POB 4

Standard Operating Procedure
New Student Admission Year 2023

ARTS AND SPORTS PORTFOLIO SNBP AND SNBT

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1. Background

The system for admitting new students to state universities (PTN) in Indonesia has experienced a long and tortuous historical journey. Fundamentally, the journey of the PTN new student admission system began in 1976, when five PTNs that were members of the Secretariat for Cooperation Between Five Universities (SKALU) selected prospective new students together. Then the system was developed into a Pioneer Project, New Student Admission System (Sipenmaru), State University Entrance Examination (UMPTN), New Student Admission Selection (SPMB), and from 2008 to 2022 it became the National State University Entrance Selection (SNMPTN) with admission pattern through written exams and a combination of written exams and skills exams for sports science and arts study programs.

Furthermore, based on Law Number 12 of 2012 concerning Higher Education, especially Article 73, which states that the admission of new PTN students for each study program can be carried out through a national student admission pattern or other forms, since 2013, SNMPTN has been developed into two patterns , namely the admission pattern through tracking abilities and academic achievements which still uses the name SNMPTN as the national selection system and the selection pattern through written examinations, namely the Joint Selection for Entrance to State Universities (SBMPTN). Development is carried out in an effort to continuously improve what already exists. Improvements are made from time to time jointly by all PTNs involved. Thus, the selection system is a common property, which prioritizes trust (*trust*) and togetherness. Change and development are inevitable because of the dynamics of the demands of the times.

Furthermore, based on Minister of Education and Culture Regulation Number 6 of 2020 concerning Admission of New Undergraduate Program Students at State Universities, from 2020 to 2022, it is stipulated that the route for accepting new students for Undergraduate Programs at PTN is carried out through three routes, namely route (1) Selection National Entrance to State Universities (SNMPTN), which is carried out based on the results of tracking academic achievements and/or portfolios of prospective students; (2) Joint Selection for Entrance to State Universities (SBMPTN), which is carried out based on the UTBK results and can be supplemented with other criteria according to the special talents determined by the PTN concerned; and (3) Independent Selection, which is carried out by PTN itself and regulated and determined by each PTN.

Furthermore, the Minister of Education and Culture Regulation also stipulates that each PTN, in determining the capacity for new students, must maintain a balance between the maximum number of students in each study program and the capacity of facilities and infrastructure, lecturers and educational staff, as well as other educational services and resources. In addition, it is also stipulated that the planned capacity quota for new undergraduate students at PTN for each study program accepted through the SNMPTN route is at least 20%; track SBMPTN of at least 40% for PTNs other than Legal Entity PTNs and at least 30% for Legal Entity PTNs; and the

Independent Selection route is a maximum of 30% for PTNs other than Legal Entities and a maximum of 50% for PTNs of Legal Entities.

The capacity of each study program is determined by the Chancellor's Decree. In the event that the SNMPTN quota is not met, the difference in quota can be transferred to the SBMPTN quota. In the event that the SNMPTN quota and/or SBMPTN quota is not met, the quota transferred to Independent Selection is a maximum of 10% of the capacity.

The Minister of Education and Culture Regulation also stipulates that PTNs are obliged to search for and recruit prospective students who have high academic potential, but are economically disadvantaged and prospective students from frontier, outermost and disadvantaged areas to be accepted at least 20% of all new students accepted and spread across all study programs through SNMPTN, SBMPTN, and independent admission of new students carried out by each PTN.

Admission of new students to the Undergraduate Program at PTN until 2022 is held with the principles of: (1) fair, that is, it does not differentiate between religion, ethnicity, race, gender, age, social position, physical condition and level of economic ability of prospective students, while still paying attention to potential and the academic achievements of prospective students and the specifics of the study program at the relevant PTN; (2) accountable, namely carried out in accordance with clear procedures and criteria; (3) flexible, that is, the implementation of UTBK is adjusted to the needs in the form of choice of major, time, program and test schedule; (4) efficient, namely administering PTN entrance tests using information and communication technology, involving human resources, and time flexibility; and (5) transparent, namely that the implementation of new PTN student admissions is carried out openly and the results of the implementation can be accessed easily.

Efforts to improve the national selection for admitting new students to state universities continue. At the end of 2022, for the 2023 PTN entrance selection, the Ministry of Education, Culture, Research and Technology (Kemendikbudristek) carried out a transformation of state university entrance selection as part of the Merdeka Belajar transformation which aims to encourage comprehensive learning, focusing more on reasoning abilities, more inclusive and more accommodating of the diversity of students, more transparent and more integrated by covering not only undergraduate (S1) programs, but also three diploma (D3) and four diploma (D4)/applied bachelor's (S1 Applied) programs. The transformation of state university entrance selection is outlined in the legal basis **Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 48 of 2022 concerning Admission of New Students for Diploma and Undergraduate Programs at State Universities**.

Based on the Minister of Education and Culture's Decree, new student admissions to PTN are held on the basis of the following six principles.

1. Fairness, namely providing open opportunities without distinction between ethnicities, religions, races and groups, with affirmation for economically disadvantaged groups of people.

2. Accountable, that is, carried out in accordance with clear procedures and criteria.

3. Flexible, that is, providing freedom for prospective students to choose the selection path, study program and PTN they are going to.

4. Efficient, namely administering the PTN entrance test using resources optimally.

5. Transparent, that is, the implementation of new PTN student admissions is carried out openly and the results of the implementation are easily accessed.

6. Prohibition of conflicts of interest, namely that the implementation of new PTN student admissions is carried out while still paying attention to the results of academic selection and avoiding corruption, collusion and nepotism.

In general, the transformation of state university entrance selection is concreted with three selection paths, namely (1) National Selection Based on Achievement (SNBP); (2) National Selection Based on Tests (SNBT); and (3) Independent Selection by PTN. SNBP replaces SNMPT, while SNBT replaces SBMPTN. Meanwhile, the Independent Selection is still held by PTN by applying new principles.

In its implementation, SNBP and SNBT are held nationally by a team within the Ministry of Education and Culture called **National Selection Implementation Team for New Student Admissions at State Universities 2023**, which hereafter for brevity of mention is mentioned **SNPMB**. SNPMB is a team formed based on the Decree of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 530/P/2022 concerning the National Selection Implementation Team for New Student Admissions at State Universities in 2023. The SNPMB Implementation Team is responsible to the Minister of Education, Culture, Research and Technology. The Independent Selection is held by PTN.

SNBP, which replaces SNMPTN, reflects the learning process at the secondary education level which produces holistic and interdisciplinary student competencies. This also reflects experiences in the world of work. For example, a lawyer not only has to master the basic knowledge of law, but also has to master the science of communication as a differentiator. Such reflection is different from SNMPTN which represents the separation of majors in secondary education. Therefore, the SNBP will focus on rewarding comprehensive learning success in secondary education. This is done by giving a minimum weight of 50 percent to the average report card score for all subjects. By giving this high weight, it is hoped that students will be encouraged to excel in all subjects holistically. Meanwhile, for the remaining weighting, a maximum of 50 percent is taken from the interest and talent exploration component. This aims to encourage students to explore their interests and talents in more depth. In this way, students are encouraged to focus on overall learning and explore their interests and talents from an early age. Students are expected to be aware that all subjects are important and at the same time, on the other hand, they are able to build achievements according to their respective

interests and talents.

SNBT, which replaced the SBMPTN, focuses on measuring reasoning and problem-solving abilities. Previously, the SBMPTN exam was conducted using material from many subjects. Based on reasoning ability as the key to a student's success in pursuing higher education, in 2023, subject tests will no longer be held through SNBT. Tests administered through SNBT emphasize students' reasoning abilities, not memorization of scientific material. The test will measure four things, namely cognitive potential through the Scholastic Potential Test (TPS), Mathematical Reasoning, Literacy in Indonesian and Literacy in English. With SNBT, it is hoped that the selection scheme will be fairer and every student will have the opportunity to be successful in the national selection route based on reasoning-based tests.

Independent Selection still held by PTN based on academic selection as one of the selection routes. However, unlike the Independent Selection which will be held until 2022, the Independent Selection in 2023 is based on increased transparency. PTNs are required to do several things before and after carrying out the selection independently. Before carrying out independent selection, PTNs are required to announce several things, including information about the number of prospective students who will be accepted into each study program/faculty; prospective student assessment methods consisting of independent tests, collaborative testing through higher education consortiums, utilizing scores from national selection results based on tests, and/or other necessary methods of assessing prospective students; as well as the amount of fees or the method for determining the amount of fees charged for prospective students who pass the selection. Furthermore, after carrying out the selection independently, PTNs are required to announce several things, including the number of selection participants who passed the selection and the remaining quota that has not been filled; a suspension period of five working days after the announcement of the selection results; and procedures for supporting selection results. Not only that, the public is expected to be involved in the supervision process so that the Independent Selection can be carried out in a transparent and accountable manner. The community can play an active role in monitoring the selection process independently at PTN. As a concrete form of community supervision, if they have initial evidence of violations of regulations in the selection process, the community can report it through reporting channels whistle blowing system Inspectorate General of the Ministry of Education and Culture on the pagehttps://wbs.kemdikbud.go.id or https://kemdikbud.report.go.id.

Regarding capacity quotas for the three selection pathways, in the Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 48 of 2022 concerning Admission of New Students for Diploma and Undergraduate Programs at State Universities, the planning capacity quota for new students at PTNs is stipulated. for each study program accepted through the SNBP route in 2023 at least 20%; SNBT pathway in 2023 is at least 40% for PTNs other than Legal Entity PTNs and at least 30% for Legal Entity PTNs; and the 2023 Independent Selection pathway is a maximum of 30% for PTNs other than Legal Entities and a maximum of 50% for PTNs of Legal Entities.

2. National Selection Based on Achievement (SNBP)

In the Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 48 of 2022 concerning Admission of New Students to Diploma and Undergraduate Programs at State Universities, SNBP is regulated in Articles 4 and 5 as follows.

Article 4
Admission of new students as intended in Article 3 is carried out through:
1. national selection based on merit;
2. national selection based on tests; And
3. independent selection by PTN.

Article 5

1. National selection based on achievement as referred to in Article 4 letter a includes academic and/or non-academic achievements.
2. National selection based on achievement as intended in paragraph (1) is carried out based on 2 (two) components, namely:
   a. the first component, which is calculated based on the average report card score for all subjects of at least 50% (fifty percent) of the assessment weight; And
   b. the second component, which is calculated based on the report card scores of a maximum of 2 (two) supporting subjects for the intended Study Program, portfolio, and/or achievements of a maximum of 50% (fifty percent) of the assessment weight.
3. The percentage composition of the first component and second component as referred to in paragraph (2) is determined by each PTN with a total of 100% (one hundred percent).
4. The supporting subjects for the Study Program as intended in paragraph (2) letter b are determined by the Minister.
5. Achievements as referred to in paragraph (2) letter b are determined by each PTN.
6. The portfolio as referred to in paragraph (2) letter b is specifically for the arts Study Program and sports Study Program and is determined by each PTN.
7. PTN may add requirements other than the components referred to in paragraph (2) for certain Study Programs that require specific skills.
8. Additional requirements as intended in paragraph (7) are submitted by PTN to the Ministry.

The costs of organizing SNBP are borne by the budget of the Ministry of Education, Culture, Research and Technology. Thus, there is no fee for selection participants. PTNs that are assigned to carry out SNBP activities must prepare a budget plan for new student admission activities in the current year and are obliged to carry out financial management and accountability in accordance with the provisions of statutory regulations. SNPMB and PTN are obliged to carry out quality assurance at every stage of SNBP activities. SNPMB is required to do so monitoring and evaluation in implementing SNBP and reporting results monitoring and the evaluation to the Minister of Education, Culture, Research and Technology.

The implementation of SNBP 2023 was attended by 137 PTNs, consisting of 76 PTNs (universities and institutes),

43 state polytechnics, and 18 PTKIN, in a spirit of togetherness in an effort to expand access for people throughout Indonesia to enter PTN.

In practice, SNBP is carried out before prospective students graduate from senior secondary education. Requirements for participants to take part in SNBP are high school/MA/SMK students in the last class (class 12) in 2023 who have superior achievements:

1. have academic achievements and meet the requirements determined by each PTN;
2. have NISN and be registered with PDSS;
3. have report cards for semester 1 to 5 which has been filled in in PDSS;
4. Participants who choose the arts and sports study program are required to upload a

Portfolio. The requirements for SNBP participating schools are as follows.

1. SMA/MA/SMK who have NPSN.
2. Accreditation conditions:
    1. accreditation A: 40% of the best in the school;
    2. B accreditation: top 25% in the school;
    3. C accreditation and others: top 5% in the school.
3. Fill in the School and Student Database (PDSS). Only student data to be filled in eligible according to criteria.

3. Legal Basis of SNBP

The legal basis for implementing SNBP, both regarding academic and financial aspects, is:

1. Law Number 17 of 2003 concerning State Finance;

2. Law Number 20 of 2003 concerning the National Education System;

3. Law Number 12 of 2012 concerning Higher Education;

4. Government Regulation Number 23 of 2005 concerning Financial Management of Public Service Bodies as amended by Government Regulation Number 74 of 2012 concerning Amendments to Government Regulation Number 23 of 2005 concerning Financial Management of Public Service Bodies;

5. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions;

6. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 46 of 2017 concerning Special Education and Special Education Services in Higher Education;

7. Presidential Regulation Number 16 of 2018 concerning Procurement of Government Goods/Services as amended by Presidential Regulation Number 12 of 2021 concerning

Amendments to Presidential Regulation Number 16 of 2018 concerning Procurement of Government Goods/Services;

8. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards;

9. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 75 of 2016 concerning Public Information Services within the Ministry of Research, Technology and Higher Education as amended by Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 41 of 2020 concerning Public Information Services in the Ministry of Education and Culture;

10. Minister of Education, Culture, Research and Technology Regulation Number 28 of 2021 concerning Organization and Work Procedures of the Ministry of Education, Culture, Research and Technology;

11. Regulation of the Minister of Education, Culture, Research and Technology Number 44 of 2022 concerning the Organization and Work Procedures of Educational Testing Management Centers (State Gazette of the Republic of Indonesia of 2022 Number 790);

12. Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 48 of 2022 concerning Admission of New Students for Diploma Programs and Undergraduate Programs at State Universities;

13. Regulation of the Minister of Finance of the Republic of Indonesia Number 83/PMK.02/2022 concerning Input Cost Standards for Fiscal Year 2023;

14. Decree of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 345/M/2022 concerning Supporting Subjects for Study Programs in National Selection Based on Achievement;

15. Decree of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 530/P/2022 concerning the National Selection Implementation Team for New Student Admissions at State Universities in 2023.

4. Purpose of SNBP

The objectives of SNBP are:
1. provides opportunities for students from senior high schools (SMA), vocational high schools (SMK), madrasah aliyah (MA), or equivalent at home and abroad (Schools of the Republic of Indonesia/SRI) who have superior achievements to pursue higher education at tertiary institutions state (PTN);
2. provide opportunities for PTNs (universities, institutes, and PTKIN) to get prospective new students who have high academic achievements.

5. Strategy for Achieving SNBP Goals

To achieve the SNBP objectives, the strategy used is as follows.
1. SNBP is implemented nationally, namely the student admission route which is held by all PTNs together and can be followed by prospective students from all over Indonesia.
2. SNBP is implemented through screening academic achievements.
3. SNBP is carried out jointly and in an integrated manner and uses quality assurance principles in every implementation step and procedure.
4. The SNBP stages include creating and disseminating information, registering LTMPT accounts by students, entering data on all 12th grade students in PDSS by schools, determining students who are eligible to register for SNBP based on school accreditation and entering the number of students into PDSS by schools, data processing, determining graduation, and dissemination of selection results.
5. All receipts and uses of finance as well as procurement of goods and services are carried out transparently and accountably by complying with all procedures and statutory regulations.

6. National Selection Based on Tests (SNBT)

In the Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 48 of 2022 concerning Admission of New Students to Diploma and Undergraduate Programs at State Universities, SNBT is regulated in Articles 4, 6 and 7 as follows.

Article 4
Admission of new students as intended in Article 3 is carried out through:
1. national selection based on merit;
2. national selection based on tests; And
3. independent selection by PTN.

Article 6

1. National selection based on tests as intended in Article 4 letter b is carried out using computer-based standardized tests.
2. The standardized test as referred to in paragraph (1) is a test that measures cognitive potential, mathematical reasoning, literacy in Indonesian, and literacy in English.
3. National selection based on tests as intended in paragraph (1) can be held several times in the current year and each prospective student can take a maximum of 2 (two) national selections based on tests.

Article 7

1. In implementing the national selection based on tests as intended in Article 6, PTN can add portfolio requirements for the arts study program and sports study program.

2. PTN can add requirements other than the portfolio as intended in paragraph (1) for certain Study Programs that require specific skills.

3. Additional requirements as intended in paragraph (2) are submitted by PTN to the Ministry.

SNBT is held through a Computer-Based Written Test (UTBK-SNBT). Funding for organizing UTBK-SNBT is borne by the participants. Thus, UTBK-SNBT participants are charged a selection fee, except for participants from economically disadvantaged families (who have registered to receive KIP Tuition assistance) who are not charged a selection fee. SNPMB and PTN that are assigned to carry out SNBT activities must prepare a budget plan for new student admission activities in the current year and are obliged to carry out financial management and accountability in accordance with the provisions of statutory regulations. SNPMB is obliged to carry out quality assurance at every stage of SNBT activities. SNPMB must do monitoring and evaluation in implementing SBMPTN and reporting results monitoring and evaluation to the Minister of Education, Culture, Research and Technology. The SNBT route using UTBK scores will show various advantages and benefits, both for national interests, PTNs and participants. For participants, the benefits of joint selection are that it is more efficient, cheaper and flexible with a cross-regional mechanism.

As with SNBP, SNBT 2023 is attended by 137 PTNs, consisting of 76 State Universities (Universities and Institutes), 43 State Polytechnics, and 18 PTKIN. SNBT is a selection for new student admissions using UTBK results alone or UTBK results and other criteria determined by the PTN concerned. UTBK-SNBT uses exam questions designed in accordance with academic principles regarding test development to measure the reasoning ability of prospective students in all study programs. UTBK-SNBT consists of the Scholastic Potential Test (TPS), Literacy in Indonesian and Literacy in English, and Mathematical Reasoning.

The implementation of SNBT 2023 was participated by PTNs in a spirit of togetherness in an effort to expand access for people throughout Indonesia to enter PTNs. To further guarantee the credibility of the selection, SNPMB is making maximum efforts to maintain the quality of the 2023 SNBT implementation.

Every undergraduate study program at a PTN that has received permission to open a study program by the Minister or an authorized party is required to carry out selection for new student admissions through SNBT. Participant requirements to take part in SNBT in 2023 are as follows.

1. Have an SNPMB account.

2. Indonesian citizens (WNI) who have a Population Identification Number (NIK).

3. SMA/MA/SMK/equivalent students who are prospective graduates in 2023 must have a Class 12 SMA/MA/SMK Student Certificate or Package C students in 2023 with a maximum age of 25 years (as of 1 July 2023).

4. Students graduating from SMA/MA/SMK/equivalent in 2021 and 2022 or Package C graduates in 2021 and 2022 must have a diploma with a maximum age of 25 years (as of 1 July 2023). High school graduates of the equivalent level from abroad must have an equivalent diploma.

5. Not passing the SNBP 2023 or SNMPTN pathway in 2021 or 2022.

6. Have adequate health so that it does not interfere with the smoothness of the study process.

7. Participants who choose the Arts and Sports study program are required to upload a portfolio.

8. Blind participants are required to upload a Blind Statement Letter.

9. The 2023 UTBK-SNBT results are only valid for taking SNBT and 2023 PTN admission.

7. Legal Basis of SNBT

The legal basis for implementing SNBT, both regarding academic and financial aspects, is:

1. Law Number 17 of 2003 concerning State Finance;

2. Law Number 20 of 2003 concerning the National Education System;

3. Law Number 12 of 2012 concerning Higher Education;

4. Government Regulation Number 23 of 2005 concerning Financial Management of Public Service Bodies as amended by Government Regulation Number 74 of 2012 concerning Amendments to Government Regulation Number 23 of 2005 concerning Financial Management of Public Service Bodies;

5. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions;

6. Presidential Regulation Number 16 of 2018 concerning Procurement of Government Goods/Services as amended by Presidential Regulation Number 12 of 2021 concerning Amendments to Presidential Regulation Number 16 of 2018 concerning Procurement of Government Goods/Services;

7. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 46 of 2017 concerning Special Education and Special Education Services in Higher Education;

8. Presidential Regulation Number 16 of 2018 concerning Procurement of Government

Goods/Services as amended by Presidential Regulation Number 12 of 2021 concerning Amendments to Presidential Regulation Number 16 of 2018 concerning Procurement of Government Goods/Services;

9. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 3 of 2020 concerning National Higher Education Standards;

10. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia Number 75 of 2016 concerning Public Information Services within the Ministry of Research, Technology and Higher Education as amended by Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 41 of 2020 concerning Public Information Services in the Ministry of Education and Culture;

11. Minister of Education, Culture, Research and Technology Regulation Number 28 of 2021 concerning Organization and Work Procedures of the Ministry of Education, Culture, Research and Technology;

12. Regulation of the Minister of Education, Culture, Research and Technology Number 44 of 2022 concerning the Organization and Work Procedures of Educational Testing Management Centers (State Gazette of the Republic of Indonesia of 2022 Number 790);

13. Regulation of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 48 of 2022 concerning Admission of New Students for Diploma Programs and Undergraduate Programs at State Universities;

14. Regulation of the Minister of Finance of the Republic of Indonesia Number 83/PMK.02/2022 concerning Input Cost Standards for Fiscal Year 2023;

15. Decree of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 345/M/2022 concerning Supporting Subjects for Study Programs in National Selection Based on Achievement;

16. Decree of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 530/P/2022 concerning the National Selection Implementation Team for New Student Admissions at State Universities in 2023.

8. SNBT objectives

The objectives of SNBT are:

a. predicting prospective students who will be able to complete their university studies well and on time;
b. provides the opportunity for prospective students to take the test flexibly, namely choosing the location and time of the test.
c. provide opportunities for prospective students to choose Academic PTN, Vocational PTN, and PTKIN across regions; And
d. select prospective students based on UTBK results and/or other criteria determined jointly with PTN Academic, PTN Vocational, and PTKIN.

9. Strategy for Achieving SNBT Goals

To achieve the goals of SNBT, the strategy used is as follows.

1. SNBT is implemented jointly, namely the student admission route which is held by all state universities together and can be followed by prospective students from all over Indonesia.

2. SNBT is carried out jointly by PTNs where selection is carried out based on UTBK results and can be supplemented with other criteria according to special talents determined by the PTN concerned.

3. Selection for new student admissions through SNBT is carried out before and after prospective students graduate from senior secondary education.

4. SNBT is carried out jointly and in an integrated manner and uses quality assurance principles in every implementation step and procedure.

5. SNBT stages include test development, socialization and promotion, registration process, provision of exam documents, implementation of UTBK, validation, selection, allocation and announcement of results, quality assurance and monitoring, financial management, secretarial, as well as assessment and development.

6. The entire process of receiving and using finance as well as procuring goods and services is carried out transparently and accountably by complying with all procedures and statutory regulations.

10. SNBP and SNBT Implementing Organization

The SNPMB Implementation Team, or SNPMB, is the organizer of SNBP and SNBT within the work unit (satker) of the Educational Testing Management Center (BPPP) within the Ministry of Education, Culture, Research and Technology. Based on the Decree of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 530/P/2022 concerning the National Selection Implementation Team for New Student Admissions at State Universities in 2023. The SNPMB Implementation Team is responsible to the Minister of Education, Culture, Research and Technology. The 2023 SNPMB Implementation Team is as follows.

No.	Name/Department	Institution	Position in the Team
1.	Education Minister, Culture, Research and Technology	Ministry of Education, Culture, Research and Technology	Builder
2.	Director General of Higher Education, Research and Technology	Ministry of Education, Culture, Research, and Technology	Director
3.	Director General of Education Vocational	Ministry of Education, Culture, Research, and Technology	Director

No.	Name/Department	Institution	Position in the Team
4.	Head of Standards Agency, Curriculum and Educational Assessment	Ministry of Education, Culture, Research and Technology	Director
5.	Chairman of the Council of State University Chancellors Indonesia	Council of Chancellors of Indonesian State Universities	Director
6.	Leaders of Selection Participating Higher Education Institutions	Selection Participating Universities	Directors in each each college
7.	Mochamad Ashari	Rector Institut Teknologi Sepuluh November	General Team Leader Person responsible
8.	Yuliandri	Rector of Universitas Andalas	Deputy Team Leader I Person responsible
9.	Eduart Wolok	Rector of Universitas Negeri Gorontalo	Deputy Team Leader II Person responsible
10.	Uuf Brajawidagda	Director of Politeknik Negeri Batam	Deputy Team Leader III Person responsible
11.	Secretary of the Directorate General of Higher Education, Research and Technology	Directorate General of Higher Education, Research and Technology	Team Member Person responsible
12.	Secretary of the Directorate General Vocational Education	Directorate General Vocational Education	Team Member Person responsible
13.	Head of Assessment Center Education	Standards Body, Curriculum, and Educational Assessment	Team Member Person responsible
14.	Budi Prasetyo Widyobroto	Universitas Gadjah Mada	Executive Chairman
15.	Head of Management Hall Educational Testing	Standards Body, Curriculum, and Educational Assessment	Executive Vice Chairman Executive
16.	Riza Satria Perdana	Institut Teknologi Bandung	Selection Coordinator National Based on Achievement
17.	Urip Purwono	Universitas Padjadjaran	Coordinator Development of Test and Assessment Materials
18.	Supriatna Adhisuwignjo	Politeknik Negeri Malang	Deputy Coordinator of the Material Development Team Tests and Assessments
19.	Waras Kamdi	Universitas Negeri Malang	Deputy Coordinator Question Creation

No.	Name/Department	Institution	Position in the Team
20.	Achmad Syarief	Institut Teknologi Bandung	Deputy Coordinator Portfolio
21.	Juli Rejito	Universitas Padjadjaran	Development Coordinator and Test Implementation
22.	Arif Djunaidy	Institut Teknologi Sepuluh Nopember	Coordinator Technology and Information Systems
23.	Tri Budi Santoso	Politeknik Elektronika Negeri Surabaya	Deputy Coordinator I Technology and Systems Team Information
24.	Ismaini Zain	Institut Teknologi Sepuluh Nopember	Public Relations Coordinator and Promotion
25.	Iin Nurul Khoiriyah	Educational Testing Management Center	Deputy Coordinator Public Relations and Promotion
26.	Sri Peni Wastutiningsih	Universitas Gadjah Mada	Quality Assurance and Studies Coordinator and Development
27.	Asep Supriatna	Universitas Pendidikan Indonesia	Deputy Coordinator I Quality Assurance Sector
28.	Nunung Martina	Politeknik Negeri Jakarta	Deputy Coordinator II for Guarantee Stop
29.	Muhtar Mahmud	Universitas Sebelas Maret	Representative Coordinator I Field of Study and Development
30.	Bekti Cahyo Hidayanto	Institut Teknologi Sepuluh Nopember	Coordinator Administration
31.	Putra Maha Muda	Test Management Center Education	Deputy Coordinator I field of Administration
32.	Untung Yuwono	Universitas Indonesia	Deputy Coordinator II field of Administration
33.	Badrus Zaman	Universitas Airlangga	Field Coordinator Helpdesk and Call Center and Front Desk
34.	Khairul Fahmi	Universitas Andalas	Field Coordinator Legal/Law
35.	Ellis Darmayanti	Test Management Center Education	Finance Coordinator

No.	Name/Department	Institution	Position in the Team
36.	Norman Diah Hamidun	Universitas Negeri Gorontalo	Deputy Coordinator Finance Sector
37.	Candra Irawan	Inspectorate General Ministry of Education and Culture	Field Coordinator Supervision
38.	Dimas Prasetyo	Secretariat BSKAP	Field Coordinator Planning

11. SNPMB tasks

Based on the Decree of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 530/P/2022 concerning the National Selection Implementation Team for New Student Admissions at State Universities in 2023, the duties of the SNPMB are:

1. prepare a work plan and budget for 2023 with the approval of the Head of the Educational Assessment Curriculum Standards Agency;

2. carry out preparations and implementation of the 2023 selection;

3. carry out coordination and/or assignments to state universities in the implementation of selection for new student admissions in 2023;

4. carrying out financial administration;

5. report all activities for implementing the national selection for new student admissions in 2023 to the Minister of Education, Culture, Research and Technology through the Educational Testing Management Center; And

6. submit national selection data for new student admissions in 2023 which includes participant data, process data and results data to the Minister of Education, Culture, Research and Technology through the Educational Testing Management Center.

12. Scope of Standard Operational Procedures

In order to guarantee the credible quality of SNBP and SNBT implementation, SNPMB prepares and establishes standard operational procedures (POB) and work instructions (IK) which are written documents for quality assurance, with the principle "write what you will do and do what is written". Every activity in implementing SNBP and SNBT must be based on clear and measurable POB and IK. Each section in the POB document must at least contain the rationale/background, foundation and concept, provisions/definitions, procedures/methods, activity schedule, person in charge, and other matters deemed important.

Specific matters relating to the tasks that must be carried out by operational officers are written in the IK. The scope of activities which constitute core business SNBP is an outreach and promotion activity, PDSS management, registration management, portfolio management, selection and announcement, quality assurance and monitoring, financial management,

secretariat, as well as evaluation, development and institutions test center. The scope of activities is: core business SNBT is an activity for developing test materials, socialization and promotion, registration process, validation, selection, allocation and announcement of results, quality assurance and monitoring-evaluation, financial management, secretarial, evaluation and development. These SNBP and SNBT activities need to be supported by POB with the basic concept of all activities towards zero defect.

With POB, all activities are expected to run in a directed and measurable manner and can provide certainty for all parties related to the implementation of SNBP and SNBT, both stakeholders internal or external. Apart from POB documents, initial information, participant guides, and policies are an inseparable part of POB SNBP and POB SNBT.

13. SNBP and SNBT schedule

13.1 SNBP schedule

The SNBP implementation schedule is as follows.

No.	Activity	Time
1.	SNPMB School Account Registration	9 January—9 February 2023
2.	Student SNPMB Account Registration	9 January—15 February 2023
3.	PDSS socialization	December 1, 2022–February 8, 2023
4.	SNPMB socialization	December 1, 2022–February 28, 2023
5.	Launching PMB activities	January 3, 2023
6.	Student Determination Eligible	3 January–8 February 2023
7.	PDSS filling	9 January–9 February 2023
8.	SNBP registration	February 14–28, 2023
9.	Announcement of SNBP Results	March 28, 2023
10.	Re-registration at each PTN for those who pass the selection	Look at each PTN.

13.2 SNBT Schedule

The SNBT implementation schedule is as follows.

No.	Activity	Time
1.	SNPMB Account Registration	February 16–March 3, 2023
2.	UTBK-SNBT socialization	December 1–April 14, 2023
3.	UTBK-SNBT registration	March 23–April 14, 2023
4.	Implementation of UTBK-SNBT Wave I	8–14 May 2023
5.	Implementation of UTBK-SNBT Wave II	22–28 May 2023
6.	Announcement of UTBK-SNBT Results	June 20, 2023
7.	UTBK-SNBT Certificate Download Period	June 26–July 31, 2023

14. Partnership

In order to expedite the implementation of SNBP and SNBT, cooperation in the form of partnerships with various parties is needed with the principle of mutual benefit without compromising academic values. To support the implementation of SNBP operational activities, including PDSS filling and online registration systems, as well as SNBT activities, SNPMB has established partnerships with PT Bank Mandiri Tbk., PT Bank Negara Indonesia Tbk., PT Bank Tabungan Negara Tbk., PT Bank Rakyat Indonesia Tbk., and PT Bank Syariah Indonesia Tbk.

PORTFOLIO IN ARTS AND SPORTS

1. Background

In 2023, the UPT Educational Testing Management Center (BPPP) of the Ministry of Education and Culture was appointed to implement the National Selection process for New Student Admissions (SNPMB) at undergraduate and diploma levels for state universities (PTN), both held using academic achievement scores (Achievement Based National Selection/SNBP) or using test results (Test-Based National Selection/SNBT). As with the implementation of national selections in previous years, in the 2023 SNPMB participating students are registered for arts and/or sports education programs **required** upload portfolio according to the chosen field of study. Portfolio material contains documentation of the work and/or performances of students who choose the related field of study in Arts and/or Sports at the destination PTN.

2. Objective

The preparation of standard operational procedures (POB) for portfolio assessment management for the selection of prospective students in the fields of arts and/or sports in SNPMB 2023 is aimed at:

1. produce standard instructional documents that explain the types and contents of portfolios and serve as a reference for preparing objective criteria in the portfolio assessment process according to the relevant Arts and/or Sports field of study;

2. develop structured assignment materials that can be used to measure basic abilities, understanding, and experience students participating in SNPMB 2023 according to the field of arts and/or sports of their choice.

3. General requirements

a) The portfolio in the 2023 SNBP and SNBT selection process is a collection of student works and/or performances in the arts or sports field which contains: (a) works/performances created by students based on performance according to the field of arts or sports they have chosen (*skills and performance Assessment*), as well as (b) insight, knowledge and achievements according to the field of Arts or Sports of his choice (*showcase and self-reflection*).

b) Portfolio document **must** uploaded by every student participating in SNBP and/or SNBT 2023 who chooses an arts and/or sports education program. An explanation of the contents and format of the portfolio document for each field is explained in the Special Provisions section.

c) Portfolio documents are required for the following fields of study.

I. **Field of Arts** consists of Fine Arts, Fine Arts, Interior Design, Visual Communication Design, Product Design or Industrial Product Design, Crafts, Musical Arts, Music, Dance, Sendratasik (Drama, Dance and Music), Performing Arts, Puppetry Arts Study Programs , Theatre, Photography, Film and Television, Musical Arts, Ethnomusicology, Fine Arts Education, Craft Education, Music Education, Dance Education, Sendratasik Education (Drama Arts, Dance and Music), and Performing Arts Education.

II. **Sports Field** consisting of the Sports Science Study Program, Physical Education, Primary School Physical Education, and Sports Coaching Education.

The complete list of universities and study programs providing arts and sports education implementing SNBP and SNBT 2023 can be seen on the page https://snpmb.bppp.kemdikbud.go.id/.

4. Special Provisions

4.1 Portfolio Type

There are 11 (eleven) types of portfolios in SNPMB 2023 which correspond to the participant's chosen field of study, namely as follows.

(a) Fine Arts, Design and Crafts Portfolio: for participating students who choose the Fine Arts, Fine Arts, Fine Arts Education, Crafts, Arts Crafts, Crafts Education, Interior Design, Visual Communication Design, or Product Design/Industrial Product Design Study Program;

(b) Dance Portfolio: for participating students who choose the Dance Arts or Dance Education Study Program;

(c) Music Arts Portfolio: for participating students who choose the Music Arts, Music, Music Education or Music Creation Study Program;

(d) Karawitan Arts Portfolio: for participating students who choose the Karawitan Arts Study Program or Karawitan Education;

(e) Ethnomusicology Portfolio: for participating students who choose the Ethnomusicology Study Program;

(f) Theater Portfolio: for participating students who choose the Theater/Drama Study Program or Theater/Drama Education;

(g) Photography Portfolio: for participating students who choose the Photography Study Program;

(h) Film and Television Portfolio: for participating students who choose the Film and Television Study Program;

(i) Puppetry Arts Portfolio: for participating students who choose the Puppetry Arts Study Program;

(j) Sendratasik Portfolio (Drama Arts, Dance and Music): for participating students who choose Sendratasik Study Program or Sendratasik/Performing Arts Education;

(k) Sports Portfolio: for participating students who choose the Sports Science, Physical Education, Primary School Physical Education and Sports Coaching Education Study Programs.

4.2 Fill Portfolio

The portfolio content grid for each field of study is described in the following table.

Table 1. Portfolio Content Grid in the Field of Arts and Sports

Portfolio Type	Fill Portfolio	Document Format
Field of Arts		
Fine Arts, Design and Crafts	**Skills and Skills and Performance Assessment** Create drawings in accordance with the structured assignment requirements for a portfolio of fine arts, design and crafts using black-and-white (BW) and color drawing techniques. **Showcase and Self-Reflection:** Show insight, experience, and/or achievements (selected) in the field of fine arts, design, or crafts.	1 (one) file PPT contains scanned documents picture works, selected/best SRDSKR works, along with explanations.
Dance Arts	**Skills and Performance Assessment** Make recordings of individual dance performances in accordance with the provisions of the dance portfolio structured assignment. **Showcase and Reflection:** Show insight, experience, and/or achievements (selected) in the field of dance.	1 (one) file video in MP4 format. 1 (one) file PPT contains scanned documents a description that displays insight, experience, and/or a track record of achievements in the field of dance along with an explanation.

Portfolio Type	Fill Portfolio	Document Format
Music Art	**Skills and Performance Assessment** Make recordings of singing performances and/or playing musical instruments individually, imitating melodies and rhythms in accordance with the provisions of the structured tasks of the musical arts portfolio. **Showcase and Reflection:** Show insight, experience, and/or achievements (selected) in the field of musical arts.	3 (three) file video in MP4 format. 1 (one) file PPT contains scanned documents a description that displays insight, experience, and/or track record achievements in the field of musical arts along with explanations.
Ethnomusicology	**Skills and Performance Assessment** Make recordings of performances, singing/singing, and playing musical instruments individually in accordance with the provisions of the structured assignment of the ethnomusicology portfolio. **Showcase and Reflection:** Show insight, experience, and/or achievements (selected) in the field of ethnomusicology or musical arts in general.	3 (three) file video in MP4 format. 1 (one) file PPT contains scanned documents a description that displays insight, experience, and/or a track record of achievements in the field of ethnomusicology or musical arts in general along with an explanation.
Dance Art	**Skills and Performance Assessment** Make individual recordings of musical performances and playing traditional musical instruments in accordance with the structured assignment provisions of the musical arts portfolio document. **Showcase and Reflection:** Show insight, experience, and/or achievements (selected) in the field of musical arts.	3 (three) file video in MP4 format. 1 (one) file PPT contains scanned documents a description that displays insight, experience, and/or a track record of achievements in the musical field along with the explanation.
Until Theater	**Skills and Performance Assessment** Make recordings of monologue performances and written works in the form of prose or reviews of performing arts in accordance with the provisions of the structured assignments of the theater portfolio.	1 (one) file video in MP4 format. 1 (one) file PPT contains scanned documents written

Portfolio Type	Fill Portfolio	Document Format
	Showcase and Reflection: Show insight, knowledge, and/or achievements (selected) in the field of theater.	works and descriptions that present insights, experiences, and/or track records of achievements in the field of theater along with explanations.
photography	**Skills and Performance Assessment** Create photographic works in accordance with the provisions of the structured tasks of the photography portfolio document. **Showcase and Reflection:** Show insight, knowledge, and/or achievements (selected) related to the field of photography.	1 (one) file PPT contains scanned documents photographic works, descriptions of experiences and track records of achievements in the field of photography or other fields of art along with explanations.
Film and Television	**Skills and Performance Assessment** Create written works in the form of scenarios in accordance with the provisions of structured film and television portfolio assignments. **Showcase and Reflection:** Show insight, knowledge and track record of achievements (selected) related to the field of film and television.	1 (one) file PPT contains scanned documents writing short film scenarios, descriptions of experiences, and descriptions of achievements related to film-television or other artistic fields along with explanations.
The Art of Puppetry	**Skills and Performance Assessment** Make recordings of puppeteering performances/performances in accordance with the structured assignment provisions of the puppetry arts portfolio. **Showcase and Reflection:** Show insight, knowledge and track record of achievements (selected) related to the field of puppetry.	1 (one) file video in MP4 format. 1 (one) file PPT contains scanned documents a description that displays insight, experience, and/or a track record of achievements related to the art of puppetry or other fields of art along with the explanation.
Dramatic Arts, Dance and Music (Sendratasik), including Performing Arts	**Skills and Performance Assessment** Make recordings of dancing performances, singing with accompaniment/playing musical instruments, and monologues in accordance with the provisions of the structured tasks of the ballet portfolio **Showcase and Reflection:** Show	3 (three) file video in MP4 format. 1 (one) file PPT contains scanned documents self-description writing that displays insight and experience

Portfolio Type	Fill Portfolio	Document Format
	insight, knowledge, and/or achievements (selected) in the fields of drama, dance, and/or music	in the fields of drama, dance, or music (including performing arts)

Sports Field		
Sports Science, Physical Education, Primary School Physical Education, and Sports Coaching Education	**Skills and Performance Assessment** Make video recordings of performances in one of the sports, video recordings of carrying out motor skills tests, and medical records of health examinations in accordance with the provisions of the sports portfolio structured assignment. **Showcase and Reflection:** Show interest, knowledge and track record of achievements (selected) related to sports	1 (one) file video in MP4 format. 1 (one) file PPT contains scanned documents health data, motor skills test results, as well as descriptions and evidence of track records of achievements in the field sport.

Notes

. Specifically for the Sports portfolio:

1. Health data **must** filled out and signed by a health worker and affixed with the stamp of the health facility institution carrying out the examination.
2. Motor skills data filled in on the motor skills form sheet **must** get a signature/validation from a PJOK teacher who already has a teacher certificate (by including the name and certificate number) OR be signed/validated by the Principal of the school where the student completed senior secondary education. The signature must be made on a stamp of IDR 10,000,00.00 or 2 x IDR 6,000.00 (choose one).

b. All file template which are used for preparing portfolio documents in the arts and sports sector can be downloaded on the page https://portal-snpmb.bppp.kemdikbud.go.id/ on the 2023 SNBP or SNBT registration menu.
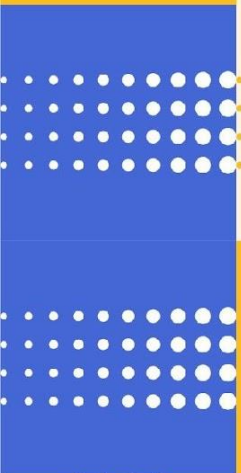
c. Students are required to fulfill the portfolio content requirements mentioned above **before** Filling in data and uploading portfolio is carried out.

d. All contents of the student's portfolio (according to the choice of field of study as listed in the table above) **must be uploaded** when registering for SNBP and SNBT 2023 on the page https://portal-snpmb.bppp.kemdikbud.go.id/ on the UPLOAD PORTFOLIO menu.

e. Participating students who are declared to have passed SNPMB 2023 either through the SNBP or SNBT route as prospective students in the field of Arts and/or Sports **required** to participate in portfolio document verification carried out by each destination PTN. The verification process is carried out by paying attention to the suitability of identity, choice of study program, and the results of the assessment of portfolio documents uploaded by participating students. The schedule, conditions and mechanism for verifying portfolio documents are regulated based on each PTN policy.

5. Work Instructions

Work instructions (IK) are special operational technical procedures, which contain explanations of the technical steps that must be carried out to ensure that the participant portfolio assessment process for the purposes of SNPMB in 2023 can be accounted for, is objective, and refers to standard standards for Portfolio Assessment in the Arts and Fields. SNPMB Sports in 2023. There are two types of work instructions for the SNPMB portfolio in 2023 as follows.

1. Work Instructions for Portfolio Assessment of 2023 SNPMB Participants intended for portfolio assessment teams at PTNs implementing SNBP and central teams for SNBT portfolio assessment. This IK document is special, not open to the public, and is only used for portfolio assessment purposes so that this type of work instruction is documented separately. The Participant Portfolio Assessment IK document is the basis for preparing the portfolio assessment rubric in the Portfolio Assessment Information System (SiPolo).

2. Work Instructions for Preparing and Uploading the 2023 SNPMB Portfolio which is intended for participating students who choose study programs in the arts and/or sports. This document is open for access by participating students and the public via the page https://portal-snpmb.bppp.kemdikbud.go.id/.

SNPMB
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