3. Director of postgraduate
4. Dean
5. Chair of study program


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E. Definition of Terms

1. Research content standards are the minimum criteria regarding the depth and breadth of research material. The
2. depth and breadth of research material are divided into 2 groups: material on basic research and applied research.
3. Material in basic research must be oriented towards research outcomes in the form of explanations or discoveries to anticipate new symptoms, phenomena, rules, models, or postulates.
4. Material in applied research must be oriented towards research output in the form of innovation and development of science and technology that is beneficial to society, business, and / or industry.
5. Material on basic research and applied research includes material for specific studies of national interest. Material on basic research and applied research must contain the principles of benefit, updating, and anticipating future needs.

F. Statement of Standard Content The

1. number of lecturers' research that every UNP lecturer must fulfill: International
 - a. research has a minimum of 1 study every five years.
 - b. National-scale research, at least once every 3 years
 - c. . Local-scale research, including those funded by UNP, at least once a year.
 - d. Research results that are confidential and do not interfere with the interestpublicare used as documents to be used when needed.
2. Depth and Extent of Material
 - a. From the depth and breadth of research material, research is divided into two

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types, namely basic and research applied research.


- b. Basic research must be-oriented in the form of explanations or discoveries to anticipate new phenomena, rules, models, or postulates.
 - c. Applied research must be oriented towards product development in the form of innovation and the development of science and technology that is beneficial to society and the world of business / industry.
 - d. The research material must cover the interests of the development of the UNP and the nation's interests.
3. Principles of Research
- a. Utilization, useful for scientific development, UNP development and the interests of the nation.
 - b. Up-to-date, research material following the times.
 - c. Anticipating future needs.

G. Standard Fulfillment Strategy

1. The UNP Leadership seeks to provide facilities and infrastructure to support research activities at the level UNP.
2. Dean / Director and Head of Program Study Coordinates with lecturers and representatives' students for planning, implementing and evaluating research activities at the faculty level and program study.

H. Indicators

1. Material in basic research must be oriented towards outcomes research in explanations or findings to anticipate new symptoms, phenomena, rules, models, or postulates.

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2. Material in applied research must be oriented towards output research in the form of innovation and development of knowledge and technology beneficial to society, the business world, and / or industry.
3. Material on basic research and research applied includes material for specific studies of national interest.
4. Material on basic research and applied research must contain the principles of benefit, updating, and anticipating future needs.

I. Documents related to

1. research guidelines for lecturers.
2. Guidelines for writing final assignments, theses, theses, and dissertations for students

J. Reference to

1. Law of the Republic of Indonesia number 20 of 2003 concerning the National Education System
2. Law of the Republic of Indonesia number 12 of 2012 concerning the Higher Education System
3. Permendikbud article 44 number 49 of 2014
4. Permenristekdikti number 44 of 2015 concerning National Standards for Higher Education
5. Strategic Plan UNP

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A. The vision of Universitas Negeri Padang is

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B. Mission of Universitas Negeri Padang


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4. Implement good university governance, and
5. Organizing productive and globally reputable collaborations.

C. Rational Standards

Research carried out by lecturers and students must be well planned, implemented, and reported, following the guidelines developed by UNP. To ensure that lecturers and students can meet the expected objectives, UNP needs to set a standard for the research process used as a guideline for the UNP academic community in carrying out research activities.

D. Person Responsible for Fulfilling Standards

1. Head of LP2M
2. Assistant Director I
3. Deputy Dean I
4. Study Program Coordinator

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E. Definition of Terms

1. Research process standards are the minimum criteria for research activities consisting of planning, implementing, and reporting
2. Research activities are activities that meet scientific principles and methods systematically following scientific autonomy and academic culture.

F. Statement of Standard Content of

1. Research Activities Research


activities must comply with scientific principles and methods that are systematic following scientific autonomy and academic culture.

2. Submission of proposals

- a. Submission of proposals by the head of the research team after obtaining approval from the head of the study program, especially from substance research.
- b. Submission of proposals after being discussed in the study program
- c. The following procedures are following the provisions of LP2M or following other parties who fund them.
- d. Every month on the 10th, LP2M will submit proposals to the leadership to get funding approval and reviewers.
- e. Research funded by UNP funds will be reviewed by reviewers appointed by the head of the institute research and development of higher education, and known by the university's leadership.

3. Research Implementation Research

- a. begins after a work contract is signed with the funding party.
- b. Independent research is carried out after approval from the head of the research institute.

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4. Monitoring and Evaluation

- a. Researchers are required to report progress in writing to the head of LP2M in research progress.
- b. The research progress report is submitted after 3 months of disbursement of stage I funds.
- c. Researchers who receive a grant DRP must fulfill the obligations of all requirements proposed by DIKTI and sign an agreement on a stamp duty with the chairperson of the institute to fulfill all DIKTI grant requirements


5. Research

- a. results report reported to LP2M known by the head of the study program.
- b. Research reports are included with articles in scientific journals, on CD.
- c. Research reports are documents and physical evidence for accreditation of study programs and various needs for others for information sources scientific.
- d. Scientific articles can be used as publication material in books, proceedings, scientific journals internal and external that have an ISSN / ISBN. Scientific articles that are not published in journals and proceedings will be published through e-journals in universities respectively.
- e. The research results can be used as the basis for making study program policies and activities community service.

6. UNP facilitates funding for the publication of books from the research results of the

G. Standard Fulfillment Strategy to

1. Chancellor's Set Research Process Standards.
2. The Chancellor appoints a Quality Assurance Coordinator to carry out the socialization of Research Process Standards.
3. LP2M conducts socialization of research process standards to lecturers at UNP.

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4. Faculties / Prodi / Lecturers disseminate research process standards to students.
5. Quality assurance at the faculty level monitors the implementation of student research processes.

H. Indicators


1. Research activities must consider the standards of quality, work safety, health, comfort, and safety of researchers, the community, and the environment.
2. Research activities carried out by students to carry out their final assignments, theses, theses, or dissertations must meet the requirements of learning outcomes.
3. Research activities carried out by students are stated in the amount of credits.

I. Related Documents

1. Research guidelines for lecturers.
2. Guidelines for writing thesis, thesis, and dissertation for students

J. Reference to the

1. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards.
2. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning the Higher Education Quality Assurance System.
3. Regulation of the Minister of Research, Technology, and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education

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QUALITY STANDARD				

A. The vision of Universitas Negeri Padang

"To become a leading and dignified university in Asia."

B. Mission of Universitas Negeri Padang


1. Organizing quality education and learning
2. Carrying out innovation-based research
3. Transforming research results to improve the quality of life and community welfare
4. Implement good university governance, and
5. Organizing productive and globally reputable collaborations.

C. Rational Standards

Assessment of the process and research results is carried out in an integrated manner with the principles of assessment that are at least educational, objective, accountable, and transparent. Educative means assessment to motivate researchers to continue to improve the quality of their research. At the same time, objective is an assessment based on assessment criteria that is free from the influence of subjectivity. Meanwhile, accountable means that the research assessment is carried out with criteria and procedures that are clear and understood by the researcher, and transparent is an assessment whose all stakeholders can access the assessment procedures and results. To ensure that research assessments carried out at UNP follow these principles, UNP needs to establish research assessment standards that apply to UNP academics.

D. Responsible Party Fulfilling the Standards

1. Deputy Rector I UNP
2. Head of LP2M
3. Deputy Dean I

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4. Study Program Coordinator

5. Lecturer

E. Definition of Terms

Research assessment standards are the minimum criteria for assessing the process and results of research.

F. Statement of Content Standards


1. Assessment Process.

LP2M carries out a research assessment process from when the proposal is submitted, the implementation of the research, monitoring and evaluation of the research, and the research report.

2. Element of Assessment.

Research assessment by LP2M is carried out in an integrated manner by paying attention to educational, objective, accountable and transparent elements, and is original.

- a. *Educative*: the assessment is carried out to motivate researchers to continue to improve the quality of their research.
- b. *Objective*: the assessment is based on criteria that are free from the influence of subjectivity.
- c. *Accountable*: the assessment is carried out with criteria and procedures that are clear and understood by the researcher.
- d. *Transparent*: assessment following the procedures and results research accessible to all stakeholders.
- e. *Original* : the assessment is based on the authenticity of the research (not

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plagiarism).

3. Assessment Instruments.

LP2M prepares assessment instruments that are relevant, accountable, and representative.

4. Other Provisions


UNP has its provisions regarding research carried out by students to prepare final project reports, theses, and theses.

G. Standard Fulfillment Strategy

1. The UNP Leadership seeks to provide facilities and infrastructure to support research activities at the level UNP.
2. The Dean / Director and Chair of the Study Program coordinates with lecturers and representatives students for planning, implementing and evaluating research activities at the faculty level and program study.

H. Indicators

1. Assessment of the process and results of research carried out in an integrated manner at least fulfills the following elements: educational, which is an assessment to motivate researchers to continue to improve the quality of their research; objective, which is an assessment based on criteria that are free from the influence of subjectivity; accountable, which is a research assessment carried out with clear criteria and procedures that the researcher understands; and transparent, which is the assessment procedure and the results of the research accessible to all stakeholders.
2. Assessment of the process and results research should comply with the principles above assessment and pay attention to conformity with result standards, content standards, and standards research process.

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3. Research assessment can be carried out using methods and instruments relevant, accountable, and can represent a measure of the achievement of the performance process and the achievement of research results.
4. Research assessments carried out by students in preparing a final project report, thesis, thesis, or dissertation are regulated based on the provisions of the regulation rector's.

I. Related Documents

1. Research guidelines for lecturers.
2. Guidelines for writing thesis, thesis, and dissertation for students

J. Reference to the

1. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards.
2. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning the Higher Education Quality Assurance System.
3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Standards for Higher Education

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4. Implementing good university governance
5. Organizing productive and reputable global collaboration

C. Rational Standards


1. To create researchers who are following the vision, mission and plans of the UNP research master.
2. To create an accountable and transparent research standard.

D. Person Responsible for Meeting Standards

1. UNP Chancellor
2. Deputy Chancellor 1
3. Chairperson of LPPM
4. Dean / Director
5. of Study Program Coordinator
6. Lecturer

E. Definition of Terms

1. Research standards are the minimum criteria for a researcher 's ability to carry out research.
2. Research is an activity carried out according to scientific principles and methods systematically to obtain information, data and information relating to the

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understanding and / or testing of a branch of knowledge and technology.

3. Researcher's ability is the level of ability the researcher has based on predetermined criteria.

F. Statement of Standard Content

1. Research

- a. Researchers are permanent lecturers of UNP who can master methodologies research following their scientific fields.
- b. Lecturers who submit research proposals are permanent UNP lecturers and can be done individually or in groups.
- c. Non-permanent lecturers are only allowed to be group members in activities group research and only one research title a year.
- d. Regarding regulations or policies, in specific considerations, prospective lecturers can still carry out research activities after obtaining approval from the LP2M leadership.
- e. Permanent lecturers who are continuing their studies are allowed to carry out activities research.
- f. Permanent lecturers who are on leave are not allowed to carry out research activities.
- g. Lecturers, for one reason or another quit as permanent lecturers at the tertiary institutions, the research results that the tertiary institutions fund can be used in other universities.
- h. The Number of researchers in one maximum group is 5 (five) people. More than 5 (five) people may obtain approval from the reviewer team in specific considerations.
- i. UNP has its provisions regarding research carried out by students in the

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framework of preparing a final report, thesis, thesis, or dissertation.

2. Reviewers

- a. Permanent lecturers or experts who have a reputation in the field of research as indicated by the number of studies conducted at least 3 (three) in the three years last at the local level, and or 2 (two) in the last three years at the national level, and / or 1 (one).) in the three years last at the international level.
- b. Permanent lecturers or experts who have been resource persons in seminars, congresses, or colloquium, at least once a year.
- c. Permanent lecturer who has written scientific books following their field of knowledge.
- d. The reviewer has a scientific background following the proposal being assessed.

G. Standard Fulfillment Strategy

1. LP2M prepares research implementation rules at UNP based on the research guidelines of the Ministry of Research, Technology and Higher Education
2. LP2M to compile a research guide for DIPA BU UNP
3. LP2M to socialize these rules and guidelines
4. LP2M conducts training for preparation of research proposals
5. LP2M conducts research methodology training
6. LP2M monitors research proposals based on research rules
7. Proposed research proposals by a research team following the rules
8. LP2M facilitates lecturers in writing scientific articles for publication.

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H. Indicators


1. Researchers must have the ability to master the level of research methodology following the scientific field, research object, and the level of complexity and depth of research.
2. Researcher's ability is determined based on academic qualifications and research results.
3. The ability of researchers to determine the authority to carry out put research researchare Research
4. Guidelines regarding the authority to carry determined by the Director General of Strengthening Research and Development of schemes

I. Related Documents

1. based on academic qualifications
2. ISSN
3. journalAccredited national journal
4. format format Reputable international format

J. Reference

1. Law No. 12 of 2012 concerning Higher Education.
2. Permenristekdikti no. 44 of 2015 concerning National Higher Education Standards.

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4. Implementing good university governance
5. Organizing productive and globally reputable cooperation

C. Rational Standards

1. Standard facilities and infrastructure are university facilities used for facilitating research at least related to the roadmap of universities, postgraduates, faculties, and study programs.
2. Research facilities and infrastructure standards must meet the standards of quality, work safety, health, comfort and safety for researchers, the community and the environment.

D. Person Responsible for Meeting Standards

1. Deputy Chancellor II
2. Deputy Dean II
3. Chairperson of LP2M
4. Assistant Director II Postgraduate
5. Study Program Coordinator.


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E. Definition of terms

1. Research facilities and infrastructure standards are the minimum criteria for facilities and infrastructure needed to support the needs of the content and research process in order to fulfill the research results.
2. Facility Concept
 - a. In conducting research, researchers can use facilities related to the field of science, the learning process, and community service activities.
 - b. The facilities used in the research must be relevant to the research field.

F. Standard Content Statement

1. Criteria for Facilities and Infrastructure
 - a. Facilities and infrastructure used in research must meet the following standards:
 - 1) Work safety
 - 2) Health
 - 3) Comfort
 - 4) Security researcher
 - 5) Security of the local community
 - 6) Effective, efficient, and complete
 - b. LP2M must have a officer representative which at least has:
 - 1) Work space for leadership and staff
 - 2) Secretariat room
 - 3) Meeting Space for
 - 4) room storage results.research.Adequate Adequate
 - 5) wardrobe

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- 6) Computers and equipment.
- 7) scanner.
- 8) LCD
- 9) ATK
- 10) Internet access (WiFi)
- c. LP2M has access to information related to research and publishes research results to various parties facilitated by network information technology.
- d. LP2M has operational vehicles to facilitate mobility.

G. Standard Fulfillment Strategy

1. The Study Program Compiles a list of facilities and infrastructure needed for research and development in its field of science.
2. The Program study forms a research laboratory.
3. The study program compiles a list of equipment, books, journals and consumables that support research activities in research laboratories.
4. The faculty formulates a priority scale for the development of research facilities and infrastructure according to the proposed study program.
5. The university provides a budget for the development of research laboratories in each faculty and / or study program.

H. Indicators

1. Research facilities and infrastructure are higher education facilities that are used to facilitate research at least related to the field of program science study, the learning process and community service activities .
2. Research facilities and infrastructure must meet the standards of quality, work safety,

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health, comfort and safety for researchers, the community and the environment.

I. Documents related to the

1. Intellectual Property Rights Handbook, the Directorate General of Intellectual Property Rights in collaboration with the EC-ASEAN Intellectual Property Rights Cooperation Program (ECAP II).
2. Guidelines for Calculating Lecturer Workload.
3. 2013 Cost Standards, Directorate General of Budget, Ministry of Finance of the Republic of Indonesia.
4. Guidelines for Implementing Research and Community Service in Higher Education, and from the Directorate of Research and Community Service in 2019.

J. Reference to the

1. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards.
2. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning the Higher Education Quality Assurance System.
3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Higher Education Standards

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5. Organizing productive and globally reputable cooperation

C. Rational Standards


Management Implemented by work units in the form of an institutional task force managing research.

D. Responsible Party to Meet

1. UNP Deputy Chancellor I
2. Head of LP2M
3. Deputy Director I
4. Deputy Dean I
5. Study Program Coordinator

E. Definition of Terms

Research management standards are the minimum criteria regarding planning, implementation, control, monitoring and evaluation, as well as reporting of research activities following the roadmap of universities, faculties, and study programs.

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F. Statement of Content of Standards

1. Policy


UNP has a research institute (LP) in charge of planning, implementing, controlling, monitoring and evaluating, as well as reporting independent research activities based on the principles of good management.

2. Organizational structure.

- a. UNP has an organizational structure in charge of managing research under the name LP2M.
- b. LP2M is led by a Chairman of the Institute Assisted by an institution secretary.
- c. The Chairperson of LP2M is responsible for activities research and publication.
- d. The Chairperson of LP2M routinely evaluates and informs the results of research and publications scientific conducted by the academic community in the UNP environment.
- e. The Secretary of LP2M is tasked with inventory of result taking research, seeking information on research activities and scientific publications both on a national scale and international to be disseminated to lecturers in the UNP environment.
- f. The Chairperson and Secretary of LP2M have the standards following:
 - 1) Qualifications and competencies.
 - a) Minimum education Doctor.
 - b) Maximum age is 60 years at the time of appointment.
 - c) Minimum Academic position as Head Lecturer.
 - d) The status of a permanent lecturer who has served for at least 4 years.
 - e) Has high loyalty to UNP and is committed to advancing scientific research at UNP.

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<p>f) Preferably has an international research reputation.</p> <p>g) Not currently serving as a leader in another university</p> <p>2) . Job Description.</p> <p>a) Compile and develop LP2M program plans according to the UNP strategic plan.</p> <p>b) Compile and develop guidelines and internal quality assurance systems in the field of research and publication which are updated at least once a year.</p> <p>c) Facilitating the implementation of research and publication.</p> <p>d) Monitoring and evaluating the implementation of research and publication at least once a year.</p> <p>e) Disseminate research results at least once a year.</p> <p>f) Facilitating the improvement of the ability of researchers at least once a year.</p> <p>g) Facilitating researchers in writing scientific articles, and obtaining intellectual property.</p> <p>h) Give awards to researchers outstanding.</p> <p>i) Report the results of research activities to the funders and other related parties.</p> <p>3) LP2M Guide.</p> <p>a) Have a Master Plan for Research Development and Community Service.</p> <p>b) Has a research and community service strategic plan.</p> <p>c) Have a Research and Community Service guide.</p> <p>d) Having reference to the funding of Research and Service Community Conducted by the community. academic</p> <p>e) Maintain and improve the quality of management of research and</p>

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community service


- f) Monitor and evaluate institutional institutions or functions or functions of Research and Community Service
- g) Utilizing Facilities and infrastructure research in other institutions with collaborative programs.
- h) Conduct a needs analysis concerning the number, types and specifications of facilities and research infrastructure.
- i) Submitting Reports performance institutions or functions research at least through PDPT and bodies accreditation.

G. Standard Fulfillment Strategy

1. The UNP Leadership seeks to provide facilities and infrastructure to support research activities at the UNP level.
2. The Dean / Director and Chair of the Study Program coordinates with lecturers and student representatives for planning, implementing and evaluating research activities at the faculty and study program levels.

H. Indicators

1. Research management is carried out by the unit work in the form of an institution in charge of managing research.
2. Institutional is a research institute, research institute and community service.
3. Institutions are obliged to: compile and develop research program plans following higher education research strategic plans; compile and develop regulations, guidelines, and internal quality assurance systems for research; facilitate the conduct of research; carry out monitoring and evaluation of research implementation; the dissemination of results; research facilitate the enhancement of the ability of researchers to carry out


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research, write scientific articles, and acquire intellectual property (IP); give awards to researchers who excel; and reports on the research activities it manages.

4. Higher education institutions are required to have a plan research strategic which is part of the strategic plan higher education; compiling criteria and procedures research assessment atleast concerning the aspects of increasing the number of scientific publications, new discoveries in field the of science and technology, and the number and quality of teaching materials; maintaining and improving the quality of management of institutions or research functions in carrying out research programs in a sustainable manner; monitoring and evaluating institutions or research functions in carrying out research programs; having guidelines on the criteria of researchers by referring to the standard of results, content standards, and standards of the process research; utilize facilities and infrastructure research at other institutions through the program collaboration research; carry out a needs analysis concerning the number, types and specifications of research facilities and infrastructure; and submit reports on the performance of institutions or research functions in carrying out programs research at least through a database of higher education.

I. Documents Related to the


1. Intellectual Property Rights Handbook, the Directorate General of Intellectual Property Rights in collaboration with the EC-ASEAN Intellectual Property Rights Cooperation Program (ECAP II).
2. Guidelines for Calculating Lecturer Workload.
3. 2013 Cost Standards, Directorate General of Budget, Ministry of Finance of the Republic of Indonesia.
4. Guidelines for Implementing Research and Community Service in Higher Education,

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and from the Directorate of Research and Community Service in 2019.

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C. Rational Standards


1. Research Carried out by lecturers should obtain research funding / budget sourced from internal universities, government, cooperation with other institutions at home and abroad, or funds from the community.
2. Research funds are obtained to finance planning, implementation, control, monitoring and evaluation, reporting and dissemination of research results.

D. Responsible Person to Meet Standards

1. UNP Chancellor
2. Deputy Chancellor I
3. Head of LP2M
4. Director / Dean
5. Head of Study Program
6. Lecturer

E. Definition of Terms

1. Research funding and financing standards are the minimum criteria for sources and mechanisms of funding and research funding.

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2. Research funding and funding is a source of research funding, whether sourced from internal universities, cooperation with other institutions both at home and abroad, independently, or funds from the community that are used to finance the research process starting from planning, implementation, control, monitoring and evaluation, reporting and dissemination of research results


F. Statement of Standard Content

1. Policy.

- a. UNP has a formal policy on implementing research, financing in the field of research, including the source of the cost, the amount of the fee, usage, and the report model cost usage.
- b. UNP is obliged to provide internal research funds following BLU regulations in the amount of 15% of the total PNPB funds
- c. UNP must facilitate obtaining research funds from the government of at least IDR 1 billion / year
- d. UNP must facilitate the provision of funds from cooperation with domestic institutions at least IDR 2 billion / year
- e. UNP must facilitate the provision of funds from the results of cooperation with foreign agencies at least Rp. 4 billion / year

2. Use of fees.

- a. Research funding is used to finance:
 - 1) research planning,
 - 2) conducting research,
 - 3) purchasing consumable goods,
 - 4) equipment renting research support,
 - 5) controlling research,
 - 6) monitoring and evaluating research,

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7) research reporting

8) Dissemination of research results

b. UNP must provide research management funds for research management at least IDR 100 million / year.

c. UNP must provide funding for capacity building for researchers of at least IDR 30 million / activity.


d. UNP must provide incentive funds for scientific publication or intellectual property incentives (KI) of at least IDR 4 million / person / activity.

G. The strategy for standards of

1. fulfilling the LP2M / Postgraduate / Faculty conduct socialization activities on funding standards and research funding.
2. LP2M / Postgraduate / Faculty make component standards detailing the cost of conducting research based on applicable regulations.
3. Researchers are required to sign a research contract before disbursement of funds by responsible parties such as LPPM / Postgraduate / faculty.
4. LP2M requests an accountability report for the management of funding and research funding to researchers at the end of the research activity

H. Indicators are

1. UNP required to provide funding internal research. Apart from the research budget university's internal , research funding can come from the government, cooperation with other institutions at home and abroad, or funds from the community.
2. Research funding as referred to is used to finance: research planning; research implementation; research control, research monitoring and evaluation; reporting of research results; and dissemination of research results.
3. The funding mechanism and financing research are regulated by the Chancellor.
4. UNP is obliged to provide research management funds.

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5. Research management funds are used to finance: research management consisting of selection proposal, monitoring and evaluation, research reporting, and dissemination of research results; capacity building of researchers; and scientific publication incentives incentives intellectual property(KI).

I. Documents related to the

1. Intellectual Property Rights Handbook, the Directorate General of Intellectual Property Rights in collaboration with the EC-ASEAN Intellectual Property Rights Cooperation Program (ECAP II).
2. Guidelines for Calculating Lecturer Workload.
3. 2013 Cost Standards, Directorate General of Budget, Ministry of Finance of the Republic of Indonesia.
4. Guidelines for Implementing Research and Community Service in Higher Education, and from the Directorate of Research and Community Service in 2019.

J. Reference to the

1. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 55 of 2017 concerning Teacher Education Standards.
2. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 62 of 2016 concerning the Higher Education Quality Assurance System.
3. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 44 of 2015 concerning National Higher Education Standards.

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A. Vision of the State University of Padang


"To become a leading and dignified university in Asia".

B. Mission of the State University of Padang

1. Organizing quality education and learning;
2. Carry out innovation-based research;
3. Transforming research results to improve the quality of life and welfare of the community;
4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rational Standards

As stated in the UNP Mission, among others, it is stated that increasing the quality and quantity of community engagement, the Institute for Research and Community engagement (LP2M) was formed to manage, coordinate, finance and adequate infrastructure to support community engagement. To determine the increase in the quality and quantity of community engagement, it is necessary to have a certain standard as a benchmark or basis for further evaluation or development. With these considerations in mind, UNP through LP2M establishes community engagement standards which will serve as guidelines for leaders, deans / directors, heads of study programs and lecturers and students who are all responsible for improving the quality and quantity of community engagement.

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D. Person Responsible for Meeting Standards

1. UNP Chancellor
2. Chair of LP2M (Institute for Research and Community engagement) UNP
3. Chair of PPM (Center for Quality Assurance) UNP
4. Implementing PkM

E. Definition of Terms

Standard results of community engagement are the minimum criteria for the results of community engagement in applying, practicing, and cultivating knowledge knowledge and technology in order to advance the general welfare and the intellectual life of the nation.


F. Statement of Standard Content

1. Service Results

a. The results of community engagements are directed in order to

- 1) Applying science and technology according to the guidelines of existing and newest
- 2) the practice of science and technology following existing guidance and newest
- 3) Cultivating science and technology to the people in accordance karakteristiknya
- 4) Volunteer to increase social welfare through the application of science and technology
- 5) practice Science and technology encourages increased faith and pietylead
- 6) The practice of science and technology does not to deviations in faith and piety
- 7) Applying or utilizing science and technology as a follow-up to research results

b. Results The results of community engagement are products that have the following characteristics:

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- 1) Having the ability to solve problems faced by society by utilizing the relevant expertise of the academic community.
- 2) The results of community engagement must utilize appropriate technology to solve problems faced by the community.the
- 3) Inform of the use of appropriate technology.
- 4) In the form of materials for developing science and technology.
- 5) Can be used as teaching materials or training modules for enrichment of learning resources.


c. The results of community engagement must be disseminated through:

- 1) Seminars which are held internally and attended by lecturers and students.
- 2) Seminars are carried out at least by the Study Program which is attended by participants from other universities relevant to the field of the Study Program.
- 3) Published in books, proceedings, scientific journals, preferably accredited scientific journals and international scientific journals.
- 4) Processed to obtain IPR and patent rights.

2. The number of results of community engagement The number of results of community engagement by lecturers that each lecturer must fulfill: National
 - a. community engagement, at least once every 3 years.
 - b. Community engagement on a local scale, including those funded by the campus, at least once a year

G. Standard Compliance Strategy

1. Provides training in the form of proposal review by presenting competent resource persons who have national reviewer certificates.
2. Collaborating with potential partners in carrying out services.

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3. Conduct systematic training for lecturers in mentoring and coaching PkM implementing students.
4. Providing a Guidebook for the implementation of PkM activities.

H. Performance Indicators of


1. at least 20% of PKM results published in accredited and indexed journals.
2. At least 50% of community engagement products are appropriate technology that can be utilized by the community.
3. at least 30% of the PKM program produces teaching materials. At
4. at least 80% of the PKM program produces training modules.

I. Documents Related to

1. Guidelines for the implementation of Community engagement.
2. Proposal for community engagement
3. *Roadmap*PkM LP2M

J. Reference

1. Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 years old 2015 On National Standards for Higher Education
3. Permenristekdikti number 55 2017
4. 2016 Statute UNP
5. UNP Strategic Plan 2020-2024
6. Quality Policy SPMI Universitas Negeri Padang

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QUALITY STANDARD	<p style="text-align: right;">Prof. Ganefri, Ph.D NIP. 19631217 198903 1 003</p>			

A. The vision of Universitas Negeri Padang


"To become a leading and dignified university in Asia".

B. Mission of the Universitas Negeri Padang

1. Organizing quality education and learning;
2. Carry out innovation-based research;
3. Transforming research results to improve the quality of life and welfare of the community;
4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rational Standards

As stated in the UNP Mission, among others, it is stated that increasing the quality and quantity of community engagement, the Institute for Research and Community engagement (LP2M) was formed to manage, coordinate, finance and adequate infrastructure to support community engagement. To determine the increase in the quality and quantity of community engagement, it is necessary to have a certain standard as a benchmark or basis for further evaluation or development. With these considerations in mind, UNP through LP2M establishes community engagement standards which will serve as guidelines for leaders, deans / directors, heads of study programs and lecturers and students who are all responsible for improving the quality and quantity of community engagement.

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D. Person Responsible for Fulfilling Standards


1. UNP Chancellor
2. Chair of LP2M (Institute for Research and Community engagement) UNP
3. Chair of PPM (Center for Quality Assurance) UNP
4. Implementing PkM

E. Definition of Terms

Standard content of community engagement is the minimum criterion regarding the depth and breadth of community engagement material.

F. Statement of Standard Content

1. Depth and
 - a. breadth The depth and breadth of community engagement materials refer to the standards of community engagement results set out in the UNP LP2M guidelines and the Kemenristekdikti Guidelines, following the established PKM.
 - b. The depth and breadth of servicecommunitysourced from the results of research or development of academic community science and technology following the needs of society, and relevant to technological developments
2. Criteria for Community engagement Content The results of research or development of science and technology include:
 - a. research results that can be applied directly and are needed by the community users;
 - b. development of science and technology in order to empower society;
 - c. appropriate technology that can be utilized in order to improve the standard of living and welfare of the community;
 - d. problem solving models, social engineering, and /or recommendationspolicy that

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can be applied directly by the community, business world, industry, and /or the Government; or


- e. intellectual property (KI) that can be applied directly by the community, business world, and / or industry.

G. Standard Compliance Strategy

1. Providing training in the form of proposal review by presenting competent resource persons who have national reviewer certificates.
2. Collaborating with potential partners in carrying out services.
3. Conduct systematic training for lecturers in mentoring and coaching PkM implementing students.
4. Provides a Guidebook for the implementation of PkM activities.

H. Performance Indicators The

1. depth and breadth of community engagement materials refer to the standard results of community engagement.
2. The depth and breadth of community engagement material comes from the results of research or development of science and technology following the needs of society.
3. The results of research or development of science and technology include: research results that can be applied directly and are needed by the user community; development of science and technology in order to empower society; appropriate technology that can be utilized in order to improve the standard of living and welfare of the community; problem solving models, social engineering, and / or recommendations policy that can be applied directly by the community, business world, industry, and / or the Government; or intellectual property (KI) that can be applied directly by the community, the business world, and / or the industry.


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I. Documents related to

1. the guidebook for the implementation of Community engagement.
2. Proposal for community engagement
3. *Roadmap*PkM LP2M

J. Reference

1. Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 Years. 2015 On National Standards for Higher Education
3. Permenristekdikti number 55 2017
4. 2016Statute UNP
5. UNPStrategic Plan 2020-2024
6. Quality Policy SPMI Universitas Negeri Padang

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A. The vision of Universitas Negeri Padang


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4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rational Standards

As stated in the UNP Mission, among others, it is stated that increasing the quality and quantity of Community Engagement, the Institute for Research and Community Engagement (LP2M) was formed to manage, coordinate, finance and adequate infrastructure to support Community Engagement. To determine the increase in the quality and quantity of Community Engagement, it is necessary to have a certain standard as a benchmark or basis for further evaluation or development. With these considerations in mind, UNP through LP2M establishes Community Engagement standards which will serve as guidelines for leaders, deans / directors, heads of study programs and lecturers and students who are all responsible for improving the quality and quantity of Community Engagement.

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D. Person Responsible for Meeting Standards

1. UNP Chancellor
2. Chair of LP2M (Institute for Research and Community Engagement) UNP
3. Chair of PPM (Center for Quality Assurance) UNP
4. Implementing PkM

E. Definition of Terms

Standard Community Engagement processes are the minimum criteria for Community Engagement activities, which consist of: planning, implementation and reporting.

F. Statement of Standard Content


1. Forms of

activity Community Engagement activities can be planned in the form of:

- a. service to the community;
- b. application of science and technology in accordance with their field of expertise;
- c. community capacity building; or
- d. community empowerment.

2. Criteria for

- a. Community Engagement activities must consider the standards of quality, work safety, health, comfort and safety of the executor, the community and the environment.
- b. Community Engagement activities must comply with scientific principles and methods that are systematic in accordance with scientific autonomy and academic culture
- c. . PKM activities must be directed, measured and programmed, and be made in the

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form of clear reporting and monitoring and evaluation of PKM activities.

3. Submission of Proposals


- a. Submission of proposals by the Community Engagement team leader after obtaining approval from the head of the study program, especially in terms of the substance of Community Engagement.
- b. Submission of proposals after being discussed in the study program
- c. The following procedures are in accordance with the provisions of the Research and Development Agency or in accordance with other parties who fund them.
- d. Research funded by UNP will be reviewed by reviewers appointed by the UNP leadership, based on the recommendation of the Chairperson of the Community Engagement Institute according to his competence and experience in the field of Community Engagement.
- e. The reviewer who is appointed to review the proposal is adjusted to the field of science of the proposed proposal.

4. Implementation of Community Engagement

- a. . Community Engagement activities begin after a work contract is signed with the party that finances it.
- b. Independent Community Engagement activities are carried out after approval from the head of the Community Engagement institution and the head of the study program.

5. Monitoring and Evaluation

- a. Performed starting one month after the activity was carried out.
- b. The obligation of researchers to report progress orally or in writing to the head of the study program regarding the progress of Community Engagement activities.


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6. Reports on the Community Engagement

- a. The results of Community Engagement are reported after being presented in a seminar at the study program.
- b. The report on the results of Community Engagement is included with scientific articles, in the form of a summary of the results of Community Engagement.
- c. Community Engagement Reports are documents and physical evidence for accreditation of study programs, as well as various other sources of scientific information needs.
- d. Scientific articles can be used as publication material in the form of books, proceedings, scientific journals both internally and externally.
- e. The results of Community Engagement can be used as a basis for policy making for further study programs or activities research .
- f. UNP facilitates the publication of books based on Community Engagement results.

7. Student PkM

- a. PKM activities carried out by students as one of the forms of learning must lead to the fulfillment of graduate learning outcomes and fulfill the provisions and regulations at UNP
- b. Community Engagement activities carried out by students are stated in a minimum of 1 credits per study program and can be in the form of KKN, PL, PKL, field studies.
- c. PKM activities must be carried out in a directed, measured and programmed manner, as well as made in the form of clear reporting and monitoring and evaluation of PKM activities.
- d. PkM proposals submitted by students must be guided by 1 lecturer in which the proposed field of study is in accordance with the field of expertise of the lecturer


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concerned.

- e. Student PkM internal selection must be in the form of suggestions for improvement so that PkM proposals submitted to the level arenational of higher quality and the percentage of PkM graduations at the national level can be increased from year to year.
- f. Students who do not make improvements according to the results of the internal reviewer within the specified time limit, can be declared as not qualified for submission to the national level.
- g. Planning /schedule activities ranging from coaching clinic, submitting PkM proposals to the results of internal /selection external can be accessed by all students easily.

G. Standard Fulfillment Strategy

1. The UNP Leadership provides facilities and infrastructure to support Community Engagement activities at the UNP level.
2. The Dean and Chair of the Study Program coordinate with lecturers and student representatives for planning, implementing and evaluating Community Engagement activities at the study program level.
3. Providing training in the form of proposal review by presenting competent speakers and having a national reviewer certificate.
4. Collaborating with potential partners in carrying out services.
5. Conduct systematic training for lecturers in mentoring and coaching PkM implementing students.
6. Provides a Guidebook for the implementation of PkM activities.

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H. Performance Indicators


1. Each PKM program must have a clear plan of action.
2. Each PPM program proposal must pass an assessment (by the ethics commission) related to quality standards, work safety, health, comfort and safety of the executor, the community, and the environment.
3. Each study program carries out at least one PKM activity to support the fulfillment of graduate learning outcomes.
4. At least 1 student PkM proposal per year passes the selection at the national level

I. Documents Related to

1. Guidelines for the implementation of Community Engagement.
2. Proposal for Community Engagement
3. *Roadmap*PkM LP2M

J. Reference

1. Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 Years. 2015 On National Standards for Higher Education
3. Permenristekdikti number 55 2017
4. 2016Statute UNP
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A. The vision of Universitas Negeri Padang


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3. Transforming research results to improve the quality of life and welfare of the community;
4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rational Standards

As stated in the UNP Mission, among others, it is stated that increasing the quality and quantity of Community Engagement, the Institute for Research and Community Engagement (LP2M) was formed to manage, coordinate, finance and adequate infrastructure to support Community Engagement. To determine the increase in the quality and quantity of Community Engagement, it is necessary to have a certain standard as a benchmark or basis for further evaluation or development. With these considerations in mind, UNP through LP2M establishes Community Engagement standards which will serve as guidelines for leaders, deans / directors, heads of study programs and lecturers and students who are all responsible for improving the quality and quantity of Community Engagement.

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D. Person Responsible for Meeting Standards

1. UNP Chancellor
2. Chair of LP2M (Institute for Research and Community Engagement) UNP
3. Chair of PPM (Center for Quality Assurance) UNP
4. Implementing PkM

E. Definition of Terms


Standard for Community Engagement assessment is the minimum criterion regarding assessment of the process and results of Community Engagement.

F. Statement of Standard Content

1. The Assessment Process is
 - a. Community Engagement Assessment carried out from the time the proposal is submitted, the implementation of Community Engagement, monitoring and evaluation of Community Engagement, up to the Community Engagement activity report.
 - b. The assessment of the proposal is followed up with improvements to the proposal.
 - c. Reporting the results is following the guidelines set by the service agency with evidence of relevant implementation documents, monitoring and evaluation is carried out by the LPPM, assisted by related reviewers.

2. Principles of Assessment The

assessment of the process and results of Community Engagement as referred to in paragraph (1) shall be carried out in an integrated manner, at least fulfilling the following elements:

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- a. education, which is an assessment to motivate the implementer to continue to improve the quality of Community Engagement;
- b. objective, which is an assessment based on the assessment criteria and is free from the influence of subjectivity;
- c. accountable, which is an assessment that is carried out with clear criteria and procedures that are understood by the implementer of Community Engagement; and
- d. transparent, which is an assessment whose procedures and results of the assessment can be accessed by all stakeholders.
- e. Assessment of the process and results of Community Engagement must comply with the principles of assessment and pay attention to conformity with the standard of results, content standards, and process standardsCommunity Engagement.


3. Instruments

for Community Engagement assessment can be carried out using methods and instruments that are relevant, accountable, and can represent a measure of the achievement of process performance and achievement of Community Engagement results.

4. Criteria

The minimum criteria for assessing the results of Community Engagement include: the

- a. level of community satisfaction, from the PKM activities carried out
- b. changes in attitudes, knowledge and skills in the community following the program objectives;
- c. the use of science and technology in society in a sustainable manner;
- d. creating enrichment of learning and / or learning resources as well as the maturation of the academic community as a result of the development of science and

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technology; or

- e. overcoming social problems and recommendations policy that can be utilized by stakeholders.

G. Standard Fulfillment Strategy


1. The UNP Leadership provides facilities and infrastructure to support Community Engagement activities at the UNP level.
2. The Dean and Chair of the Study Program coordinate with lecturers and student representatives for planning, implementing and evaluating Community Engagement activities at the study program level.
3. Providing training in the form of proposal review by presenting competent speakers and having a national reviewer certificate.
4. Collaborating with potential partners in carrying out services.
5. Conduct systematic training for lecturers in mentoring and fostering PkM implementing students.
6. Provides a Guidebook for the implementation of PkM activities.

H. Performance Indicators The

1. level of community satisfaction is achieved at level 3.5 (scale 1-5) from the results of the community satisfaction survey (program recipients or participants).
2. PKM assessment is based on instruments that are relevant, accountable, and can measure the achievement of PKM performance

I. Documents Related to


1. Guidelines for the implementation of Community Engagement.
2. Proposal for Community Engagement

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3. *Roadmap*PkM LP2M

J. Reference

1. Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 years old 2015 On National Standards for Higher Education
3. Permenristekdikti number 55 2017
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6. Quality Policy SPMI Universitas Negeri Padang

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4. Implement good university governance; and
5. Organizing productive and globally reputable collaborations;

C. Rational Standards

Lecturers and students are executors of Community Engagement (PkM) activities who must have certain abilities following academic qualifications. In implementing PkM, lecturers and students follow all the rules set by UNP, both relating to academic and non-academic aspects. In order for the goals of PkM to be achieved, UNP needs to set standards for implementing PkM for lecturers and students.

D. Responsible Party to Meet Standards

1. UNP Chancellor
2. Chair of LP2M (Institute for Research and Community Engagement) UNP
3. Chair of PPM (Center for Quality Assurance) UNP
4. Implementing PkM


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E. Definition of Terms

1. Standards Implementing dedication to the community is minimal criteria executive ability to carry out Community Engagement. Implementing Community Engagement is collaboration between lecturers and students.
2. The ability of those who carry out Community Engagement determines the authority to carry out Community Engagement. The implementation of Community Engagement must involve students.

F. Statement of Standard Content

- a. Community Engagement implementers have mastery of scientific application methodologies following their field of expertise, type of activity, as well as the level of complexity and depth of activity objectives that can be seen through Community Engagement maps or clear and relevant track records relevant to the field of science they are developing. .
- b. The ability of Community Engagement implementers is determined based on:
 - 1) academic qualifications, namely following the applicable provisions in each Community Engagement scheme; and the
 - 2) results of Community Engagement, namely following the field of knowledge it develops.
- c. Lecturers who submit Community Engagement proposals are permanent PNS lecturers and non-PNS permanent lecturers in groups of at least 1 chairman and 1 member.
- d. Non-permanent lecturers can only become group members in group Community Engagement activities and can only be one title of Community Engagement in one year.

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- e. In certain considerations, prospective lecturers can still carry out Community Engagement activities after obtaining approval from the after obtaining approval from the of PTM leadershipHead, and only being members of the group of
- f. permanent Lecturers who are continuing their studies (study permits) are allowed to carry out Community EngagementactivitiesStudy Program.
- g. Permanent lecturers who are continuing their studies (study assignments) are not allowed to carry out Community Engagement activities.
- h. Permanent lecturers who are on leave are not allowed to carry out Community Engagement activities.
- i. Lecturers for one reason or another quit as permanent lecturers at PTM, the results of Community Engagement funded by UNP may not be used in other universities.
- j. The maximum number of implementers in one group is 3 people.

2. Reviewer


- a. Reviewer is a lecturer or expert who has a reputation in the field of Community Engagement, which is indicated by the number of Community Engagement activities as the chief executive, at least 2x at the national level and at least 4x as the chief executive at thelevel UNP.
- b. Participating in reviewer training at both local and national levels.
- c. Received a decree from the Chairperson / Chairperson of LP2M.

3. Guidelines

- a. Guidelines regarding authority doing service community determined byLP2M
- b. the implementing guidelines devotion accessible to all interested parties.

G. Standard Compliance Strategy

- 1. Providing training in the form of proposal review by presenting competent resource persons who have national reviewer certificates.

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2. Collaborating with potential partners in carrying out services.
3. Conduct systematic training for lecturers in mentoring and coaching PkM implementing students.
4. Provides a Guidebook for the implementation of PkM activities.

H. Performance Indicators


1. Proposal of service submitted is following the area of expertise and meets the assessment criteria
2. Implementers Community Engagement have a minimum S2 scientific certificate and have Community Engagement outcomes in the form of publications and / or IPR.
3. LP2M produces guidelines on Community Engagement authority that are easily accessible to all interested parties.

I. Documents Related to

1. Guidelines for the implementation of Community Engagement.
2. Proposal for Community Engagement
3. *Roadmap* PkM LP2M

J. Reference

1. Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 Years. 2015 On National Standards for Higher Education
3. Permenristekdikti number 55 2017
4. 2016 Statute UNP
5. UNP Strategic Plan 2020-2024
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A. The vision of Universitas Negeri Padang

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1. Organizing quality education and learning;
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5. Organizing productive and globally reputable collaborations;

C. The rationale

for PkM implementation standards requires the support of facilities and infrastructure so that the objectives of PkM can be achieved. Facilities and infrastructure are used to facilitate the implementation of PkM activities. Supporting facilities and infrastructure can be provided by the target community or the UNP. If PkM activities are carried out within the UNP environment, UNP must ensure that the facilities and infrastructure are sufficient in quantity and good in terms of quality, and meet quality standards. Based on that the UNP needs to set the standard of facilities and infrastructure PKM that activity of PKM run following the expected results

D. Parties Responsible Meets Standard

1. rector UNP
2. Chairman LP2M (Institute for Research and Community Engagement) UNP

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3. Chairman of PPM (Center for Quality Assurance) UNP
4. Executive PKM

E. Definition of Terms


1. The standard of Community Engagement facilities and infrastructure is the minimum criterion regarding the facilities and infrastructure needed to support the Community Engagement process in order to fulfill the results of Community Engagement.
2. PkM facilities and infrastructure are facilities provided by UNP to facilitate PkM activities carried out by UNP lecturers and students.

F. Statement of Standard Content


1. UNP facilities provide Community Engagement facilities and infrastructure as facilities used to:
 - b. facilitate Community Engagement related to the application of scientific fields of study programs managed by tertiary institutions and target areas of activity, namely office furniture and classrooms, libraries , laboratory equipment / studio / workshop, and information technology; learning process; and research activities.
 - c. Facilities used in Community Engagement and empowerment must be relevant to the field of Community Engagement and empowerment
2. Criteria for Facilities and Infrastructure

UNP provides facilities and infrastructure that meet standards of quality, work safety, health, comfort, security, and suitability for the purpose of using various rooms as well as accordingly. with needs that are relevant to the form of service.
3. Workspace

for Community Engagement and Empowerment Institutions must have a representative

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<p>office with at least:</p> <ol style="list-style-type: none"> a. Leader's office b. Staff workspace c. Meeting room d. Warehouse for the results of dedication e. Wardrobe f. Complete IT equipment g. ATK <p>4. Access</p> <p>Service Agency and Empowerment has access to obtain information related to the devotion and empowerment and publish the results to the various parties that are facilitated with adequate information technology networks</p>
<p>G. Standards Compliance Strategies</p> <ol style="list-style-type: none"> 1. assigned to the Chairman LP2M Rector and Head of the UNP equipment to inventory facilities and infrastructure available to be used by lecturers and students in PkM activities. 2. LP2M Head and Head of the UNP equipment procurement plan and purchase of goods as facilities and infrastructure will be utilized by faculty and students in activitiesPKM 3. togetherLP2M Head Equipment Head UNP managethe use of facilities and infrastructure for the purpose of implementation of the CRP. 4. Lecturers and students make optimal and responsible use of the facilities and infrastructure during the PkM activities.

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H. Performance Indicators


Availability of facilities and infrastructure as well as manuals for their use that meet the standards of quality, work safety, health, comfort and security

I. Documents Related to

1. Guidelines for the implementation of Community Engagement.
2. Proposal for Community Engagement
3. *Roadmap*PkM LP2M

J. Reference

1. Law Number 12 of 2012 concerning Higher Education
2. Permenristekdikti RI No. 44 years old 2015 On National Standards for Higher Education
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5. Organizing productive and globally reputable collaborations;

C. Rational Standards

PkM Management must be regulated by a standard so that each stage of PkM implementation can be managed properly starting from planning, implementation, monitoring, evaluation and reporting. The PkM management at UNP is carried out by LP2M. LP2M makes a strategic plan that contains the management of PkM activities for lecturers and students in order to achieve activity objectives that are following the objectives. In order to achieve a good implementation of the management of PkM activities, UNP needs to set standards for the management of PkM activities.

D. Person Responsible for Meeting Standards

1. UNP Chancellor
2. Chair of LP2M (Institute for Research and Community Engagement) UNP
3. Chair of PPM (Center for Quality Assurance) UNP

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4. Implementing PkM

E. Definition of Terms

The standard of Community Engagement management is the minimum criteria for planning, implementation, control, monitoring and evaluation, as well as reporting of Community Engagement activities


F. Statement of Standard Content

1. Policies

- a. The management of Community Engagement at UNP is carried out by a work unit in the form of an institution that is tasked with managing Community Engagement under the name LP2M (Institute for Research and Community Engagement).
- b. LP2M institutions are following the needs and provisions of UNP

2. Organizational Structure

- a. The head of the Community Engagement institution is responsible for Community Engagement activities carried out by lecturers or lecturers who collaborate with students.
- b. Qualifications and competencies.
 - 1) Minimum Doctoral education.
 - 2) Age less than 60 years at the time of appointment.
 - 3) Minimum Academic position as Head Lector.
 - 4) The status of a permanent lecturer who has served for at least 5 years.
 - 5) Have high loyalty and are committed to advancing UNP.
 - 6) Prioritized to have a reputation for dedication at the national level at least 3 times as head of research.

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7) Not currently serving as a leader in another tertiary institution

3. Description of Tasks


Institutional LP2M is obliged to:

- a. compile and develop a Community Engagement program plan following the strategic plan for Community Engagement in higher education;
- b. compile and develop regulations, guidelines, and internal quality assurance systems for Community Engagement activities;
- c. facilitate the implementation of Community Engagement activities;
- d. carry out monitoring and evaluation of the implementation of Community Engagement;
- e. disseminate the results of Community Engagement;
- f. facilitate activities to increase the capacity of Community Engagement implementers;
- g. give awards to executors of Community Engagement who excel;
- h. empowering Community Engagement facilities and infrastructure in other institutions through cooperation;
- i. carry out a needs analysis concerning the number, types, and specifications of Community Engagement facilities and infrastructure; and
- j. compile reports on Community Engagement activities that it manages.

4. Other provisions

LP2M UNP must:

- a. have a strategic plan for Community Engagement which is part of the strategic plan of higher education;
- b. compiling criteria and procedures for Community Engagement assessment, at least


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concerning the aspects of the results of Community Engagement in applying, practicing, and cultivating science and technology in order to advance public welfare and educate the nation's life;

- c. maintain and improve the quality of management of institutions or Community Engagement functions in carrying out Community Engagement programs in a sustainable manner;
- d. monitor and evaluate institutions or Community Engagement functions in implementing Community Engagement programs;
- e. has guidelines on the criteria for implementing Community Engagement by referring to the standard of results, content standards, and standard of Community Engagement processes;
- f. empowering facilities and infrastructure in other institutions through Community Engagement cooperation;
- g. carry out a needs analysis concerning the number, types, and specifications of Community Engagement facilities and infrastructure; and
- h. submit reports on the performance of institutions or Community Engagement functions in implementing Community Engagement programs at least through the higher education database.

G. Standard Compliance Strategy

1. Determine sustainable programs and stages that are systematically structured and division of service areas that prioritize community at lower levels.
2. Conduct Outreachstandard to lecturers and students.
3. Equip students and lecturers with knowledge about the preparation of PkM proposals and provide direction on the focus of activities for the application of science and


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technology, sports and the arts.

4. Collaborating with parties external in order to strengthen UNP resources for PkM activities.
5. The Chancellor ensures the availability of facilities and infrastructure to support PkM activities through the proposed facilities and infrastructure submitted by each study program.
6. Deans and study program coordinators coordinate with lecturers and students for planning, implementing, and evaluating PkM activities.

H. Performance Indicators

1. Availability of strategic Community Engagement plans.
2. Availability of criteria and procedures for Community Engagement assessment.
3. Availability of reports on improving the quality of institutional management or Community Engagement functions.
4. Monitoring and evaluation of institutions or Community Engagement functions.
5. Availability of guidelines on the criteria for implementing Community Engagement by referring to the standard of results, content standards, and standard of Community Engagement processes.
6. Utilization of facilities and infrastructure in other institutions through Community Engagement cooperation.
7. Needs analysis concerning the number, types, and specifications of Community Engagement facilities and infrastructure.
8. Availability of performance reports for institutions or Community Engagement functions


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I. Documents Related to

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C. Rationale Standards

Sufficient funds must support pkM Activity Lecturers and students so that every PkM activity (planning, implementation, monitoring, evaluation, reporting, and dissemination) is carried out correctly. UNP guarantees the availability of funds for each stage, both for the implementer and the PkM manager. The management and use of PkM activity funds are regulated following the rules set by the government. For this reason, UNP needs to develop and determine PkM funding and financing standards following applicable regulations.

D. Person Responsible for Meeting Standards

1. UNP Chancellor
2. Chair of LP2M (Institute for Research and Community Engagement) UNP
3. Chair of PPM (Center for Quality Assurance) UNP
4. Implementing PkM

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E. Definition of Terms

standards Funding and Community Engagement financing are the minimum criteria for sources and mechanisms of funding and financing for Community Engagement.


F. Statement of Standard Content

1. The Policy

- a. UNP must provide internal funds for Community Engagement so that PkM activities can be carried out smoothly.
- b. Community Engagement funding can come from the government, cooperate with other institutions at home or abroad, or fund the community.
- c. Lecturers who do not submit reports on the results of Community Engagement at the specified time will receive the following sanctions:
 - 1) Not allowed to submit a service proposal for the next period.
 - 2) Return the funds in full to the Chairperson of the institution Community Engagement received in the first stage.
- d. Lecturers are only allowed to submit one proposal of service (proposal) as one head of proposer and one as a member or two proposals as a member of proposer in one year.

2. Use of Fees


- a. UNP allocates Community Engagement funds for lecturers or instructors which are used to finance:
 - 1) Community Engagement planning;
 - 2) implementation of Community Engagement;

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- 3) controlling Community Engagement;
 - 4) monitoring and evaluation of Community Engagement;
 - 5) Community Engagement reporting; and
 - 6) dissemination of results of Community Engagement.
- b. The Chancellor regulates the funding mechanism for Community Engagement financing at UNP.
- c. UNP is obliged to provide Community Engagement management funds, 15% of the total PNBPN UNP funds allocated for Community Engagement activities.
- d. The UNP Community Engagement management fund is used to finance:
- 1) Community Engagement management which consists of proposal selection, monitoring and evaluation, reporting, and dissemination of the results of Community Engagement; and
 - 2) capacity building of implementers in the form of training, workshops, and coaching clinic.
 - 3) increasing the quantity and quality of Community Engagement outputs, both for scientific publications and financing IPR.

G. Standards Strategy Fulfillment

1. Rector coordinates with all faculties, institutions, and units involved in planning, management, and accountability for all revenue and expenditure of PkM funds.
2. Ensure that there are policy documents in the form of decrees and technical instructions as signs for implementing UNP financial standards.
3. Reviewers evaluate pkM proposals for the feasibility of funding.

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H. Performance Indicators

1. Clear rules regarding funding and financing of Community Engagement.
2. Increasing the number of Community Engagement proposals funded by DRPM from year to year
3. Increasing the quality and quantity of service in the form of appropriate technology products.
4. Increasing the number of IPRs that can be used by the community and industry

I. Documents Related to

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