

 UNESA	STATE UNIVERSITY OF SURABAYA	No : PKA- Capaian kinerja - 01/PPSMA/2020
	QUALITY ASSURANCE FIELD Unesa Rectorate Building, Lidah Campus, Surabaya	
INTERNAL QUALITY AUDIT PERFORMANCE ACHIEVEMENTS OF STUDY PROGRAM LEADERS		

Revision 1

Auditee				Audit Stage			
				1			
Location		Scope		Audit Date			
		ODD Semester 2020					
Vice-auditee		Chief Auditor		Member Auditor			
Distribution		Auditee	Auditor	KAI	Files		

A. Completeness of Documents and Contents of Documents

Number	Aspect	√	X	Document Name	Information
1	Standard 33. Higher Education Outcomes and Achievements				
1.1	The study program has a nationally indexed reputable journal				
1.2	The study program has a globally indexed reputable journal				
1.3	The study program has innovative products to strengthen the innovation capacity of at least 1 innovation product				
2	Standard 34. Study Program Specifications				
2.1	There is a document for the development of study program specifications that is carried out, evaluated, and improved for success				
2.2	The existence of a study program development document based on priorities according to the capacity, needs, and Vision Mission Objectives of UPPS made				
2.3	The existence of a research roadmap document that is in accordance with the specifications of the study program and there is an evaluation of the implementation of its achievement continuously				
2.4	The existence of a roadmap document for community service in accordance				

Number	Aspect	√	X	Document Name	Information
	with the specifications of the study program and there is an evaluation of the implementation of its achievement continuously				
2.5	The results of the study program SWOT analysis are used for the development of research and community service roadmaps				
2.6	The existence of a curriculum development document that develops study program specifications				
2.7	Availability of study program standard that is derived from the PT standard				
2.8	The existence of an analysis document of the success of the achievement of standards which includes identification of the root of the problem, factors supporting success, inhibiting factors for achieving standards and a brief description of the follow-up				
2.9	The existence of a graduate user response document in assessing the success of the study program specification				
2.10	Graduates' achievements are in accordance with the specifications of competent study programs and their success is monitored every year				
3	Accreditation Success				
3.1	Internationally accredited study program				
	TOTAL				

B. Achievement of Work Program

Number	Questions According to Scope	Work Execution			Presence of documents		Evidence
		Discontinue	Still in Process	Continue	Yes	No	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Performance Measurement Planning						
	a. Availability of formal performance measures						
	b. Availability of performance measure to the lowest unit						

Number	Questions According to Scope	Work Execution			Presence of documents		Evidence
		Discontinue	Still in Process	Continue	Yes	No	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	and as a measure of leadership performance						
	c. Availability of performance data collection mechanism						
	d. KPI has been published						
2	Implementation of Quality Measurement						
	a. IKU has met good performance						
	b. IKU is enough to measure performance						
	c. The IKU of the work unit has been aligned with the IKU of the ministry						
	d. The size of the performance indicators until the lowest work unit has met the criteria for good performance						
	e. Performance indicators up to the lowest work unit are in accordance with the performance of their superiors						
	f. There is already an individual performance measure that refers to the KPI of the superior work unit						
	g. Performance measurement has been carried out in stages						
3	Measurement Implementation						
	a. IKUs have been used to prepare planning and budgeting documents						
	b. IKUs have been used for performance appraisal						
	c. Performance targets up to the lowest work unit have been monitored for their achievement						
	d. The results of performance measurement to the lowest working unit have been used to determine rewards and punishments						

Number	Questions According to Scope	Work Execution			Presence of documents		Evidence
		Discontinue	Still in Process	Continue	Yes	No	
(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)
	e. IKU has been reviewed regularly						
	f. Performance measurement results are used for periodic control and monitoring						
4	Report Fulfillment						
	a. Reports are made regularly						
	b. Reports are made on time						
	c. Performance report contains IKU achievements						
	d. Results-oriented performance reports						
5	Utilization of Performance Information						
	a. Performance information has been used for performance accountability evaluation						
	b. Performance information has been used to improve planning						
	c. Performance information has been used to improve organizational performance						
	d. Performance information has been used for performance improvement						
	e. Performance information has been used for performance appraisal						

C. Performance Target Filling Instrument

Position : Head of The Study Program

Number	PERFORMANCE INDICATORS	UNIT	TARGET	ACHIEVEMENTS PER QUARTER				NOTES
				1	2	3	4	
1	Percentage of S1 and D4/D3/D2 graduates who managed to get a job, continue their studies or	%						

	become entrepreneurs							
2	Percentage of S1 and D4/D3/D2 graduates who spend at least 20 (twenty) credits off campus or obtain the lowest achievement at the national level.	%						
3	Percentage of S1 and D4/D3/D2 Study Programs that carry out Cooperation with partners.	%						
4	Percentage of S1 and D4/D3/D2 Study Program courses that use case-solving learning methods (case methods) or project-based group learning (team-based projects) as part of the evaluation weights.	%						
5	Percentage of S1 and D4/D3/D2 Study Programs that have an international accreditation or certificate recognized by the government	%						
6	Percentage of lecturers who carry out tridharma activities at other campuses, at QS100 by field of science (QS100 by project), work as practitioners in the industrial world, or foster students who have achieved the lowest achievement at the national level in the last 5 (five) years.	%						
7	Percentage of permanent lecturers with doctoral academic qualifications, having competency/professional certificates recognized by industry and the world of work, or coming from	%						

	professional practitioners, industry or the world of work.							
8	The number of research outputs and community services that have successfully received international recognition or been implemented by the community per number of lecturers.	Research results and PKM per number of lecturers.						
9	OTHER PERFORMANCE INDICATORS							
	1.							
	2.							
	3.							

Surabaya, 2020
Auditee/ Head of The Study Program

(.....)

Please upload the filled instrument at the following link
https://bit.ly/ACKP2020_Kaprodi