GUIDELINE OF DATA REPORTING TO PDDIKTI

(MINISTRY OF EDUCATION, CULTURE, RESEARCH &TECHNOLOGY)

Direktorat Akademik
Universitas Negeri Surabaya
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Preface

We offer praise and gratitude to God Almighty for completing the 2023 PD-DIKTI Data Reporting Guidebook.

This guidebook was published as a reference for implementing data reporting to PDDIKTI at Universitas Negeri Surabaya (Unesa). This guidebook was prepared to serve as a reference in managing PDDIKTI at Universitas Negeri Surabaya so that Universitas Negeri Surabaya can fill in PDDIKTI data correctly and on time so that the percentage of PDDIKTI data reporting can reach 100 percent PDDIKTI reporting.

The preparation of the PDDIKTI Management Guidebook for this refers to the guidebook for using the NEO-FEEDER web service system version 2.0, published by the Ministry of Research, Technology, and Higher Education.

Therefore, we would like to sincerely thank all parties who have completed the preparation of the PDDIKTI Management guidebook for Universitas Negeri Surabaya. We hope that the PDDIKTI management guidebook for Surabaya State University can be utilized optimally in managing PDDIKTI data at Universitas Negeri Surabaya.

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A. Background

The Higher Education Data Base (PDDIKTI) is a nationally integrated collection of data on the implementation of Higher Education for all Higher Education Institutions. Based on Law no. 12 of 2012, concerning Higher Education, and Permenristekdikti number 61 of 2016 concerning Higher Education Database mandates that universities are required to report data to PDDIKTI according to the reporting time period. PDDIKTI is one of the instruments in implementing quality assurance which aims to provide fast and accurate information. The information available at PDDIKTI is related to student affairs, lecturers, lecture activities, educational history, graduates, and so on. This will make it easier for universities to make decisions for development programs, planning, monitoring and evaluation or other management purposes.

By completing PDDIKTI, it will facilitate the implementation of evaluations carried out in the Internal Quality Assurance System (SPMI) and externally carried out in the External Quality Assurance System (SPME). At the time of accreditation, both for universities carried out by the National Accreditation Board for Higher Education (BAN-PT), and for study programs carried out by the Institute for Self-Accreditation of Higher Education in Health (LAM-PTKes), data and information on higher education are used sourced from PDDIKTI. Thus, PDDIKTI filling needs to be done correctly and needs special attention because it is one of the determinants of accreditation results.

B. Purpose

1. General Purpose:
   As a guideline in implementing PDDIKTI Reporting within Universitas Negeri Surabaya.
2. Specific Purpose:
   a. As a guideline in implementing the PDDIKTI reporting mechanism within the Universitas Negeri Surabaya
   b. As a guideline in preparing supporting data for documents in PDDIKTI reporting
   c. As a monitoring and evaluation tool for the implementation of higher education at Surabaya State University.

C. Significance

As a guideline in carrying out monitoring reporting of data that has been reported to PD-DIKTI

D. Scope

The scope of Universitas Negeri Surabaya PDDIKTI reporting guidebook includes Organizing, Student Data Reporting, Lecturer Data Reporting, Data Changes and

Submission of Reporting Improvements as well as supporting data that must be prepared by Institutions and Study Programs in the framework of Surabaya State University PDDIKTI reporting.

E. Basis of Formulation

The basis for formulating Universitas Negeri Surabaya PDDIKTI reporting guidelines is:

1. Law no. 20 of 2003 concerning the National Education System
2. Law no. 12 of 2012 concerning Higher Education.
3. Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards.
4. Ministry of Education and Culture No. 5 of 2020 concerning Freedom of Learning-Independent Campus.
5. Regulation of the Minister of Research, Technology and Higher Education Number 61 of 2016 concerning Higher Education Database.
6. PERMENRISTEKDIKTI No. 62/2016, Concerning SPM DIKTI
7. PERMENRISTEKDIKTI No. 61/2016, Concerning PD-DIKTI

CHAPTER II

OVERVIEW OF PD-DIKTI DATABASE INFORMATION SYSTEM

A. PD-DIKTI Database Information System

The Higher Education Data Base (PDDIKTI) is a nationally integrated collection of data on the implementation of Higher Education for all Higher Education Institutions. PDDIKTI is one of the instruments for implementing quality assurance. In article 56 paragraph 2 of Law no. 12 of 2012 concerning Higher Education states that the Higher Education Database as referred to in paragraph (1) functions as a source of information for:

1. Accreditation institutions, to carry out accreditation of Study Programs and Higher Education Institutions;
2. Government, to regulate, plan, supervise, monitor and evaluate as well as develop and coordinate Study Programs and Higher Education Institutions; and 3. The community, to find out the performance of study programs and universities. The preparation of this manual for using the PDDIKTI system is intended as a guide for using and managing the PDDIKTI system in each higher education institution.

A brief history of the PDDikti Feeder application has been implemented since the reporting period for the 2014/2015 academic year is even for all tertiary institutions, both state and private universities in Indonesia. This PDDikti application replaces EPSBED (Self-Evaluation Based Study Program Evaluation) which is a mandatory report format from DIKTI based on SK-034 which requires all universities to provide reports every semester which includes semester academic activities ranging from student data to lecture data. In terms of submitting the EPSBED Report, based on Dikti Circular Letter 0543/E1.2/PL/2015 concerning the PDDIKTI feeder, starting from the 2014-2 report you are MANDATORY to use a new system called "PDDIKTI feeder" as a bridge between the academic system owned by the university and Higher Education Database (PDDIKTI) as the DIKTI database. Currently, the term EPSBED report is known as the PDDIKTI report (formerly PDPT). To see more detail about the PDDIKTI system process in general, you can see the following picture of the PDDIKTI system flow:
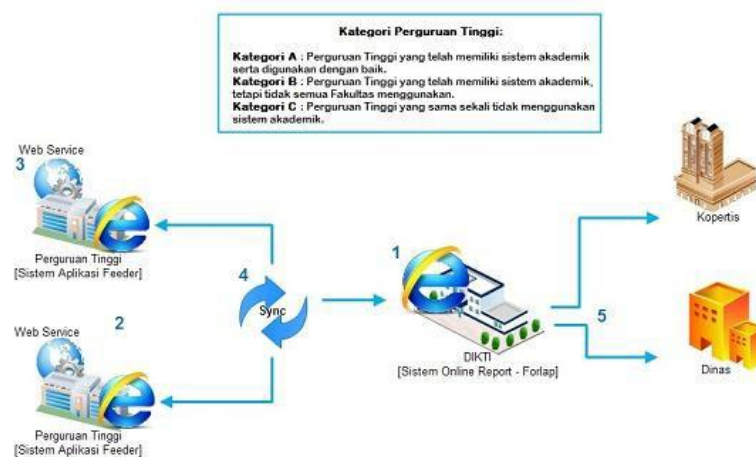
Description:
1. Online report application system (Forlap).
   The data in the online report application system (Forlap) is overall managed by DIKTI. The data contained in the Forlap application is lecturer data, student data, lecture data. Lecturer data is only managed by DIKTI. This is intended so that there is no data on the same lecturers and there is no data on lecturers who are permanent lecturers at more than one higher education institution. This forlap system can be accessed by all universities in Indonesia.
2. Feeder application system.
   This feeder application is an application used to manage student data and lecture data for each university where this application is managed by each university itself which can then also be displayed on the Forlap application.
3. Web services.
   In web services, the relationship between client and server does not occur directly. The relationship between client and server is bridged by web service files in a certain format. So, access to the database will not be handled directly by the server, but through an intermediary called a web service. The role of this web service will facilitate the distribution and integration of databases spread across several servers at once.
4. Synchronization Application
   This application is used when the data synchronization process is carried out between the data in the Feeder application and that in the Forlap DIKTI application. For example, during this synchronization process, lecturer data in the NeoFeeder application is synchronized with lecturer data in DIKTI. So the lecturer data in the Feeder Application will be the same as the lecturer data held by DIKTI.
5. State Universities, Kopertis and Departments can access the Forlap application and access the data, but in nature they can only monitor the data and can provide comments if there is student data or lecture data that is inappropriate and must be re-checked by DIKTI.

A. PD-DIKTI Data Reporting Supporting Information System

Information Systems Supporting Pddikti Data Reporting Universitas Negeri Surabaya has developed several integrated information systems which are used to support the data reporting process to pddikti. The following is an information system that has been developed to support the reporting process data:

1. Siakadu (Integrated Academy Information System) Information system that manages academic transaction data at Surabaya State University.
2. Siva (Virtual Account Information System) Information system that manages UKT and SPI payment data.
3. Melissa
   Information system that manages data related to MBKM activities
4. Simreg
   Registration information system that manages the new student registration process and sets admission capacity for each period.

B. PD-DIKTI Data Reporting Flow

To see the flow of the PD-DIKTI data reporting process at Surabaya State University, you can see the following flowchat:

```
┌─────────────────┐              ┌─────────────────┐
│   Supporting    │              │                 │
│   Information    │─────────────▶│   Web service   │
│     System      │              │                 │
└─────────────────┘              └─────────────────┘
                                          │
                                          ▼
                                 ┌─────────────────┐
                                 │                 │
                                 │     Feeder      │
                                 │                 │
                                 └─────────────────┘
                                          │
                                          ▼
                                 ┌─────────────────┐
                                 │                 │
                                 │     PDDIKTI     │
                                 │                 │
                                 └─────────────────┘
```
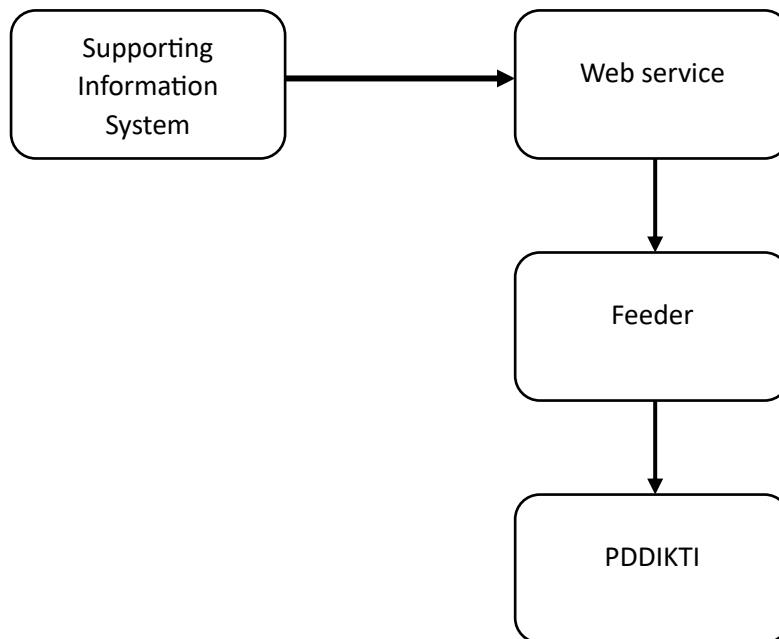
CHAPTER III

DATA REPORTING

A. Data Module

Academic data reporting is divided into several modules, namely:

1. Student Data

Student data reported to PDDIKTI includes:

1) Reported student biodata are:
   a. Student name
   b. Student Identification Number (NIK)
   c. National Student Identification Number (NISN)
   d. Place of Birth
   e. Date of Birth
   f. Gender
   g. Religion
   h. Father's Name
   i. Mother's Name
   j. Email
   k. Phone No.
   l. Address

2) The student's education history reported is:
   a. Nipd
   b. Study Program
   c. Date of Entry
   d. List Type
   e. Financing Type
   f. Credits recognized for non-regular students
   g. College of origin for non-regular students
   h. Program origin for non-regular students
   i. Entry period for students
   j. Diploma number for outgoing type of students
   k. Exit date for students who already have an exit type
   l. either graduated, resigned, expelled, or mutase
   m. Exit period
   n. Exit type

3) Student KRS.
4) History of student grades.
5) Lecture activities.

2. Course Data

Course data reported to PDDIKTI includes:
   a. Course name
   b. Course Code
   c. Course credit weight 12
   d. Type of course
   e. Course study program

  f. Lesson plan

  g. Evaluation Plan

  h. Reported lecture evaluation plan data includes:
- Participatory Activities
- Project Results
- Pentaquin conitive
  - Task
  - Quiz
  - UTS (midterm)
  - UAS (final term)

3. Course Curriculum Data

   The process of reporting course curriculum data is divided into 2, namely:

   1) Study program curriculum

      The study program curriculum data reported is:
      - Curriculum name
      - Study program
      - Number of credits required
      - Number of selected credits
      - Curriculum comes into effect

   2) Data mapping of courses in the curriculum

      Data mapping of courses on the curriculum that has been created and reported are:
      - Course
      - Semester courses

4. Lecture Class

   The process of reporting lecture class data is divided into 3, namely:

   1) Lecture Schedule

      The reported lecture class schedule is:
      - Course
      - Semesters
      - Study program
      - Class Scope
      - Lecture Mode
      - Lecture date

   2) Lecturer Teaching Activities

      The lecturer's reported teaching activities are:
      - Supporting lecturer
      - Lecture classes

5. Class participants (KRS)

   Class participants (KRS) / students who take courses each semester, the data that must be reported is:
   - Students' NIPD
   - Classes taken by students

6. Student Lecture Value

Data on student lecture grades are the grades resulting from the student's learning process which have been input by the lecturers in charge of each course. Data on student lecture grades reported are:

    a. Score
    b. Index value
    c. Letter grade

7. Student lecture activities
   Student lecture activities reported to PD-DIKTI are:

    a. Period
    b. Nipd
    c. Active status
    d. Number of semester credits taken
    e. The total number of credits that have been taken
    f. GPA
    g. Temporary GPA
    h. UKT costs

8. Exit Type Students
   Data on outgoing students reported to PD-DIKTI are students who have the types of leaving, graduating, being expelled, transferring, or withdrawing. The data reported is:

    a. Nipd
    b. Diploma number
    c. Exit date
    d. Exit period
    e. Type of exit
    f. thesis title

9. Student Activity Data
   Student activity data reported to PD-DIKTI is divided into 2, namely:

  1) MBKM
- Simagang
  Simagang is a system that has been developed for MBKM MAGANG activity data.
- Simkn
  Sismkn is a system developed for MBKM KKN activity data
- Simella
  Simella is a system developed for MBKM PLP activity data
- Melissa
  Melisa is a system developed for data on MBKM Inter-Higher Education Student Exchange activities

  2) NON-MBKM
- Simplemawa
  Simpelmawa is a system developed for student achievement data
- Siakadu
  Siakadu is a system developed to manage academic data. For reporting data on student academic guidance, this data was obtained from Siakadu.

The following is the format of student activity data reported to PDDIKTI:
- Activity title
- Activity Location
- Implementation date
- Type of activity
- Mentor
- Activity Participants
- Lecturer supervision activity code
- Conversion of student activities specifically for students MBKM activities.
- Student achievements for competition-type activities
- Study program
- Activity period

10. Capacity

The capacity data reported to PDdikti comes from the Selection Sim, the format of the capacity data reported is:

a. Period
b. Study program
c. Target new students
d. Applicants participate in selection
e. Applicants pass the selection
f. Applicant re-register
g. Applicant withdraws
h. Number of weeks of meetings
i. Lecture start date
j. Lecture start date
k. Registration path

B. PD-DIKTI Data Change Flow

Applications for changes to PD-DIKTI data are submitted via the PD-DIKTI application. Changes in PD-DIKT data are divided into 2, namely:

1. Changes in Basic Student Data

Changes to the student's basic data require a cover letter from the Vice Chancellor for Academic Affairs as for the template letter for opening the reporting period type 1 (attached). The requirements for submitting changes to student basic data are divided into 2, namely:

1.1. General Terms

a. Original Scan of Application Letter from the Head of Higher Education (PT), at least the Vice Chancellor/Deputy Chairperson/Deputy Director for Academic Affairs accompanied by reasons for changes to student data
b. Original and colored KTP or KK that has been scanned

1.2. Special Conditions

a. Student Identification Number
   1. KTM

2. Diploma and transcript (if passed)
        3. KHS (study results card)
    b. Student's name
        1. Birth Certificate/Birth Identification Letter/KK/Ija
        2. KTM
        3. Diploma and transcript (if passed)
    c. Birth Mother's Name
        1. Birth Certificate / Birth Identification Letter / KK
    d. Place of Birth
        1. Birth Certificate / Birth Identification Letter / KK
        2. KTM
        3. Diploma and transcript (if passed)
    e. Date of Birth
        1. Birth Certificate / Birth Identification Letter / KK
        2. KTM
        3. Diploma and transcript (if passed)
    f. Gender
        1. Follow general requirements

2. Changes in semester activity data
   Changes to activity data this semester are data changes that require the opening of the type 2 period which must include the name of the study program, study code and the period to be opened, as for the template for the opening letter for the type 1 reporting period (attached).

1. Type 2 period opening letter template

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Telepon : +6231 - 99421834, 99421835, Faksimil : +6231 – 99424002
Laman: http://unesa.ac.id

Number: ....
Subject: Request for Opening of Reporting Period

Dear, Head of the Ministry of Education and Culture's Data and Information Technology Center (Pusdatek)

In accordance with the letter from the DIKTI Science and Technology Data and Information Center (PDDIKTI) number: 05/P1.4/PDDIKTI/2016 dated February 4 2016 regarding the proposal to open the reporting period, to correct several invalid reports, we hereby submit an application to open the reporting period. The following is a table of proposed study programs (prodi) that we will improve.

Number	Study Progam Code	Study Program	Period	Reason
				Improved student education history data collection

We thank you for your attention and good cooperation.

On behalf of Rector
Vice Rector for Education,
Student Affairs and Alumni,

2. Type 1 period opening letter template

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Dear, Head of the Ministry of Education and Culture's Data and Information Technology Center (Pusdatek)

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Number	Study Progam Code	Study Program	Period	Reason
				AKM

We thank you for your attention and good cooperation.

On behalf of Rector
Vice Rector for Education,
Student Affairs and Alumni,