SNPMB

Seleksi Nasional Penerimaan Mahasiswa Baru
Balai Pengelolaan Pengujian Pendidikan

POB 7

STANDARD OPERATING PROCEDURES
NEW STUDENT ADMISSION YEAR 2023

PDSS AND SNBP REGISTRATION

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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 shared property, which prioritizes 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 for 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.

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 the implementation of new PTN student admissionswhile 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 the 2023 National Selection Implementation Team for New Student Admissions at State Universities, which is hereafter referred to as SNPMB for brevity. 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 public supervision, if they have initial evidence of violations of regulations in the selection process, the public can report it through the whistleblowing reporting channel *system* Inspectorate General Ministry of Education and Culture on the page https://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 carry out monitoring and evaluation in the implementation of SNBP and report the results of monitoring and 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 semester 1 to 5 report card grades which have 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 that has 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). The student data entered is only those who are eligible in accordance with the provisions.

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 for Diploma Programs 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 carry out monitoring and evaluation in the implementation of SBMPTN and report the results of 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).
    Notes:
    Class 12 Student Certificate accompanied by:
    • Latest photo (color)

• school stamp/stamp
• Principal's signature

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. SNBT Legal Foundation

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 held in a way together, that is track reception student Which held by all state universities together and can be participated 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. The 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, secretariat, and review 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/Position	Institution	Position in the Team
1.	Minister of Education, Culture, Research, and Technology	Ministry of Education, Culture, Research, and Technology	Advisor
2.	Director General of Higher Education, Research and Technology	Ministry of Education, Culture, Research, and Technology	Director
3.	Director General of Vocational Education	Ministry of Education, Culture, Research, and Technology	Director
4.	Head of Standards Agency, Curriculum and Educational Assessment	Ministry of Education, Culture, Research and Technology	Director

No.	Name/Position	Institution	Position in the Team
5.	Chairman of the Council of Rectors Indonesian State Universities	Council of Rectors of Indonesian State Universities	Director
6.	Leaders of Selection Participating Higher Education Institutions	Selection Participating Universities	Directors at each universities
7.	Mochamad Ashari	Rector of the Institut Teknologi Sepuluh November	General Team Leader Person responsible
8.	Yuliandri	Rector of Universitas Andalas	Deputy Head of Team 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	Responsible Team Member
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	Chief Executive Executive
15.	Head of Management Hall Educational Testing	Standards Body, Curriculum, and Educational Assessment	Deputy Chief Executive 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
20.	Achmad Syarief	Institut Teknologi Bandung	Deputy Coordinator Portfolio
21.	July Rejito	Universitas Padjadjaran	Development Coordinator and Test Implementation
22.	Arif Djunaidy	Institut Teknologi Sepuluh November	Technology Coordinator and Information Systems

No.	Name/Position	Institution	Position in the Team
23.	Tri Budi Santoso	Politeknik Elektronika Negeri Surabaya	Deputy Coordinator I Team Information Technology and Systems
24.	Ismaini Zain	Institut Teknologi Sepuluh November	Public Relations Coordinator and Promotion
25.	Iin Nurul Khoiriyah	Educational Testing Management Center	Deputy Public Relations Coordinator and Promotion
26.	Sri Peni Wastutiningsih	Universitas Gadjah Mada	Coordinator Quality Assurance and Review and Development
27.	Asep Supriatna	Universitas Pendidikan Indonesia	Deputy Coordinator I for Guarantee Quality
28.	Nunung Martina	Politeknik Negeri Jakarta	Deputy Coordinator II for Guarantee Quality
29.	Muhtar Mahmud	Universitas Sebelas Maret	Deputy Coordinator I for Studies and Development
30.	Bekti Cahyo Hidayanto	Institut Teknologi Sepuluh November	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
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	BSKAP Secretariat	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. carry 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

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 important matters.

Specific matters relating to the tasks that operational officers must carry out are written in the IK. The scope of activities that constitute the core business of SNBP is socialization and promotion activities, PDSS management, registration management, portfolio management, selection and announcements, quality assurance and monitoring, financial management, secretariat, evaluation, development, and test center institutions. SNBT's core business activities are test material development, socialization and promotion, registration process, validation, selection, allocation and announcement of results, quality assurance and monitoring-evaluation, financial management, secretariat, evaluation, and development. SNBP and SNBT activities need to be supported by POB with the basic concept of all activities towards zero defects.

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 internal and external stakeholders. Apart from POB documents, initial information, participant guides, and policies are inseparable from 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	January 9—February 9, 2023
2.	Student SNPMB Account Registration	January 9—February 15, 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.	Determination of Eligible Students	January 3–February 8, 2023
7.	PDSS filling	January 9–February 9, 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 Batch I	May 8–14, 2023

No.	Activity	Time
5.	Implementation of UTBK-SNBT Batch II	May 22–28, 2023
6.	Announcement of UTBK-SNBT Results	June 20, 2023
7.	UTBK-SNBT Certificate Download Period	June 26–July 31, 2023

14. Partnership

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.

SCHOOL AND STUDENT DATABASE (PDSS)

1. Background

School and Student Database (PDSS) is an application that is part of the National Selection System for New Student Admissions at State Universities (SNPMB PTN). Based on 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 Programs and Undergraduate Programs at State Universities, the SNMPTN, which was implemented in the previous year was renamed National Selection Based on Achievement (SNBP) starting in 2023. Meanwhile, the development of the PDSS application was handed over to the National Selection Implementation Team for New Student Admissions based on the Decree of the Minister of Education, Culture, Research and Technology of the Republic of Indonesia Number 346 of 2022 concerning the National Selection Preparation Team for New Student Admissions at State Universities in 2023.

All SMA/MA/SMK are expected to be able to fill in the PDSS with data on class 12 students in the 3-year study period or class 13 students in the 4-year study period who are eligible to register for SNBP, according to the predetermined filling period. PDSS filled in completely and correctly by the school will be the basis for assessing student learning outcomes during secondary education. Apart from that, PDSS describes students' academic abilities so that it can be used as a basic reference in selecting prospective students by each PTN.

2. Objective

The purpose of filling in PDSS is:

1. obtain complete and accurate school and student data for all SMA/MA/SMK;

2. provide valid data to PTNs that are members of SNPMB PTN for accurate selection materials so that prospective students with high academic achievements are obtained.

3. General requirements

1. PDSS is a database containing track records of school performance and report cards of students eligible to register.

2. PDSS accommodates the 2006 KTSP national curriculum and the 2013 curriculum. Schools that do not use the national curriculum and schools that use a mixed curriculum (national and international curriculum) are not allowed to register for PDSS.

3. PDSS accommodates curriculum differences between odd and even semesters for the same academic year and level.

4. Filling in the PDSS is carried out by the school, and the correctness of the data entered is the responsibility of the School Principal.

4. Special Provisions

The special provisions referred to in the PDSS system are additional provisions that apply to students whose data cannot be entered in the normal way, namely for transfer students (domestic or from abroad), students taking part in student exchange (both domestic and abroad) , students who took leave, and students who did not advance to class.

5. Work instruction

Work instructions for filling out the PDSS for schools, both SMA/MA and SMK, can be accessed by entering the page https://snpmb.bpppp.kemdikbud.go.id/. The stages of filling out the PDSS are divided into two, namely Determining Eligible Students and Filling in the PDSS.

5.1   Determination of Eligible Students 2023

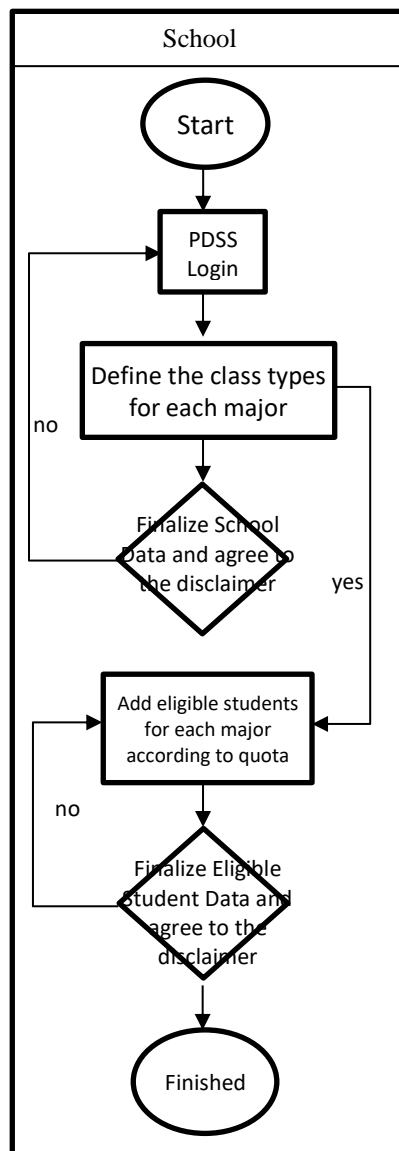The flow diagram of the procedure for determining eligible students by schools is shown in Figure 1 below.

Figure 1. Determination of 2023 Eligible Students

Eligible Student Determination Flow:

1. Schools log in to the page https://pdss-snbp-snpmb.bppp.kemdikbud.go.id using the account registered on the SNPMB portal.

2. Check the school profile in the Profile sidebar which contains School and Principal Information.

3. Define the types of classes at the school in the Department menu. Data for this department is taken from the SNPMB portal; Make sure the school has chosen the type of class for each major that has been defined.

4. Schools finalize school and department data in the Finalization sidebar by agreeing to the statement in the "Finalization of School Data" table.

5. Add eligible students to the Students sidebar. Schools can add students one by one per department by filling in NISN or by importing data. This NISN data was obtained directly from the SNPMB portal.

6. The school finalizes student data in the Finalization sidebar by approving the statement in the "Finalization of Student Data" table.

5.2 Filling in PDSS 2023

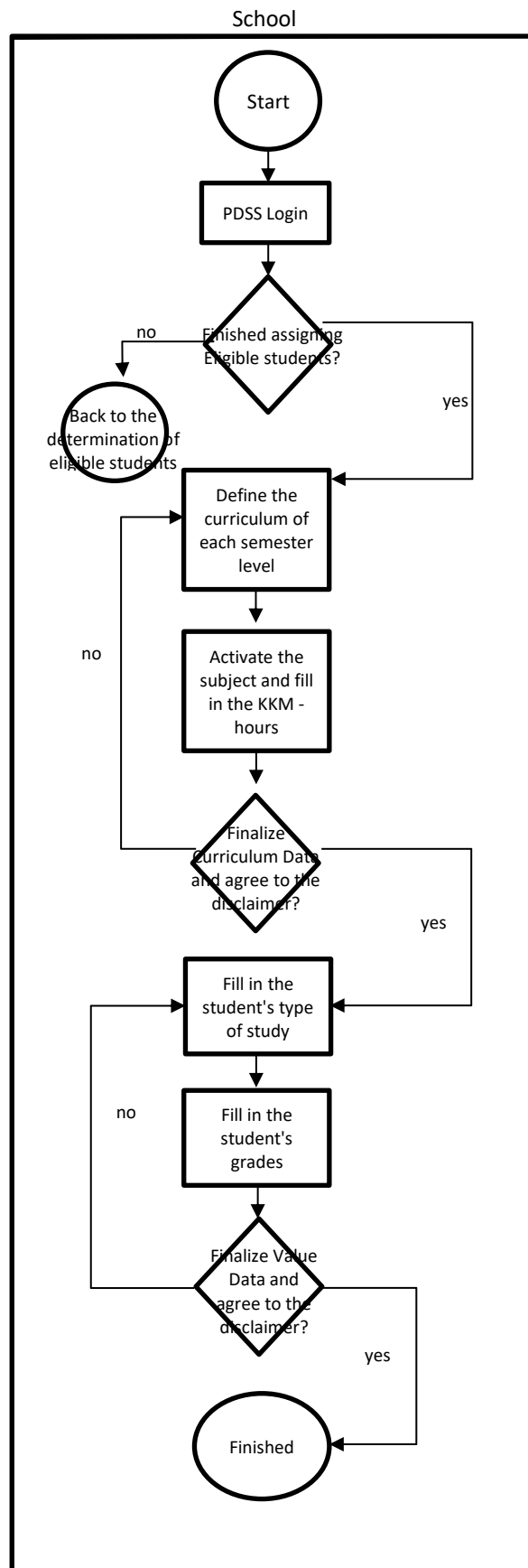The procedure for filling out the 2023 PDSS by schools is shown in Figure 2 below.

Figure 2. PDSS 2023 Charging Flow Diagram

PDSS Charging Flow:

1. *Login* to PDSS via the page https://pdss-snbp-snpmb.bppp.kemdikbud.go.id using the account registered on the SNPMB portal.

2. Ensure the school has completed the stages of Determining Eligible Students previously explained in discussion 5.1.

3. The school defines the curriculum for each semester as the total number of semesters that students must take minus 1 current semester. Each type of study major at school defined at the previous Eligible Student Determination stage must have a prescribed curriculum.

4. The school defines subjects for each semester level. Schools can choose which subjects are activated and must fill in the KKM and travel hours. Make sure that for each previously defined curriculum there must be an activated subject.

5. School finalizes Curriculum Data.

6. The school fills in the Type of Study for each eligible student per major. The choice of this type of student study depends on the previous entry in the school profile data.

7. The school fills in the grades per student per semester level for each previously defined subject. Grades can be filled one by one per student or by bulk upload.

8. Schools can print pre-filled grades provided in PDSS making it easier to check grades for each student.

9. The school finalizes the Grade Data by ensuring all entries are correct first. This is because the finalization of value data cannot be canceled.

Apart from the normal flow like the stages above, the following special features are available:

1. recording special status of students, such as leave, student exchange, or transfer from another school, both from within and outside the country;

2. filling in additional grades for students with special status, such as grades from the transfer student's home school or student exchange grades.

6. Conditions for Eligible Students for School Accreditation

Regarding school accreditation, the applicable provisions for eligible students are as follows.

    a. Accreditation A: Top 40% in the school

    b. Accreditation B: Top 25% in the school

    c. C and other accreditation: Top 5% in school

7. Timetable

The schedule for determining eligible students starts on January 3 2023, at 15.00 WIB, until February 8 2023, at 15.00 WIB. The PDSS filling schedule is January 9 2023, at 15.00 WIB, until February 9 2023, 15.00 WIB.

1. Background

Universities as education providers after SMA/MA/SMK accept prospective students who have high academic achievements and are predicted to complete their studies in higher education based on academic achievement. Students with high achievements and consistently demonstrate achievement deserve the opportunity to become prospective students at PTN.

Schools as educational units and teachers as educators are believed to always uphold honor and honesty as part of the principles of character education. Therefore, schools are entrusted with filling in student data in the PDSS, which will be used to register for the National Achievement-Based Selection (SNBP), previously known as SNMPTN. The name change is based on 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.

Registration of prospective SNBP participants is carried out in two stages: the PDSS filling stage by the school and the registration stage by the student. Student registration is carried out online, which is the main requirement to be included in the selection process. At this registration stage, students select PTNs and study programs according to their interests, considering the provisions of the SNBP. To regulate the implementation of registration activities, it is necessary to prepare Standard Operational Procedures (POB) for Registration.

2. Objective

POB Registration aims to provide information about the requirements, procedures and mechanisms for SNBP registration to schools, students and PTNs.

3. General requirements

1. Registration is carried out by students after the school fills in the PDSS completely.

2. The selection fee is borne by the Government so students are not charged a selection fee (free).

4. General School Provisions

Schools that have the right to include their students in SNBP are schools that:

1. have a National School Registration Number (NPSN) and

2. fill in the School and Student Database (PDSS). The student data entered is only the data of eligible students in accordance with the provisions.

5. General Provisions for Student Applicants

Final class SMA/MA/SMK students (class 12) in 2023 who have superior achievements:

1. Have academic achievements and meet the requirements determined by each PTN
2. Have NISN and registered with PDSS
3. Have semester 1 to 5 report card grades that have been filled in in PDSS
4. Participants who choose a study program in the fields of arts and sports are required to upload a Portfolio.

6. Special Provisions

6.1 School Specific Requirements

Schools whose students are entitled to take part in SNBP are SMA/SMK/MA or equivalent {including Republic of Indonesia (SRI) schools abroad} which have NPSN and have filled out the PDSS completely and correctly.

6.2 Special Requirements for Applicant Students

1. SMA/MA/SMK students in the last class or 4 year Vocational School Program students in the last class (class 13). 4-year Vocational School Program students must have report cards for semesters 1 to 7 which have been filled in in the PDSS.

2. Students who are entitled to register for SNBP are students who, based on the school ranking results, have the following academic achievements:

   a. Top 40% in school for A-accredited schools.

   b. Top 25% in school for B-accredited schools.

   c. Top 5% in schools for C-accredited schools and others

3. Participants who hold KIP Study at Puslapdik (https://kip-kuliah.kemdikbud.go.id) can only choose study programs at PTN Kemdikbudristek either on the SNBP route or the SNBT route.

4. Students can only register for SNBP if they have finalized and approved it *disclaimer*.

7. Work instruction

7.1 SNBP Registration Procedure by Students
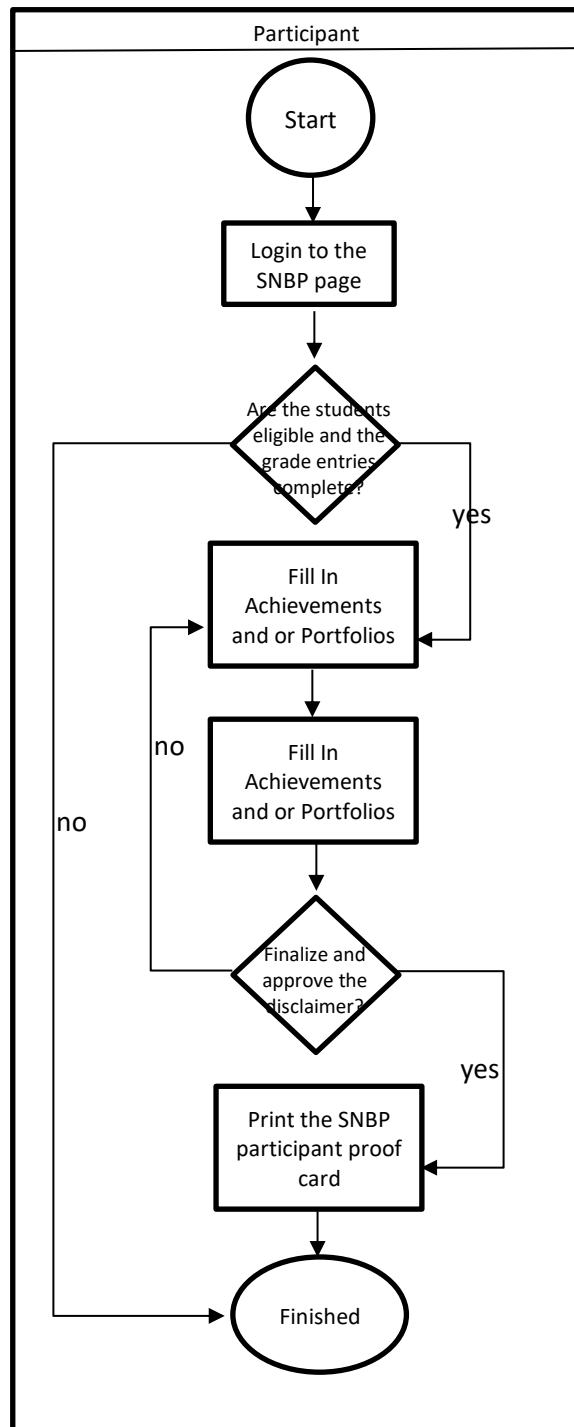The SNBP registration procedure by registrant students is shown in Figure 1.

Figure 1. 2023 SNBP registration

Registration flow:

1. Go to the page https://portal-snpmb.bppp.kemdikbud.go.id using your student account and select the SNBP registration menu to register, or directly access the page https://snbp-snpmb.bppp.kemdikbud.go.id .

2. If you are eligible to register, students can continue with registration.

3. Fill in PTN options, study program options, and additional achievement documents (if any).

4. Upload portfolio documents for registrant students registering for arts and sports study programs along with filling in biodata, PTN choices, and study program choices using a portfolio document template according to their chosen field.

5. Finalize and approve the 2023 SNBP participation statement (disclaimer).

6. Print Participant Identification Cards as proof of SNBP participation.

7.2 Choice of PTN and Study Programs

1. Each student can choose two study programs from one PTN or two PTNs

2. If students choose two study programs, one must be at a PTN in the same province as their original SMA/MA/SMK. If you choose one study program, students can choose PTN located in any province.

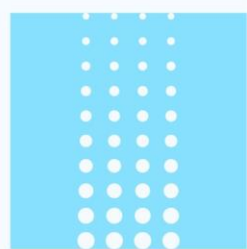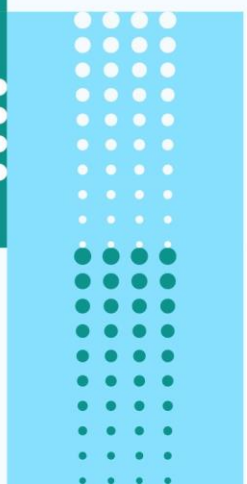3. The order of choice of PTN and study program states the priority of choice.

7.3 Registration Guide

A detailed guide to SNBP registration procedures for students can be downloaded via the page https://snpmb.bppp.kemdikbud.go.id. The following are the stages of student registration:

1. Registered students log in with their account to the portal page https://portal-snpmb.bppp.kemdikbud.go.id or log in to the SNBP page https://snbp-snpmb.bppp.kemdikbud.go.id.

2. Applicant students fill out the Registration Form online, including PTN choices and study program choices: choice 1 and choice 2.

3. Applicant students upload achievement documents (if any).

4. Students applying for arts and/or sports study programs are required to read and download a portfolio document template according to their chosen field.

5. Applicant students who have created a portfolio document are required to upload the portfolio document simultaneously with the process of filling in their PTN choices and study program choices.

6. Finalize and approve the 2023 SNBP participation statement (disclaimer).

7. Registered students print the 2023 SNBP Participant Identity Card.

8. Students must print their 2023 SNBP Participant Identity Card as proof of participation when registering at PTN, if they pass the 2023 SNBP selection.

8. Timetable

Registration starts on February 14 2023, at 15.00 WIB, until February 28 2023, 15.00 WIB.