

	SURABAYA STATE UNIVERSITY	No.26-Student Affairs-Rev02
	QUALITY ASSURANCE UNIT Rectorate Building Unesa Lidah Campus Surabaya	
IKT INTERNAL QUALITY AUDIT STUDENT AFFAIRS		

Revision 2

Auditee				Audit Stage			
Location		Scope		Audit Date			
Deputy Auditee		Auditor Chairman		Auditor Member			
Distribution		Auditee		Auditor		SPM	Archive

No	Aspects	√	X	Document Name	Description
	Standard 26				
1	New Student Admission Standard				
	New student admission policy documents that contain elements: a. Acceptance policy b. Acceptance criteria c. Receiving procedure d. Instrument e. Consistent decision-making				
	Foreign student admission policy document that contains elements: a. Acceptance policy b. Acceptance criteria c. Receiving procedure d. Instrument Consistent decision making				
	Policy documents for admission of students with disabilities, disadvantages, and other special achievement pathways				
	Policy documents regarding the distribution of student origin (e.g.				

No	Aspects	√	X	Document Name	Description
.	affirmation etc.)				
2	Standard Prospective students has good quality				
	Documents and data regarding the recapitulation of student origin from more than seven provinces in Indonesia				
	Documents/data regarding the ratio of prospective students who participate in the selection to students who pass the selection ≥ 5				
	Documents/data regarding the ratio of applicants and prospective new students ≥ 5				
	Documents/data regarding the ratio of the number of students who re-register to the number of students who pass the selection $\geq 95\%$				
	Documents/data regarding the ratio of the number of new transfer students to the number of new non-transfer students ≤ 0.25 .				
	Documents/data regarding the ratio of the number of foreign students for the last 3 years to the total number of students in the last 3 years $\geq 1\%$				
	Documents/data regarding efforts to increase the interest of prospective students (increased $> 10\%$ in the last 3 years)				
	Documents/data regarding the ratio of applicants and prospective new students ≥ 5				
	Documents/data on the number of students with disabilities				
3	Measuring student satisfaction				
	Instrument for student satisfaction with				

No	Aspects	√	X	Document Name	Description
.	student services				
	Report on student satisfaction survey results on student services				
	Follow-up report on findings / negative results from student satisfaction surveys on student services				
	Publication of results from socialized survey reports				
4	Services to students				
	Guidelines/SOPs regarding student services which include: a. fostering and developing interests and talents b. welfare improvement c. career and entrepreneurship counseling d. guidance and counseling e. <i>soft skills</i> development f. health services				
	Evaluation of non-conformity of guidelines/SOPs with the implementation of student services				
	Evaluation follow-up report/document on services student affairs				
5	Career guidance services, entrepreneurship and job information for students and graduates.				
	Formal policy documents and scheduled programs on provision of career guidance, entrepreneurship and work information				
	UCC establishment document (appointment decree)				
	Guidelines for career guidance services, job information and job placement, implementation of the Entrepreneurship Program				

No .	Aspects	√	X	Document Name	Description
	Evaluation of non-conformity of guidelines/SOPs with the implementation of guidelines for career guidance services, job information and job placement, implementation of the Entrepreneurship Program.				
	Evaluation follow-up report/document Service guidelines career guidance, job information and job placement, Program implementation Entrepreneurship				
	Career Guidance and Job Information Service Work Program				
	Instrument and report of satisfaction survey of career guidance and job information services				
	Work programs and targets for student achievement improvement				
	Guidelines for guidance on improving academic and non-academic student achievement				
6	Having quality graduates				
	Documents/data regarding student achievements in academic and non-academic fields at the level: a. Region b. National c. International				
	Documents/data regarding students dropping out or resignation for study program maximum 6%				
	Documents/data regarding students who graduate on time at least 50%				
	Documents/data regarding the average				

No .	Aspects	√	X	Document Name	Description
	Grade Point Average (GPA) of students >3				

Surabaya, 20....

Auditee

Auditor