



**SNPMB**  
Seleksi Nasional Penerimaan Mahasiswa Baru  
Balai Pengelolaan Pengujian Pendidikan

# POB 6

Standard Operating Procedures  
New Student Admission Year 2023

## ACCOUNT REGISTRATION SNPMB AND UTBK-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 admissions 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 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. 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 *ineligible* according to criteria.

## **2. 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.

### **3. 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.

#### **4. 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.

#### **5. 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).

*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.

## **6. 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.

## **7. 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.

## 8. 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.

## 9. 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	Advisor
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	Director

<b>No.</b>	<b>Name/Department</b>	<b>Institution</b>	<b>Position in the Team</b>
		Technology	
4.	Head of Standards Agency, Curriculum and Educational Assessment	Ministry of Education, Culture, Research and Technology	Director
5.	Chairman of the Council of Rector State University 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 Universitas Andalas	Deputy Head of Team I Person responsible
9.	Eduart Wolok	Rector Universitas Negeri Gorontalo	Deputy Team Leader II Person responsible
10.	Uuf Brajawidagda	Director 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



<b>No.</b>	<b>Name/Department</b>	<b>Institution</b>	<b>Position in the Team</b>
19.	Waras Kamdi	Universitas Negeri Malang	Deputy Coordinator Question Creation
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	Balai Pengelolaan Pengujian Pendidikan	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

No.	Name/Department	Institution	Position in the Team
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	Secretariat BSKAP	Field Coordinator Planning

## 10. 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.

## 11. 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 (stakeholder) internal or external. Apart from POB documents, initial information, participant guides, and policies are an inseparable part of POB SNBP and POB SNBT.

## 12. SNBP and SNBT schedule

### 12.1 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.

## 12.2 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

## 13. 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.



# REGISTRATION OF SNPMB AND UTBK-SNBT ACCOUNT

## 1. Background

The registration of prospective participants is divided into two stages, namely SNPMB Account Registration and UTBK-SNBT Registration. Registration of prospective participants is carried out online so there is no limit to place and time as long as it is within the registration period. For this reason, web-based applications and other relevant applications need to be prepared to support online registration. Internet service is absolutely necessary so that prospective participants can carry out online registration.

In carrying out online registration, not all prospective participants can do it well and correctly. Hence, existence Helpdesk and the UTBK Center is very necessary to assist prospective participants in completing online registration, especially for prospective participants who are less skilled in using information technology.

## 2. Objective

Provide information to participants about the requirements, procedures and mechanisms for SNPMB and UTBK-SNBT Account Registration so that the registration process runs smoothly.

## 3. General requirements

Before registration, ICT infrastructure needs to be prepared from the start by involving five partner banks, namely Bank Mandiri, BNI, BTN, BRI and BSI. Applications supporting the registration process include: (1) CMS-Based SNPMB Official Page Management Application, (2) SNPMB-Based Portal Application Serverless, (3) UTBK Center Management Application, (4) PTN Study Program and Capacity Management Application, (5) SNBT Results Announcement Application, (6) Partner Bank Management Application, (7) UTBK Fee Payment Application based on Virtual Account, (8) Repository System Application, (9) Android Application for Checking QR-Code, (10) Photo Validation Application, and (11) Selection and Allocation Application.

### 1. ICT Infrastructure

Infrastructure preparation for registration includes infrastructure rental (incl bandwidth) on Google Cloud Platform (GCP), setting connectivity and access rights of the infrastructure used, assessment of leased hardware and software, as well as testing the capabilities of the infrastructure that has been set up against loads and possible security threats.

### 2. API (Application Programming Interface)

API is provided to integrate the SNPMB system with (1) the Education and Culture Information and Technology Data Center (PUSDATIN) of the Ministry of Education and Culture for NISN validation

and NPSN, (2) KIP Tuition program registration application managed by the Ministry of Education and Culture's Education Financing Service Center (PUSLAPDIK) to validate KIP Lecture numbers, (3) UTBK fee payment application managed by five partner banks, and (4) Selection route registration system Mandiri belongs to PTN who wants to take advantage of the UTBK value.

### **3. Application**

#### **a. SNPMB Official Page Management Application**

Development of SNPMB based pages Content Management System (CMS) is designed to contain news features, general information, information about New Student Admissions, information about SNPMB 2023, information about SNBP 2023, information about UTBK-SNBT 2023, link to the SNMPB Portal, link to PTN, important schedules, area to download like file multimedia, dynamic content and menu capabilities, multiple user access capabilities, integration with social media, and running information text.

#### **b. SNPMB Portal Application Based Serverless**

SNPMB Portal Application Based Serverless is an aggregator application to accommodate and integrate a number of modules serverless used in the account registration and UTBK-SNBT process, including:

- Module Single Sign-On (SSO);
- Module Security Management (Secman);
- Module Application Programming Interface (API) PUSDATIN;
- Module Application Programming Interface (API) PAGE UP;
- School and Student Account Registration Module;
- School and Student Data Verification and Validation Module;
- UTBK-SNBT Registration Module;
- UTBK-SNBT Registration Management and Monitoring Module; And
- UTBK Results Announcement Module.

#### **c. UTBK Central Management Application**

The UTBK Center Management Application is a web-based application used to manage exam rooms and monitor prospective participants at each UTBK Center. The UTBK Central Management Application is a limited application, which not everyone is allowed to access. UTBK Center Management is equipped with features: upload space data, upload exam location plans, sector management, location, space, space usage process, download Participant Proof of Attendance Album (ABHP), list of participants with special needs, and space allocation list, monitoring (sector, exam location, exam room), statistics and recapitulation of registrants at the UTBK Center, and search facilities (participants, NISN, and NPSN).

#### **d. Management of Study Programs and PTN Capacity**

The PTN Study Program and Capacity Management Application is a web-based application used to enter data on study programs owned by PTN to be included in the selection process by SNPMB (SNBP and SNBT) as well as the capacity for each study program. Study programs that can be included in the SNPMB selection process must meet a number of certain criteria. There are also facilities to register new study programs and/or delete old study programs that have been closed. This application web page can be accessed online via the internet. The information contained in the PTN Study Program and Capacity Management Application is limited and not everyone is allowed to access this page so an authentication process is required to access it.

#### **e. SNBT Results Submission Application**

The SNBT Results Submission Application is an application for announcing the results of the selection and passing the SNBT process. Basically, this application can only be accessed by SNBT participants so an authentication process is required to access it. This application was deliberately created separately from the SNPMB Portal Application so that it could be easily distributed to a large number of servers to anticipate a surge in access on the day of the SNBT announcement.

#### **f. Partner Bank Management Application**

The Partner Bank Management Application is a web-based application used to monitor national examination fee payment activities by partner banks. The information contained in the Partner Bank Management Application is confidential. Therefore, not everyone is allowed to access this page and authentication is required to access it. The application must contain a menu that allows to monitor: payments per day, payments per channel, and total payment. This application also provides facilities to download payment data in the form of file Excel and facilities for making payment corrections (daily reconciliation).

#### **g. UTBK Fee Payment Application Based Virtual Account**

UTBK Fee Payment Application Based Virtual Account is an application that provides facilities for use in national examination fee payment activities by partner banks. Because it is closely related to financial transactions, this application can only be accessed by a very limited circle of people, namely only partner banks. Therefore, this application implements a strict access security system.

#### **h. Android Application for Checking QR-Code**

Android Application for Checking QR-Code This is used to validate the validity of various types of documents issued by SNPMB, such as Proof of Registration, Participant Card, UTBK Results Certificate, etc., using QR-Code which have been encrypted (so they cannot be faked) contained in these documents. This application was created using the Android Marshmallow base so that it can



used by as many authorized parties as possible.

#### **i. Photo Validation Application**

Photo Validation Application is an application used to validate photos uploaded by participants whether they meet the specified requirements. Considering the large number of photos that must be validated, this application was created specifically so that thread-able so that it can be carried out simultaneously in large numbers. This app will also do resizing photos that are too large or too small to suit SNPMB's needs.

#### **j. Selection and Allocation Applications**

The Selection and Allocation Application is an application used to manage scores for each test item which will be used as the basis for calculating admission for each study program at the PTN concerned. The Selection and Allocation application is a restricted application that not everyone is allowed to access.

### **4. Registration Requirements**

#### **a. SNPMB account**

##### **A.1 SNPMB School Account**

SNPMB account registration requirements for schools are:

- 1) have a National School Principal Number (NPSN) SMA/MA/SMK/MAK/Package C;
- 2) have a Dapodik/EMIS SMA/MA/SMK/MAK/Package C Registration Code.

##### **A.2 SNPMB Student Account**

SNPMB account registration requirements for students are:

- 1) SMA/MA/SMK/MAK/Package C students or graduates who have NISN;
- 2) students or graduates registered at SMA/MA/SMK/MAK/Package C who have NPSN;
- 3) students or graduates who have a date of birth and e-mail address.

#### **b. UTBK-SNBT**

UTBK-SNBT 2023 registration requirements are as follows.

- 1) Participants have an SNPMB Account and it has been saved permanently.
- 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 2020 and 2021 must have a diploma with a maximum age of 25 years (as of July 1

2023). High school graduates of the equivalent level from abroad must have a diploma that has been equivalent by the Ministry of Education and Culture.

- 5) Not passing the SNBP 2023 or SNMPTN pathway in 2021 or 2022.
- 6) Participants have adequate health so that they do not interfere with the smooth running of the study process.
- 7) Participants who choose the Arts and Sports study program are required to upload a portfolio.
- 8) Participants who hold KIP Study at Puslapdik (<https://kip-kuliah.kemdikbud.go.id>) can only choose study programs at PTN Kemendikbudristek either on the SNBP route or SNBT route.
- 9) Blind participants are required to upload a Blind Statement Letter from the school.
- 10) Participants pay UTBK fees through Bank Mandiri, BNI, BTN, BRI, or BSI.

#### **4. Special Provisions**

Prospective participants who already have a KIP Kuliah registration number for 2023 can take part in UTBK without having to pay the UTBK implementation fee.

#### **5. Work Instructions and Flow Charts**

Work instructions are divided into two, namely work instructions for 2023 SNBT organizers (SNPMB and UTBK Center) and work instructions for participants in registering SNPMB and UTBK-SNBT accounts.

##### **5.1 Work Instructions for Organizers**

Work instructions for online registration organizers are:

1. redesign of the electronic registration form/form for UTBK-SNBT 2023 registration;
2. modify software according to needs;
3. rental of adequate hardware to guarantee the performance of the online registration system;
4. hardware testing to ensure that the hardware is functioning properly;
5. system installation and configuration to integrate application systems and used hardware;
6. stress test to guarantee system reliability;
7. testing the application program to ensure the application functions as expected, as well as to gather input from various parties;

8. socialization of the 2023 UTBK online registration system to the UTBK Center for the purpose of disseminating information to the UTBK Center regarding UTBK registration;
9. filling in and determining the 2023 UTBK room data using the UTBK Central Management Application to prepare the data required by UTBK participants during online UTBK registration;
10. uploading video tutorials/participant guides regarding online registration procedures on the SNPMB page for prospective participants so they can understand the online registration procedures before they carry out online registration;
11. Facilitate the implementation of online participant registration by prospective participants via the website <https://portal-snpmb.bppp.kemdikbud.go.id>. Online registration is carried out according to the specified time period; And
12. Printing of ABHP and BAPU by the UTBK Center.

## **5.2 Schools/Students for School and Student SNPMB Account Registration**

1. Schools or students read complete information regarding SNPMB accounts on the page <https://snpmb.bppp.kemdikbud.go.id>. SNPMB Account Registration is done on the page <https://portal-snpmb.bppp.kemdikbud.go.id>.

### **2. SNPMB School Account**

The school account registration and verification flow is generally carried out in the following three stages.

- a. Schools register accounts using NPSN and Dapodik/EMIS Registration Code.
- b. The school activates the account using e-mail.
- c. The school verifies and validates the data.

### **3. SNPMB Student Account**

The registration and verification flow for student accounts is generally carried out in the following three stages.

- a. Students register an account using NISN, NPSN, and date of birth.
- b. Students activate their accounts using e-mail.
- c. Students verify and validate data.

## **5.3 Work Instructions for UTBK-SNBT Participants**

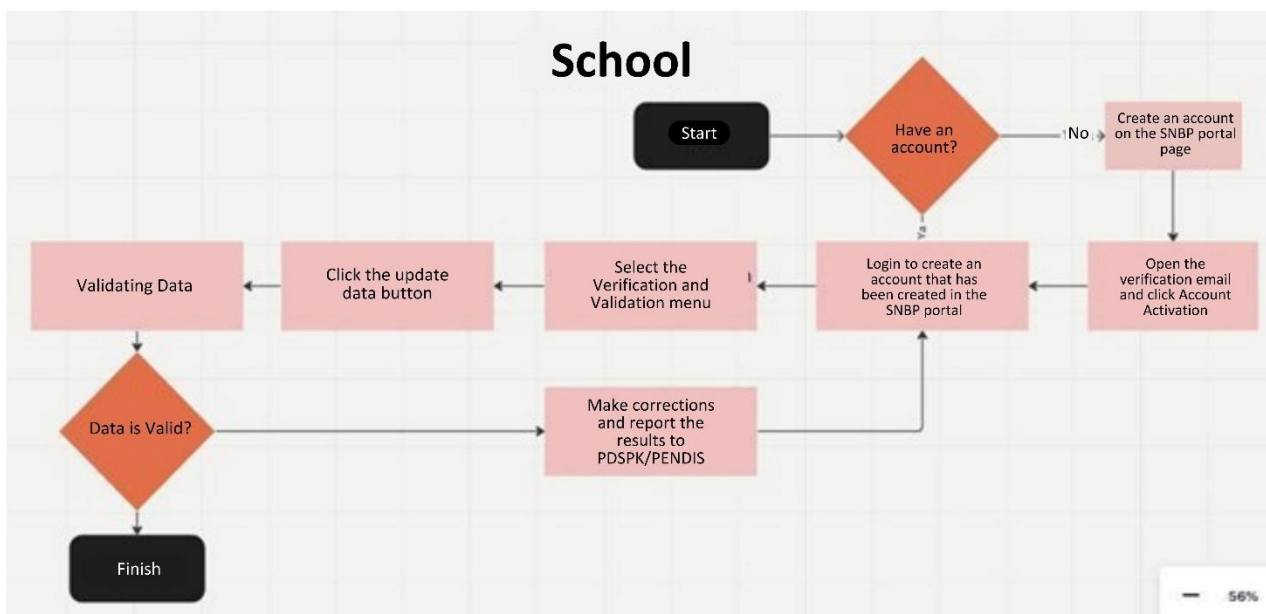
Prospective participants read complete information regarding UTBK-SNBT 2023 which can be accessed on the page <https://snpmb.bppp.kemdikbud.go.id>. The next stages carried out by prospective participants are:

1. Do login by using the SNPMB account on the page <https://portal-snpmb.bppp.kemdikbud.go.id>;

2. select the UTBK-SNBT menu;
3. complete the biodata and confirm the final completion of the biodata if the data has been filled in correctly and completely;
4. choose a study program;
5. upload portfolio—portfolio can be taken from SNMPTN 2023 or upload a new one;
6. select the UTBK Center and carry out final confirmation of UTBK registration;
7. make UTBK registration payments at partner banks;
8. confirm Participant Card and permanent storage.

#### 5.4 Flow diagram

This standard operational procedure is equipped with a flow diagram to provide an overview that makes it easier for schools to carry out School SNPMB Account Registration (Figure 1), Student SNPMB Account Registration (Figure 2), and UTBK-SNBT Registration (Figure 3).



**Figure 1. SNPMB School Account Registration**

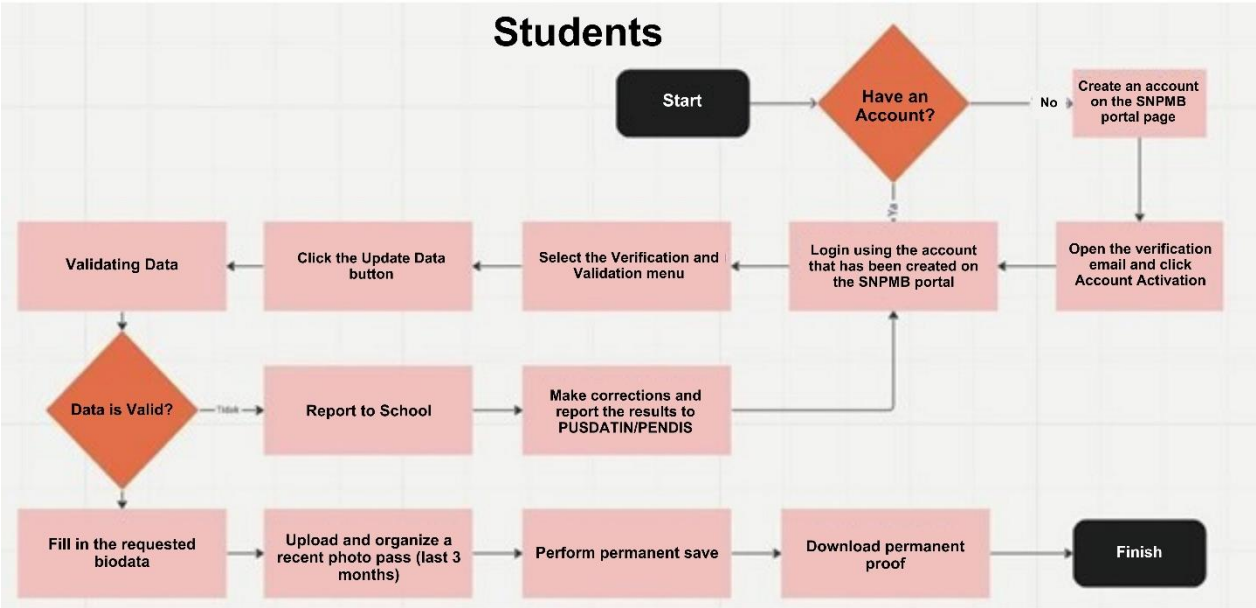


Figure 2. Student SNPMB Account Registration

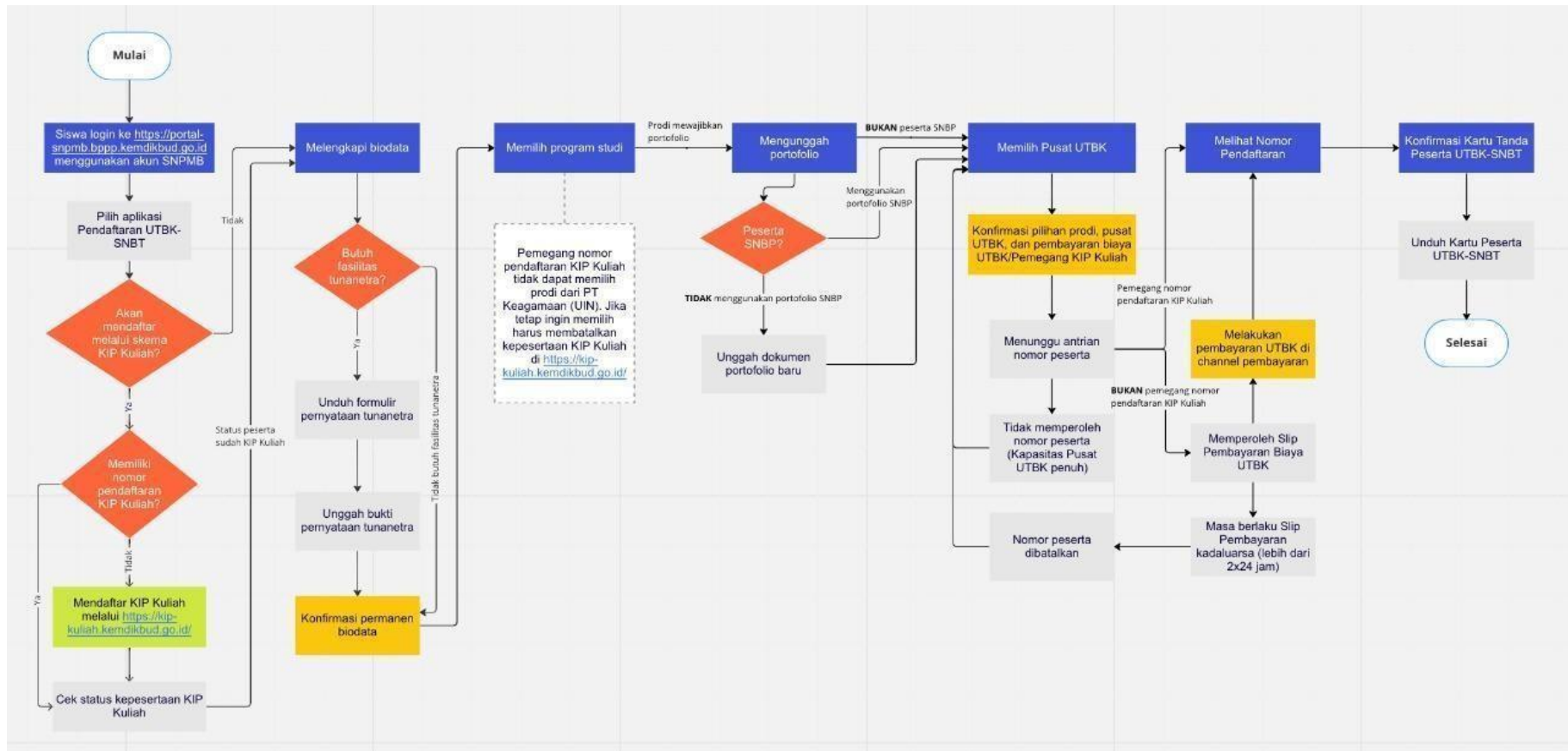
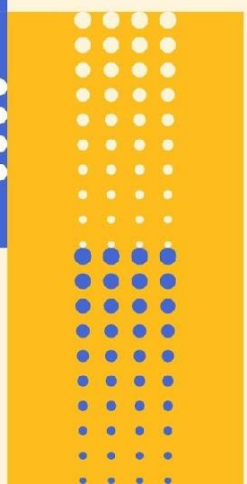
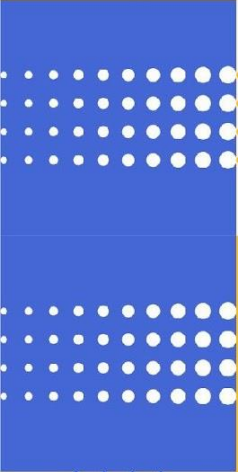
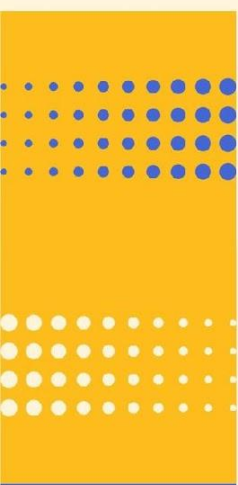


Figure 3. UTBK-SNBT registration



**SNPMB**  
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