



AUDIT GUIDELINES

CURRICULUM



QUALITY ASSURANCE UNIT
UNIVERSITAS NEGERI SURABAYA
2022

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SURABAYA STATE UNIVERSITY
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PREFACE

Praise God Almighty for completing the preparation of the Unesa Study Program (Prodi) curriculum audit guidelines so they can be used as a reference for implementing the Unesa Study Program curriculum audit. This curriculum audit guideline contains the background, the legal basis for curriculum audit implementation, objectives, goals, scope, performance, audit techniques, and instruments. This guideline is expected to assist auditors and auditees in conducting audits.

Surabaya, February 2022

Head of Unesa Quality Assurance Unit

A handwritten signature in black ink, appearing to read 'Widowati Budijastuti', with a stylized flourish at the end.

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A. Background

Surabaya State University (Unesa) is highly committed to providing the best quality in university management so that accountability can be created. The Quality Assurance Unit (SPM) has prepared Curriculum Audit Guidelines in this regard.

Curriculum Audit is based on changes in the vision, mission, and objectives of the Study Program (Prodi). These changes are based on the development of society and the world of work in which Prodi must prepare graduates who can meet the community's expectations. The Curriculum audit is an activity that aims to obtain the information needed to improve the current curriculum.

The Curriculum audit is an activity intended to assess the curriculum. The Review of curriculum implementation is carried out on learning performance and utilization of supporting facilities for learning activities. Curriculum audits are conducted on the design, implementation, and results achieved. The curriculum audit of the curriculum design is carried out through a review of all curriculum components contained in the curriculum structure, course descriptions, syllabus, and RPS.

Audit results are data from, by, and for the Unesa study program. Therefore, the data obtained can guide Prodi to conduct a self-evaluation, establish an action plan, plan, implementation, monitoring, evaluation, and continuous improvement to achieve the standards and criteria set.

The curriculum results are compiled in a report to be submitted to the rector and all stakeholders involved, hoping that this report can be followed up for curriculum improvement in each Unesa study program.

B. Legal Basis for Implementing Curriculum Audits

The legal basis for the implementation of the Unesa Study Program curriculum audit is:

- a. Law No. 12/2012 on Higher Education
- b. Government Regulation No. 19 of 2005 on National Education Standards
- c. Government Regulation No. 17 of 2010 on the management and administration of education
- d. Presidential Regulation No. 08/2012 on the Indonesian National Qualifications Framework
- e. Kepmendiknas No. 232/U/2000, Kepmendiknas No. 045/U/2002 Article 20 of 2003 on the National Education System
- f. Permendikbud No. 73 of 2013 on the Application of the Indonesian National Qualifications Framework for Higher Education
- g. GOVERNMENT REGULATION. No. 32 of 2013 concerning Amendments to Government Regulation No. 19 of 2005 concerning National Education Standards
- h. Government Regulation No. 49 of 2014 on National Education Standards
- i. Permenristekdikti No. 44 of 2015 concerning National Higher Education Standards

C. Goals

This study program curriculum audit activity has the following general objectives:

1. Evaluate the existence of a curriculum that is being implemented by Diploma, Undergraduate, and Postgraduate study programs within Unesa, and
2. As input for Vocational, Undergraduate, and Postgraduate Study Programs within Unesa for curriculum review, restructuring, and development.

In Curriculum Audit activities, want to see or know the existence of curriculum documents in each Unesa study program that there are specific objectives as follows:

1. Analyzing curriculum documents owned by study programs,
2. analyze study program identity documents in the study program curriculum,
3. analyze evidence documents curriculum has been restructured periodically and continuously based on input from stakeholders, alumni, and the community,
4. analyze graduate profile documents based on Unesa's vision, mission, and market and stakeholder needs,
5. analyze learning outcome documents (CP) in the curriculum that follow sn dikti and unesa characters,
6. exploring the final ability indicators (KA) described from cp mk can be measured and achieved in learning and evaluated regularly,
7. analyze the evaluation matrix of a course formation, curriculum structure, and course evaluation,
8. examine the cp indicator assessment instrument by the study program,
9. evaluating lecture administration (attendance list and lecture journal), and
10. evaluating tracer studies by study programs.

D. Functions

This curriculum audit is carried out to support, in general, leaders at the University, Faculty, Department, and specifically the leaders of the Study Program (Prodi) to better understand the existence and condition of the currently implemented curriculum, both in terms of its strengths and weaknesses in each Prodi, so that it can be used as material for planning, determining implementation, monitoring, evaluation, and continuous improvement to achieve predetermined standards and criteria.

E. Benefits

The benefits of this curriculum audit activity can be divided based on the results of this report. Prodi can use them as a basis for review, restructuring, and development to improve curriculum quality. Benefits for the Faculty and College leadership can be used as a control and supervision in conducting academic evaluations, especially the curriculum Prodi Selingkung Unesa. Quality assurance's benefit is providing advice to maintain a system and improve standards if they have been met.

F. Target

Curriculum Audit activities will be conducted in Undergraduate, Applied Undergraduate, and Postgraduate Study Programs in 2020. The auditors involved are all auditors at Unesa. If it turns out to be less, it will involve Kaprodi and the Quality Assurance Group (GPM) from 7 faculties, Vocational programs, and Postgraduate Unesa.

G. Scope

This audit activity uses standard 30 of Unesa standards owned in implementing SPMI PT. The instrument was also developed based on SN DIKTI standards in Permenristek number 44 of 2015.

H. Definition

Curriculum: Curriculum is an overall plan and arrangement regarding graduate learning outcomes, study materials, processes, assessments, and learning used as guidelines for organizing study programs in the education system, especially Higher Education.

The audit is an independent assessment function made in an organization to test and evaluate the various activities carried out by the organization.

I. Methods and Implementation

a. Methods

The methods applied in carrying out this curriculum audit include

1) Interviews

Auditors must be able to ask questions, record results, identify findings, keep audit results confidential, and make reports.

2) Observation

The auditor must check the suitability of documents and evidence in the field.

b. Implementation

The implementation of curriculum audits can be carried out through the stages of planning, preparation, implementation, processing, and presentation of audit results, which include the following steps:

1) Preparation of Audit Instrument

No	Instrument Type	Instrument Developer	Description
1.	Form 1. Check list AMI	SPM	Contains audited question items or statements
2.	Form 2. Audit Work Program (PKA)	SPM	Minimum standard reference for auditors to conduct document checks
3.	Form 3. Audit Notes (KKA)	SPM	Auditor's notes during the audit or document review process
4.	Form 4. Condition Summary	SPM	Auditor classifies the type of finding as Observation (OB) or Nonconformity (KTS).
5.	Form 5. Description of Audit Conditions	SPM	A condition description for each KTS finding that contains: <ol style="list-style-type: none"> 1. Report of results, criteria, root causes, consequences of findings, 2. Improvement plan from the auditee, 3. Schedule of improvement, 4. Prevention plan, 5. Prevention schedule 6. Person in charge 7. Auditee and auditor approval 8. Recommendations to the auditee to provide solutions to the findings
6.	Audit Report	Auditor	<ol style="list-style-type: none"> 1. Executive summary 2. Inspection Results <ol style="list-style-type: none"> a. Condition - A1.xx b. Condition - A2. xx c. Condition - A3.xx d. Condition - A5. xx e. Condition - A6. xx 3. Conclusion <p>The attachment for the template can be downloaded at https://www.ppm.unesa.ac.id/</p>

2) **Audit Implementation**

The audit is conducted through the following mechanism:

- a. SPM develops audit schedule
- b. Equalization of perceptions of the Audit Work Program on validated instruments
- c. The auditor conducts the audit with the following sequence (steps):
 1. The auditor checks the study program curriculum documents and supporting evidence.
 2. The auditor fills in the audit result form that has been provided.
 3. They Discuss the results of the audit between the auditee and the auditor.
 4. If during the audit process, there are findings that can be resolved up to two months after the audit, then the findings are categorized as OB. However, if findings take more than two months to fulfill, then the findings are categorized as KTS, and will be controlled in the Management Review Meeting (RTM).
 5. The auditor makes an audit report according to the template provided.

J. AUDITOR ETHICS

Auditor ethics is a system of values or customary norms that underlie auditor behavior regarding good, bad, right, wrong, rights and obligations, and responsibilities. A code of ethics governs an ethical auditor through moral behavior in written and unwritten provisions that must be obeyed. The aim is to avoid deviant behavior that the auditor will carry out.

Ethics plays a crucial role in the auditor profession. The ethics of an auditor will affect audit quality standards, and this is because an auditor has a great responsibility and dedication to the institution or society. Some of the ethics of an auditor are:

- a. Auditors must have integrity, honesty, diligence, and responsibility.
- b. Objectivity in demonstrating professional objectivity, an auditor must make balanced judgments that should not be associated with personal matters. For the organization's benefit, an auditor must not do things contrary to participating in any activity that interferes with their judgment and must disclose all known facts to avoid interfering with the report being examined.
- c. An auditor cannot request or force other employees to take unlawful actions.
- d. Auditors must be careful in using and maintaining information for personal gain.
- e. Meet the auditee to convey the purpose and agenda of arrival.
- f. Arrive on time according to the agreement that has been made.
- g. Dress neatly.

- h. Communicative and polite in speech.
- i. Auditors must be objective and data-based in recording and classifying the findings or discrepancies.
- j. Involve the auditee in analyzing and testing the conditions that occur. This allows for questions and answers.

K. AUDITORS' SANCTIONS

Sanctions for auditors who violate ethics:

- a. Receive a warning
- b. Subtle warnings for non-severe violations, severe warnings for severe violations. (Auditors who violate the code of ethics will get a subtle warning if the level of violation is not severe, but if the warning is not responded to immediately, the violator will receive a strong warning).
- c. Dismissed as an auditor for a specific period
- d. Dismissal as an auditor.