


Appendix of Tracer Study Implementation Audit Instruments

	SURABAYA STATE UNIVERSITY				No. 27-ALUMNI-Rev02				
	QUALITY ASSURANCE UNIT Rectorate Building Unesa Lidah Campus Surabaya								
AUDIT OF TRACER STUDY IMPLEMENTATION									
Auditee						Audit Stage			
						1			
Location			Scope			Audit Date			
Audit Representative			Chief Auditor			Member Auditor			
Distribution		Auditee		Auditor		SPM		Archive	

Auditee	Standard		
Date	Location	Auditors	

No	Audit Component	There is*/ There is not	Yes/No	Validation Records		Description
				1 st Auditor	2 nd Auditor	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Standard 27.1						
1	Tracer Study document					
	1.1 Tracer Study Guidelines					
	1.2 SK Team Tracer					
	1.3 Tracer Study Planning					
	1.4 Tracer Study Instruments					
	1.5 Tracer Study Report					
2	Implementation of Tracer Study – Data Retrieval					
	2.1 Implementation of a coordinated tracer study at the PT level					
	2.2 Tracer study activities are carried out regularly every graduation period and documented					
	2.3 Tracer study activities are carried out regularly once a year and documented					
	2.4 The target population for Tracer Study is all graduates per year graduated					
	2.5 The total population that fills in the Tracer Study is all graduates per year graduated					
	2.6 The total population that filled out the Tracer Study is $\geq 50\%$ of graduates per year graduate					
	2.7 The total population that fills in the Tracer Study is 30% - 40% of graduates per year graduating					
	2.7 The number of population that					

	fills in the Tracer Study is < 20% of graduates per year graduate					
	2.8 The population of Tracer Study fillers is evenly distributed in all faculties at Unesa					
	2.9 The results of the Tracer Study are disseminated and informed openly					
3	Completeness of the Questionnaire in accordance with the core questions of the DIKTI Tracer Study					
	3.1 Identity: Student Number					
	3.2 Identity: Code PT					
	3.3 Identity: Year Graduated					
	3.4 Identity: Name					
	3.5 Identity: Phone/Mobile Number					
	3.6 Identity: Email Address					
	3.7 Identity: NIK					
	3.8 Identity: NPWP					
	3.9 Employment rate / graduate status					
	3.10 Graduate Waiting Period					
	3.11 Income					
	3.12 Categories and Levels of Workplaces					
	3.13 Advanced Studies					
	3.14 Suitability of Field of Study with Work/Further Study (PEO)					
	3.15 Job Compatibility with Degree Level					
	3.16 Learning Methods					
	3.17 Job Search Methods					

	3.18 Smooth Transition from the World of Education to the World of Work					
	3.19 Open Unemployment					
	3.20 Causes of Inconsistency between Study Fields and Jobs/Further Studies and Jobs with Graduate Levels					

Standard 27.2

4 Usefulness of Tracer Study Instruments for obtaining supporting data for Study Program development in the academic and non-academic fields

	4.1 The Tracer Study instrument can be used to obtain information about alumni participation in supporting the academic development of study programs in the form of curriculum development and study program graduate achievements					
	4.2 Tracer Study instruments can be used to obtain information about alumni participation in supporting the academic development of study programs in the form of financial donations					
	4.3 Tracer Study instruments can be used to obtain information about alumni participation in supporting the academic development of study programs in the form of facility donations					
	4.4 The Tracer Study instrument can be used to obtain					

	information about alumni participation in supporting the academic development of study programs in the form of involvement in the academic field					
4.5	The Tracer Study instrument can be used to obtain information about alumni participation in supporting the academic development of study programs in the form of network development					
4.6	The Tracer Study instrument can be used to obtain information about alumni participation in supporting the academic development of study programs in the form of providing facilities for academic activities					
4.7	Tracer Study instruments can be used to obtain information about alumni participation in supporting non-academic development of study programs in the form of financial donations					
4.8	The Tracer Study instrument can be used to obtain information about alumni participation in supporting non-academic development of study programs in the form of facility donations					
4.9	Tracer Study instruments can					

	be used to obtain information about alumni participation in supporting non-academic development of study programs in the form of involvement in non-academic fields					
	4.10 The Tracer Study instrument can be used to obtain information about alumni participation in supporting non-academic development of study programs in the form of network development					
	4.11 Tracer Study instruments can be used to obtain information about alumni participation in supporting non-academic development of study programs in the form of providing facilities for non-academic activities					
5	Use/Utilization of Data from Tracer Study Results in Study Programs					
	5.1 The Tracer team oversees the improvement of the learning process in study programs through Tracer Study					If "YES", please attach evidence of follow-up to the tracer study results for improvement: learning process, fundraising, job information and building networks.
	5.2 Study Program uses the results of the Tracer Study to improve fundraising					
	5.3 Study Program uses the results of the Tracer Study to improve the acquisition of job information					
	5.4 Study Program uses tracer study results to build					

	networks					
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Information:

* If there is, there needs to be proof of related documents attached.

Surabaya, November 2020

Auditee	Auditors	