



# ACADEMIC GUIDELINE

OPENING AND CLOSING NEW  
PROGRAM

2023

**ACADEMIC GUIDELINES FOR OPENING  
AND CLOSING PROGRAM  
SURABAYA STATE UNIVERSITY**



**2023  
SURABAYA**

**List of contents**

<b>Introduction.....</b>	<b>5</b>
<b>Chapter I Definition, Objectives, Scope and Regulation.....</b>	<b>6</b>
<b>Chapter II Minimum Accreditation Instrument .....</b>	<b>8</b>
<b><u>1.</u> Minimum Accreditation Instrument of Vocational .....</b>	<b>8</b>
<b><u>2.</u> Minimum Accreditation Instrument of Undergraduate .....</b>	<b>46</b>
<b><u>3.</u> Minimum Accreditation Instrument of Magister .....</b>	<b>74</b>
<b><u>4.</u> Minimum Accreditation Instrument of Doctoral .....</b>	<b>103</b>
<b><u>5.</u> Minimum Accreditation Instrument of Profession.....</b>	<b>129</b>
<b>Chapter III Flow of Submitting Changes Name of Program/Faculty .....</b>	<b>152</b>
<b>Chapter IV Conclusion.....</b>	<b>198</b>

**COMPILER TEAM**

The Team for Preparing Academic Guidelines for the Opening, Closing of New Study Programs for the 2023 is as follows:

A. Steering Committee : Prof. Dr. Nurhasan, M. Kes.

Prof. Dr. Madlazim, M.Si.

A. Director Prof. Dr. Fida Rachmadiarti, M. Kes.

B. Compiler: Ika Diyah Candra Arifah SE, M.Com, CMA

C. Layout: Ika Diyah Candra Arifah SE, M.Com, CMA

**INTRODUCTION**

Thank God for the presence of Almighty God, this guidebook for opening study programs/faculties within Surabaya State University can be completed. This guidebook is a guide in preparing to open study programs/faculties for vocational, bachelor's, master's, doctoral and professional education levels to support the PTNBH Surabaya State University strategic plan.

This guidebook was prepared in accordance with Article 2 of Minister of Education and Culture Regulation Number 7 of 2020, the establishment, closure and change of name of study program has the aim of increasing access, equity, quality and relevance of Higher Education throughout Indonesia and improving the quality and relevance of scientific research and community service to support national development.

This academic guidebook is organized into 4 chapters which include definitions, objectives, scope, legal basis and flow of submitting new study programs; minimum accreditation instrument for bachelor's, master's, doctoral, vocational and professional education programs; flow of application for changes to name of study program/faculty; and the flow of closing the study program.

Finally, we hope that these guidelines can facilitate the implementation of activities for opening, closing and changing the names of study programs/faculties in accordance with accreditation instruments which will increase competitiveness and provide quality higher education within the State University of Surabaya. Of course, we must not forget to thank all parties who have been involved in preparing these guidelines.

Surabaya, June 9, 2023

Compiler

## **CHAPTER I INTRODUCTION**

### **Definition, Objectives, Scope and Legal Basis**

#### **1. Definition**

- a. The opening of a new study program is the process of proposing until the issuance of a Decree from the Director General of Higher Education regarding the opening of a study program in accordance with the provisions and requirements issued by the Director General of Higher Education.
- b. Changing the name of a study program is the process of changing the name in accordance with the nomenclature list based on Permendikbudristek Number 32 of 2021
- c. Closing a new study program is the process of closing a study program in accordance with the strategic and academic considerations of Surabaya State University through the Director General of Higher Education.

#### **2. Objective**

- a. Accelerate the development of proposals for opening academic/vocational/professional study programs at undergraduate, master's and doctoral levels at Surabaya State University.
- b. Assist in the initiation process for proposals to open new academic/vocational/professional study programs at bachelor's, master's and doctoral levels at Surabaya State University or proposed nomenclature of new academic/vocational study programs in 2022.

#### **3. Scope**

- a. The procedures and requirements required in preparing a plan to open a study program are in accordance with the legal basis.
- b. Stages of the process of proposing the opening of a new study program at Surabaya State University.

#### **4. Legal basis**

- a. Minister of National Education Decree No. 234/U/2000 concerning the Establishment of Higher Education Institutions.
- b. Permendikbudristek Number 3 of 2020 concerning National Higher Education Standards;
- c. Permendikbudristek Number 7 of 2020 concerning the Establishment, Changes, and Dissolution of State Universities, and the Establishment, Changes, and Revocation of Private Higher Education Licenses.
- d. Permendikbudristek Number 32 of 2021 concerning Naming Study Programs in Higher

Education.

- e. Director General of Higher Education Decree No. 64/E/KPT/2020 concerning Requirements and Procedures for Opening Academic Study Programs at State Universities.
- f. Attachment to letter Number 280/LLI3/OT/2021 concerning Requirements and Procedures for Proposing Recommendations for Establishing, Changing Higher Education Institutions and Opening Study Programs in Higher Education Institutions.
- g. Decree of the Director General of Higher Education No.87/E/KPT/2020 concerning Requirements and Procedures for Opening the Professional Engineer Study Program at Academic Organizing Universities.
- h. BAN-PT Decree No 1010/BAN-PT/LL/2020 dated April 1 2020 concerning Accreditation Extension Mechanism.
- i. Minister of National Education Decree No. 232/U/2000 concerning guidelines for preparing the Higher Education Curriculum and Assessment of Student Learning Outcomes;
- j. Director General of Higher Education Decree No. 163/DiktiKep/2007 dated 29 November 2007 concerning the Arrangement and Codification of PS in Higher Education Directorate General of Higher Education.
- k. Decree of the Director General of Higher Education No, 163/E/KPT/2022 concerning Names of Study Programs in Academic and Professional Education Types.
- l. Republic of Indonesia Government Regulation Number 37 of 2022 concerning State Universities, Legal Entities, State University of Surabaya.
- m. Surabaya State University PTNBH Business Strategic Plan.

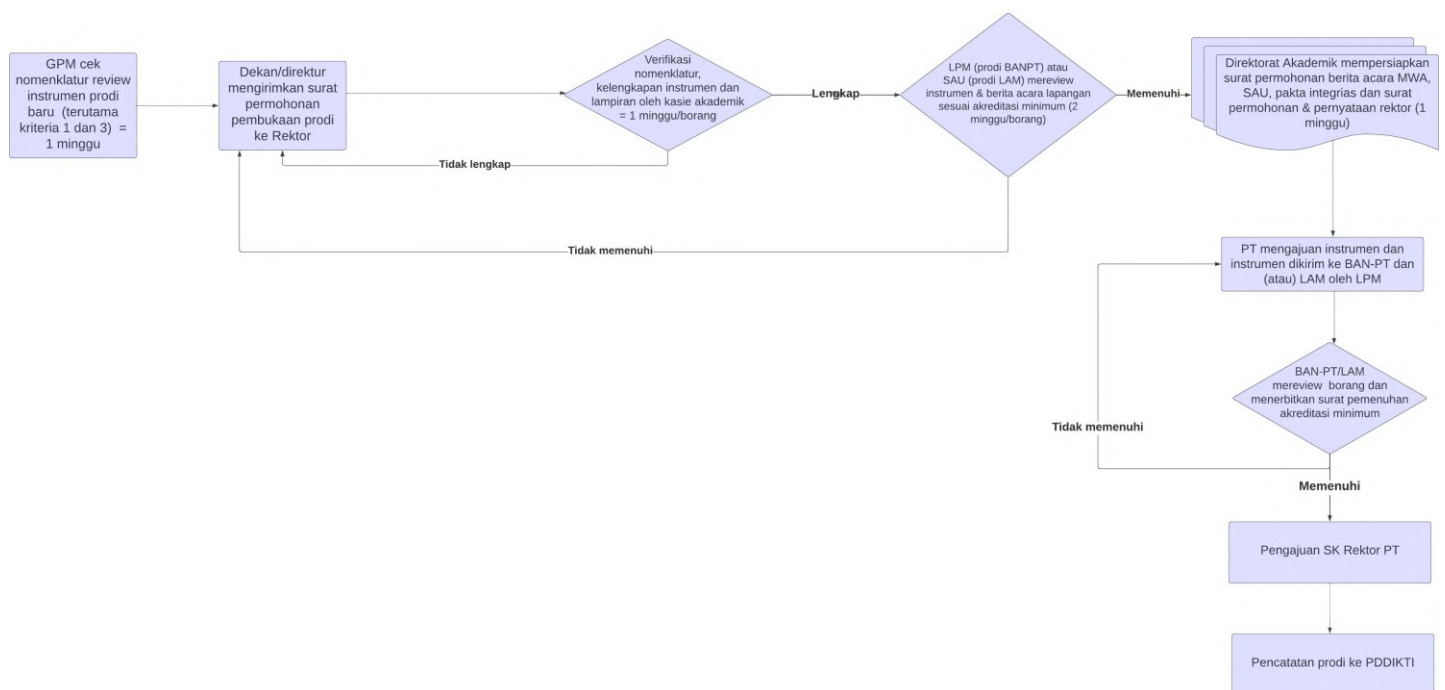
## 5. New study program application flow

The procedure for opening a new study program is as follows:

1. The Dean of the study program sends a letter requesting the opening of a new study program along with an Academic Text and a list of Task Force names with a minimum number of five (5) lecturers.
2. Rector's memo regarding follow-up to the opening to the Head of Study Program/Faculty Opening Section.
3. Preparation of form instruments and complete documents according to the minimum BAN-PT/LAM accreditation guidelines for each level by the Task Force.
4. The Head of Study Program Opening Section submits the BAN-PT form instrument to a minimum of one (1) assessor from LPM.
5. For the LAM proposed instrument, the Head of Study Program Opening Section proposed an assessment matrix instrument LAM form to the University Academic Senate (SAU) to obtain assessments and minutes.

6. From the results of the LPM or SAU review, the Academic Director submits a letter requesting Minutes of Recommendation from the University Academic Senate and Minutes from the Board of Trustees.
7. Minutes of SAU and Trustee Recommendations received, the Academic Directorate submitted a request for the Rector's Decree on Opening the Study Program.
8. Head of Department/Faculty Opening Section and LPM National Accreditation Division sends instruments and instrument documents to Ban-PT/LAM as follows:
  - a. Letter of Application for Validation of New Study Program to the Director of DE BAN-PT/LAM.
  - b. Rector's statement regarding the opening of a new study program.
  - c. Minutes of the University Academic Senate
  - d. Trustee's letter of consideration regarding the establishment of a new study program
  - e. Evaluation new study program by LPM or SAU
  - f. Rector's Integrity Pact
  - g. The strategic plan Surabaya State University
  - h. Faculty Strategic Plan
  - i. Assessment results by the Academic Director.
9. The decree for opening the study program is received from BAN-PT, the study program can be opened at Surabaya State University.

The application for opening a new study program through BAN-PT/LAM is described in the following process:





**CHAPTER II**

**Minimum Accreditation Instrument for Bachelor's, Master's, Doctoral, Vocational and PPG Vocational Programs**

**1. Vocational Program Minimum Accreditation Requirements & Instruments**

**a. General description**

In line with the development of vocational study programs to meet the needs of the business and industrial world, as well as increasing employment of graduates of vocational study programs, the Ministry of Education and Culture since 2020 has set priorities for developing vocational study programs, including in the following fields:

1. **Machinery and Construction**(including: Mechanical Engineering, Welding Engineering, Industrial Automation Engineering, Mechatronics Engineering, Light Vehicle Automotive Engineering, Heavy Equipment Automotive Engineering, Geomatics Engineering, Modeling Design and Building Information);
2. **Creative Economy**(including: Software Engineering, Animation, Visual Communication Design, Multimedia, Fashion Design);
3. **Hospitality**(including: Hospitality, Catering, Agricultural Processing Agribusiness, Skin and Hair Beauty, Online Business and Marketing, Retail, Office Management Automation); And
4. **Care Services**(including: Toddler Care, Household Assistant, Elderly Nurse).

**B. Requirements and Documents for Opening Vocational Study Programs at State Universities**

Based on Article 28 paragraph (2) letter **b** **Minister of Education and Culture Regulation Number 7 of 2020** which regulates that the **Board of Trustees and the University Academic Senate** PTN Legal Entity carries out evaluation and verification of fulfillment of the requirements for opening a Study Program as referred to below.

<b>Study Program Opening Requirements Vocational Education State High</b>	<b>Document</b>
<b>a.</b> The Rector/Chairman/Director submits a letter requesting the opening of a vocational study program to the Minister of Education and Culture.	Scan of the original letter of application from the PTN leader (Rector/Chairman/Director) regarding the opening of a vocational study program to the Minister of Education and Culture.
<b>b.</b> Have written considerations from the PTN Academic Senate and the Board of Trustees regarding the opening of the proposed vocational study program;	Original scan of the minutes of the PTN University Academic Senate and the Board of Trustees regarding the opening of the proposed vocational study program.
<b>c.</b> Have a University and Faculty strategic plan	Original scan of strategic plan PTNBH university and faculty strategic plans

<p>c. Fulfill the minimum requirements for accreditation of vocational study programs according to national higher education standards, as evidenced by completing the Instrument Form for Fulfillment of Minimum Requirements for Accreditation for Opening Vocational Study Programs on:</p> <ul style="list-style-type: none"> <li>• Diploma Program;</li> <li>• Applied Master's Program;</li> <li>• Applied Doctoral Program.</li> </ul> <p><b>In terms of opening vocational study programs in applied master's and applied doctoral programs:</b></p> <ul style="list-style-type: none"> <li>• <b>Monodisciplinary:</b> <ul style="list-style-type: none"> <li>a. Vocational study programs in applied master's programs can be held after vocational study programs in the same branch of science in fourth diploma or applied bachelor's programs have had an accreditation rating of at least B or Very Good, unless otherwise determined by statutory regulations;</li> <li>b. Vocational study programs in applied doctoral programs can be held after vocational study programs in the same branch of science in applied master's programs have had an accreditation rating of at least B or Very Good, unless otherwise determined by statutory regulations;</li> </ul> </li> <li>• <b>Multidisciplinary:</b> <ul style="list-style-type: none"> <li>a. Vocational study programs in applied multidisciplinary master's programs can be held after at least 2 (two) relevant vocational study programs in four diploma programs                      or an applied undergraduate degree has an accreditation rating of at least B or Very Good, unless otherwise determined by statutory regulations;</li> </ul> </li> </ul>	<p>Form of Instrument for Fulfillment of Minimum Requirements for Accreditation for Opening Vocational Study Programs along with all attachments signed by 2 University LPM assessors</p> <ul style="list-style-type: none"> <li>• Original scan of the accreditation rating certificate B or Very Good for a vocational study program in the same branch of science as a fourth diploma or applied undergraduate program;</li> <li>• Original scan of the accreditation rating certificate B or Very Good for a vocational study program in the same branch of science as an applied master's program;</li> <li>• Original scan of B or Very Good accreditation rating certificate for at least 2 (two) relevant vocational study programs in the fourth diploma or applied undergraduate program;</li> </ul>
--	--

<b>ConditionOpening of the Vocational Study Program</b> <b>At State Universities</b>	<b>Document</b>
<p>b. Vocational study programs in multidisciplinary applied doctoral programs can be held after at least 2 (two) relevant vocational study programs in applied master's programs have an accreditation rating of at least B or Very Good, unless otherwise determined by statutory regulations.</p>	<ul style="list-style-type: none"> <li>• Original scan of rating certificateB or Very Good accreditation for at least 2 (two) relevant vocational study programs in the applied master's program.</li> </ul>
<p><b>d. Lecturers for 1 (one) vocational study program consist of at least:</b></p> <p><b>1) 3 (three) permanent lecturer candidates</b>in Diploma Programs or Applied Undergraduate Programs for Universities, Institutes, Colleges, Polytechnics and Academies, which can come from Permanent Lecturers at the proposing PTS, or from outside the proposing PTN who are not permanent employees in other work units or educational units;</p> <p><b>2) 2 (two) permanent lecturers</b>at Community College; under the condition:</p> <p><b><u>Prospective LecturerStill:</u></b></p> <p>1) Indonesian citizens with a maximum age of 58 (fifty eight) years for those who do not have an NIDN at the time of application.</p> <p>If you already have NIDN and/or already have a functional position, then look at the numbers 5) below.</p>	<ul style="list-style-type: none"> <li>• Scans original ID CARD.</li> <li>• Original scan of the Decree on Appointment as a Civil Servant at the applicant's PT; or</li> </ul>

<b>Condition Opening of Vocational Study Programs at State Universities</b>	<b>Document</b>
<p>2) For prospective permanent lecturers who do not yet have an NIDN, they are required to sign a Letter of Agreement of Willingness to Propose a Permanent Lecturer with the leader of the proposing university or who has been appointed as a permanent lecturer for Civil Servants or a permanent Lecturer with a work agreement (Government Servant with a Work Agreement) at the proposing university</p> <p>3) Program level:</p> <p>a) Masters, applied Masters, or equivalent for Diploma Programs;</p> <p>b) Doctorate or Applied Doctorate for Applied Masters Programs and Applied Doctoral Programs;</p> <p>in the field of science and technology in accordance with the vocational study program to be proposed;</p> <p>4) <b>In the applied doctoral program:</b></p> <ul style="list-style-type: none"> <li>• have at least 2 (two) Permanent Lecturer candidates with academic professor positions in the field of science and technology in accordance with the vocational study program that will be opened;</li> <li>• Maximum age 65 (sixty five) years for lecturers who already have NIDN with a non-professor academic position, or a maximum age of 70 (seventy) years for lecturers who already have NIDN with a professor academic position, in the field of science and technology in accordance with the vocational study program that will be opened, at the time of proposing the vocational study program;</li> </ul> <p>5) Willing to work full time based on Equivalent Full Education Time (EWMP), namely 37.5 (thirty seven point five) hours per week for permanent lecturer candidates;</p> <p>6) Do not have a National Lecturer Identification Number (NIDN) or do not yet have one</p>	<ul style="list-style-type: none"> <li>• Original scan of letter Decision to Appoint Permanent Lecturers with work agreements (Government Employees with Work Agreements) at the proposing university;</li> <li>• Original scan of Agreement on Willingness to Propose a Permanent Lecturer with the Head of the Proposing University</li> <li>• Original scans of diplomas and transcripts of all educational programs ever taken.</li> <li>• Original scan of Decree on equalization of diplomas for prospective permanent lecturers who graduated abroad, from the Ministry in charge of higher education.</li> <li>• Original scan of up-to-date academic position decree (specifically for the opening of vocational study programs in applied doctoral programs);</li> <li>• Original scan of Statement of Willingness for permanent lecturer candidates to work full time based on EWMP.</li> </ul>

<p><b>Condition Opening of Vocational Study Programs at State Universities</b></p>	<p><b>Document</b></p>
<p>Special Lecturer Identification Number (NIDK).</p> <p>In the event that a lecturer already has an NIDN from another study program in the same PTN, then the Rector/Chairman/Director:</p> <p>Must maintain the ratio of Lecturers to Students in abandoned study programs. Based on Minister of Education and Culture Decree No 1010/BAN-PT/LL/2020 dated April 1 2020 concerning Accreditation Extension Mechanism:</p> <p>a) The ratio as referred to above is as follows:</p> <ul style="list-style-type: none"> <li>▪ 1(one) lecturer versus a maximum of 60 (sixty) at undergraduate and vocational level students for social sciences, humanities and science and technology</li> <li>▪ 1 (one) lecturer versus a maximum of 20 (twenty) students for master's level.</li> <li>▪ 1 (one) lecturer versus a maximum of 30 (thirty) students for applied master's level.</li> <li>▪ 1 (one) lecturer versus a maximum of 30 (thirty) students for doctoral level.</li> </ul> <p>b) can nominate candidates for permanent lecturers as referred to in letter a) whose age is a maximum of 65 (sixty five) years for those who have a non-professor functional position or a maximum of 70 (seventy) years of age for those who have a functional position of professor.</p> <p>Prospective lecturers who are taken from other study programs from the same university must be provided with an assignment letter from the university leader and attach a Decree as a Permanent Civil Servant Lecturer or Lecturer with a university Work Agreement.</p>	<ul style="list-style-type: none"> <li>• Original scan of the decree for appointment as a permanent lecturer at a PTN proposing the opening of a vocational study program;</li> <li>• Original scan of assignment letter from the Rector/Chairman/Director;</li> <li>• Original scan of curriculum vitae</li> </ul>

<p align="center"><b>Condition Opening of Vocational Study Programs at State Universities</b></p>	<p align="center"><b>Document</b></p>
<p>proposer's height; or Decree on Appointment as a Permanent Lecturer for Civil Servants at the proposing university;</p> <ol style="list-style-type: none"> <li>1) Not teachers who already have an Educator and Education Personnel Serial Number;</li> <li>2) Not a permanent employee at another agency;</li> <li>3) Not non-lecturer state civil servants.</li> </ol> <p><b><u>Candidates for Non-Permanent Lecturers:</u></b></p> <ol style="list-style-type: none"> <li>4) Indonesian citizens with identity as stated on their Resident Identity Card (ID CARD), a maximum age of 58 (fifty eight) years for those who do not have an NIDN at the time of application;</li> <li>5) Status as a permanent lecturer at another university, as proven by a Decree of Appointment as Permanent Lecturer at the other university;</li> <li>6) In the event that lecturers from other universities already have NIDN, then the Head of the Higher Education:             <ol style="list-style-type: none"> <li>a. must maintain the ratio of Lecturers to Students in abandoned study programs. The ratio as referred to above is as follows:</li> </ol> </li> </ol> <p>The ratio as referred to above is as follows:</p> <ol style="list-style-type: none"> <li>1) 1(one) lecturer compared to a maximum of 60 (sixty) at undergraduate and vocational level students for the social sciences, humanities and science and technology</li> <li>2) 1 (one) lecturer versus a maximum of 20 (twenty) students for master's level.</li> <li>3) 1 (one) lecturer versus a maximum of 30 (thirty) students for applied master's level.</li> <li>4) 1 (one) lecturer versus a maximum of 30 (thirty) students for doctoral level.</li> </ol>	<ul style="list-style-type: none"> <li>• Scan of original ID CARD;</li> <li>• Original scan of letter Decision to Appoint as a Civil Servant at another PTN; or</li> <li>• Original scan of letter Decision to Appoint Permanent Lecturers with work agreements (Government Employees with Work Agreements) at other PTNs;</li> <li>• Original scan of letter Decision on Appointment as a permanent lecturer from the PTS Organizing Body (if coming from a PTS)</li> </ul>

<p><b>Condition Opening of Vocational Study Programs at State Universities</b></p>	<p><b>Document</b></p>
<p>b. can nominate non-permanent lecturer candidates whose age is a maximum of 65 (sixty five) years for those who have a non-professor functional position or a maximum of 70 (seventy) years of age for those who have a functional professor position.</p> <p>4) Minimum diploma:</p> <p>a) Masters, applied Masters, or equivalent for Diploma Programs;</p> <p>b) Doctorate or Applied Doctorate for Applied Masters Programs and Applied Doctoral Programs;</p> <p>in the field of science and technology in accordance with the vocational study program to be proposed;</p> <p>Specifically for applied doctoral programs:</p> <ul style="list-style-type: none"> <li>• have at least 2 (two) candidates Permanent Lecturer with the academic position of professor in the field of science and technology in accordance with the vocational study program that will be opened;</li> <li>• Maximum age 65 (sixty five) years for lecturers who already have NIDN with a non-professor academic position, or a maximum age of 70 (seventy) years for lecturers who already have NIDN with a professor academic position, in the field of science and technology in accordance with the vocational study program that will be opened, at the time of proposing the vocational study program;</li> </ul> <p>5) Have an Assignment Letter from the Head of the Home University stating that the permanent lecturer candidate in question will be a non-permanent lecturer candidate at the Proposing University, accompanied by a Cooperation Agreement (MoA) between the Proposing University and the Home University;</p>	<ul style="list-style-type: none"> <li>• Original scans of diplomas and transcripts of all educational programs ever taken.</li> <li>• Original scan of Decree on equalization of diplomas for prospective permanent lecturers who graduated abroad, from the Ministry in charge of higher education.</li> <li>• Original scan of up-to-date academic position decree (specifically for the opening of vocational study programs in applied doctoral programs);</li> <li>• Original scan of assignment letter from the Rector/Chairman/Director of the university of origin;</li> <li>• Original scan of Assignment Letter from the Head of the Proposing University as a non-permanent lecturer or tutor in the proposed study program;</li> </ul>

<b>Condition Opening of Vocational Study Programs at State Universities</b>	<b>Document</b>
<p>6) Have an Assignment Letter from the Head of the Proposing University as a non-permanent lecturer candidate at the Proposing University;</p>	
<p><b>3 (three) permanent instructors for 1 (one) vocational study program at a community college</b> under the condition:</p> <ol style="list-style-type: none"> <li>1) Indonesian citizens must be at least 58 (fifty eight) years old at the time of the proposal to open a vocational study program.</li> <li>2) At least a Diploma Three with a competency certificate or work experience and/or teaching experience of at least 5 years in a related field of competency;</li> <li>3) As a professional with a competency certificate or work experience at least equivalent to a graduate of an Applied Bachelor's Program or Undergraduate Program; or</li> <li>4) As a worker who has received recognition from the association in their field of expertise which is equivalent to number 2 or number 3; or</li> <li>5) Professional staff with work experience at least equivalent to a third diploma graduate;</li> <li>6) Willing to work full time based on Equivalent Full Teaching Time (EWMP), namely 37.5 (thirty seven point five) hours per week;</li> <li>7) Do not yet have a National Lecturer Identification Number or Special Lecturer Identification Number;</li> <li>8) Not teachers who already have Educator and Education Personnel Serial Numbers;</li> <li>9) Not a permanent employee at another agency.</li> </ol>	<ul style="list-style-type: none"> <li>• Scan of original ID CARD</li> <li>• Original scans of diplomas and transcripts of all higher education programs ever taken. competency certificate or certificate of work experience and/or teaching experience of at least 5 (five) years in the field of competency;</li> <li>• Original scan of the decision to equalize diplomas for prospective permanent instructors who graduated abroad, from the Ministry</li> <li>• Original scan of competency certificate or work experience certificate at least equivalent to a graduate of the Applied Bachelor's Program or Undergraduate Program; or</li> <li>• Original scan of the certificate of recognition from the association in their field of expertise which is equivalent to number 2 or number 3; or</li> <li>• Original scan of certificate of acknowledgment of work experience at least equivalent to a third diploma graduate;</li> <li>• Original scan of the prospective permanent instructor's statement regarding willingness to work full time based on the EWMP;</li> <li>• Original scan of curriculum vitae;</li> </ul>
<p><b>f. Facilities and infrastructure are available for</b></p>	



<b>Condition Opening of Vocational Study Programs at State Universities</b>	<b>Document</b>
<p><b>opening vocational study program</b>, consists of:</p> <ol style="list-style-type: none"> <li>1. A lecture room of at least 1 (one) m<sup>2</sup> per student;</li> <li>2. Room for permanent lecturers is at least 4 (four) m<sup>2</sup> per person;</li> <li>3. Room administration and office most at least 4 (four) m<sup>2</sup> per person;</li> <li>4. Library space of at least 200 (two hundred) m<sup>2</sup> including a reading room which must be expanded in accordance with the increase in the number of students;</li> <li>5. Laboratory space, computers, and practicum and/or research facilities according to the needs of each Study Program;</li> <li>6. Books at least 200 (two hundred) title per study program according to the scientific field of the study program;</li> <li>7. Specifically for the opening of vocational study programs in applied master's or applied doctoral programs, have adequate independent study space and facilities for accessing scientific literature;</li> </ol> <p>unless otherwise determined by statutory regulations;</p>	
<p><b>g. Having a cooperation agreement between the Rector/Chairman/Director and the business world and/or industrial world regarding:</b></p> <ol style="list-style-type: none"> <li>1. Utilization of experts from the business world and/or industrial world;</li> <li>2. Laboratory utilization owned by the business world and/or industrial world; and/or</li> <li>3. Internship places provided by the business world and/or industrial world;</li> </ol>	<ul style="list-style-type: none"> <li>• Original scan of the cooperation agreement between the Rector/Chairman/Director and the business world and/or industrial world.</li> </ul>
<p><b>h. The vocational study program curriculum is prepared based on graduate competencies in accordance with national higher education standards and statutory provisions;</b></p>	<ul style="list-style-type: none"> <li>• Scan of the original curriculum document containing:             <ol style="list-style-type: none"> <li>1. Profile graduate of;                 <ol style="list-style-type: none"> <li>a. Uniqueness of the study program (situation analysis (external-internal, study program prospects-market analysis; study program/professional association recommendations)</li> <li>2. Learning outcomes graduate of;</li> <li>3. Structure curriculum:</li> </ol> </li> </ol> </li> </ul>

<b>Requirements for Opening Vocational Study Programs at State Universities</b>	<b>Document</b>
	<ul style="list-style-type: none"> <li>• for vocational study programs in applied diploma and master's programs, it contains a list of courses per semester along with credit loads;</li> <li>• for study programs in applied doctoral programs contains:                             <ol style="list-style-type: none"> <li>a) Research focus;</li> <li>b) The linkages between courses and research focus to ensure fulfillment of outputs in the form of publications in reputable international journals;</li> <li>c) Graduation requirements.</li> </ol> </li> </ul> <p>5. <b>RPS</b> from the courses that characterize the study program:</p> <ul style="list-style-type: none"> <li>• 10 (ten) diploma programs subject;</li> <li>• 5 (five) applied master's programs subject;</li> <li>• Program applied doctorate 2 (two) to 3 (three) courses;</li> </ul>
<p>i. Education Personnel at least 2 (two) people to serve 1 (one) vocational study program and 1 (one) person to serve the library, adjusted to needs, with the following conditions:</p> <ol style="list-style-type: none"> <li>1) Indonesian citizens must be a maximum of 56 (fifty six) years of age at the time of the proposal to open a vocational study program;</li> <li>2) At least a Diploma Three; And</li> <li>3) Willing to work full time for 37.5 (thirty seven point five) hours per week.</li> </ol>	<ul style="list-style-type: none"> <li>• Scan of original ID CARD;</li> <li>• Original scan of the prospective education worker's diploma; And</li> <li>• Original scan of Statement of Willingness of prospective educational staff to work full time for 37.5 (thirty seven point five) hours per week;</li> </ul>

**Notes:**

- a. Instrument form for fulfilling the minimum requirements for accreditation for opening a vocational study program for each proposal for a new vocational study program, made in pdf form which has been filled in and signed by the Rector/Chairman/Director;

- b. All documents to prove the fulfillment of all the requirements above are attached as an inseparable part of the Instrument Form for Fulfillment of Minimum Requirements for Accreditation for Opening a Vocational Study Program which has been filled in and signed by the Rector/Chairman/Director; The Instrument Form as referred to above can be downloaded via the Guide menu on the [silemkerma.kemdikbud.go.id](http://silemkerma.kemdikbud.go.id) page.
- c. Documents letter h, letter i, and letter j were also examined during a special field evaluation for the proposed vocational study program in the applied doctoral program.

**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN**

**SENAT**

**UNIVERSITAS/INSTITUT/SEKOLAH TINGGI/POLITEKNIK/AKADEMI/AKADEMI KOMUNITAS**

**NOTOBOTOSONGO TIBOLIMO**

Kampus Utama: Jl. Keputren Ayu 56 – 68 Bondonemen  
[www.notolimo.ac.id](http://www.notolimo.ac.id)

---

Nomor : .....

Hal : Pertimbangan pembukaan program studi vokasi sebagai penambahan program studi

Lampiran : .....

Kepada yang terhormat,  
Rektor/Ketua/Direktur\*  
Universitas/Institut/Sekolah Tinggi/Politeknik/Akademi/Akademi Komunitas\* Notobotosongo Tibolimo  
Jl. Keputren Ayu 56 – 68  
Bondonemen.

Melalui surat No. .... tanggal..... Rektor/Ketua/Direktur Universitas/Institut/Sekolah Tinggi/Politeknik/Akademi/Akademi Komunitas\*Notobotosongo Tibolimo memohon pertimbangan Senat tentang Program Studi Vokasi sebagai berikut:

1. Program Studi ..... pada program Diploma/Magister Terapan/Doktor Terapan\*
2. Program Studi ..... pada program Diploma/Magister Terapan/Doktor Terapan\*
4. dst.

Setelah mempertimbangkan dengan seksama permohonan tersebut, Rapat Pleno Senat Universitas/ Institut/Sekolah Tinggi/Politeknik/Akademi/Akademi Komunitas Notobotosongo Tibolimo pada tanggal.....telah memutuskan untuk memberikan rekomendasi terhadap pembukaan program studi vokasi sebagaimana dimaksud di atas.

Atas perhatian Rektor/Ketua/Direktur, saya sampaikan terima kasih.

Bondonemen, .....

Ketua Senat,

Prof. Dr. Ir. Suremti, Empty

\*) Pilih salah satu

*Example of SAU Recommendation Format*

Attachment to the Regulation of the National Accreditation Board for Higher Education Number 8 of 2020 concerning Instruments for Fulfilling Minimum Requirements for Accreditation of Study Programs in Vocational Education

**COMPLIANCE MINIMUM REQUIREMENTS INSTRUMENTS  
FOR STUDY PROGRAM ACCREDITATION**

**PROGRAM BACHELOR OF**

**APPLIED IN**

**STATE UNIVERSITY**



**Study program : .....**  
**Name of College : .....**

**MINISTRY OF EDUCATION,  
CULTURE, RESEARCH AND  
TECHNOLOGY  
NATIONAL ACCREDITATION**

**BOARD FOR HIGHER EDUCATION**

**JAKARTA 2020**  
20

**LIST OF CONTENTS**

	<i>Page</i>
IDENTITY OF THE PROPOSED NEW STUDY PROGRAM.....	3
INTEGRITY PACT.....	4
CRITERIA 1 CURRICULUM.....	5
CRITERIA2 LECTURER.....	9
CRITERIA 3 STUDY PROGRAM MANAGEMENT UNITS.....	12
LIST OF DOCUMENTS THAT MUST BE UPLOADED.....	14
APPENDIX.....	16

**PROGRAM IDENTITY NEW PROPOSED STUDY\*)**

ProgramStudies: .....

Program Management UnitStudies: .....

CollegeTall: .....

Name of College LeaderTall: .....

Address: .....

.....

.....Pho

ne numberOffice: .....

Phone numberHandheld: .....

Electronic Mail Address (e-mail): ..... College

Contact PersonTall:

.....Address:

.....

.....Tele

phone/Mobile Number: ..... Electronic

Mail Address (e-mail): .....

\*) Identity of mandatory study programfilled in completely

**NAME, ADDRESS, AND STATE UNIVERSITY  
SYMBOL**

---

Number : .....

*INTEGRITY PACT OPENING NEW STUDY PROGRAM*

The undersigned below,

Name: (College Leader)

Position: (  
*Rector/Director/Chairman*)\*

Address: (College Address)

Telephone: (Telephone Number and/or Cell Phone)

AddressEmail: (email address)

Declare responsibility for the correctness of the data and information contained in all documents used for the proposal to open a Study Program .....

(type the name of the proposed study program) at the University/Institute/SchoolCollege/Polytechnic/Academy\* (*Type the name of the proposing college*) and ready

subject to criminal sanctions based on Article 242 paragraph (1) in conjunction with paragraph (3) of the Criminal Code if there are incorrect data and information in the study program opening documents.

.....(name of city), month of  
year (name of position)

Signed & Stamp

(Full name)

\*) Cross out what is not needed

## **CRITERIA 1. CURRICULUM**

The curriculum is a set of plans and arrangements regarding objectives, content and learning materials as well as methods used as guidelines for implementing learning activities to achieve higher education goals. The curriculum must include learning outcomes referring to Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards (SN-Dikti) and a description of level 6 (six) of the Indonesian National Qualifications Framework (KKNI) in accordance with Presidential Decree Number 8 of 2012, and which is structured to achieve goals, carry out missions, and realize the scientific vision of study programs .

### **1.1 Uniqueness or Advantages of the Study Program.**

This section contains the uniqueness or superiority of the proposed study program based on a comparison of 3 (three) similar study programs at the national and/or international level which includes aspects of (1) skill development, (2) study of learning outcomes, and (3) curriculum of similar study programs .

### **1.2 Graduate Profile and Study Program Advantages**

This section contains graduate profiles study program in the form of a profession or type of work or other form of work. The graduate profile is equipped with a brief description of the competencies of all profiles in accordance with the Applied Bachelor's education program, and the relationship between the profile and the uniqueness or superiority of the proposed study program.

### **1.3 Learning Outcomes**

This section contains a formulation of study program learning outcomes referring to the graduate profile, referring to the description of SN-Dikti and level 6 (six) KKNI learning outcomes and their relevance to the uniqueness or superiority of the proposed study program.

Table. Example of Preparation Learning Outcomes

No	Learning Outcomes (CP)	Reference Source
<b>I.</b>	<b>Attitude Aspect</b>	Attachment to the Minister of Education and Culture's Regulation Number 3 of 2020 concerning National Higher
	I.1	
	I.2	
	I.3	
	etc	



No	Learning Outcomes (CP)	Reference Source
<b>II.</b>	<b>Knowledge Aspect</b>	This section contains references used
	II.1	
	II.2	
	II.3	
	etc	
<b>III.</b>	<b>General Skills Aspects</b>	Attachment to the Minister of Education and Culture's Regulation Number 3 of 2020 concerning National Higher Education Standards adapted to study program which proposed
	III.1	
	III.2	
	III.3	
	Etc	
<b>IV.</b>	<b>Specific Skill Aspects</b>	This section contains references used
	IV.1	
	IV.2	
	IV.3	
	etc	

**Tables can be made in a transverse position (landscape)**

**1.4 Vocational Higher Education Learning Plan in Collaboration with Cooperation Partners (Business World/Industrial World, Institutions or Agencies)**

This section contains vocational higher education learning plans in collaboration with collaboration partners (e.g. teaching industry) in accordance with the provisions of laws and regulations contained in one or more relevant collaboration documents from one or more collaboration partners.

The cooperation document clearly states the willingness of the cooperation partners to at least (1) joint use of experts; (2) joint use of learning resources including but not limited to practicum/studio practice/workshop practice/field work practice/internships, and/or other forms in accordance with SN Dikti; (3) curriculum development;

**1.5 Curriculum Structure**

This section contains the arrangement/list of courses/blocks/modules sequentially per semester according to vocational higher education learning. The arrangement of courses/blocks/modules can follow the following example table format:

Semester	Name of Course/Block/Module1	Credit weight 2		RPS3	Information (implementation of Freedom of Learning) 4
		Theory	Practice		
I	1.....	...	...		
	2.....	...	...		
	etc	...	...		
	<b>Total Semester I</b>	...	...		
II	1.....	...	...		
	2.....	...	...		
	etc	...	...		
	<b>Semester TotalII</b>	...	...		
etc					
	<b>Total credits</b>	...	...		

Information:

1. Type course/block/module which will be implemented.
2. Type the credit weight for each course consisting of Theory and Practice. How to write, for example, for 3 credits, enter 2 in the Theory column and 1 in the Practice column, or 0 in the Theory and 3 in the Practice column. What is meant by practice here is practicum/studio practice/workshop practice/field work practice/internship, and/or other forms according to SN Dikti;
3. Type the symbol √ in courses that are equipped with RPS.
4. Please mark courses that may be taken outside the proposed study program

**Tables can be made in a transverse position (landscape)**

**1.6** Substance of Practicum/Practice/PracticeStudio/Workshop Practice/PKL/Internship

This section contains the substance of practicums/practices which are part of certain courses/blocks/modules held by the study program in the following table:

No	Name of Practicum/Practice/Field Practice/Internship etc	Substance	Implementation Plan	
			Duration (amounthour per semester)	Practicum Place/Practice/PKL/ Internship etc *
1		1 .....		
		2 .....		
		Etc.		
2		1 .....		
		2 .....		
		etc.		
etc				
		<b>Total hour</b>		

\*) On campus or outside campus/collaboration partners

The duration of practicum/practice/studio practice/workshop practice/field work practice/internship, and/or other forms in accordance with the National Higher Education Standards is calculated based on the National Higher Education Standards, namely 1 (one) credit equivalent to 170 minutes of activity per week per semester. So in 1 (one) semester for each course/block/module of practicum/practicum/field practice/internship with a weight of 1 (one) credit, practicum/practicum/studio practice/field work practice/internship hours and the like are required according to the following equation:

$$\text{Practical hours per semester} = (\text{number of practical course credits} \times 14 \times \frac{111}{11}) \text{ jam}$$

### 1.7 Semester Learning Plan (RPS)

*Attach 10 (ten) courses that characterize the proposed Diploma Three or Applied Bachelor study program*

RPS is a learning process plan for each course/block/module, and contains at least:

1. Name of study program, name and code of course/block/module, semester, credits, name of teaching lecturer;
2. Graduate learning outcomes assigned to courses/blocks/modules;
3. Final capabilities planned at each learning stage to meet graduate learning outcomes;
4. Related study materials with the capabilities to be achieved
5. Learning methods;
6. The time provided to achieve abilities at each learning stage;
7. Student learning experiences are manifested in descriptions of assignments that must be carried out by students during one semester;
8. Criteria, indicators and assessment weights; And
9. List of references used.

### 1.8 Design of Facilitation and Implementation of the Independent Learning Policy –Independent Campus

This section contains a description of the facilitation design and implementation of the "Freedom to Learn - Independent Campus" policy for students studying outside the proposed study program in accordance with the National Higher Education Standards (Permendikbud No. 3 of 2020) and the Guidebook for Free Learning - Independent Campus 2020, Directorate General Higher Education Ministry of Education and Culture.

## CRITERIA 2. LECTURER

### 2.1 Lecturer in Study Programs (in accordance with Minister of Education and Culture Regulation No. 3 of 2020 and Minister of Education and Culture Regulation No. 7 of 2020)

Lecturers consist of permanent lecturers and non-permanent lecturers.

Lecturers for 1 (one) study program consist of at least 5 (five) lecturers which can consist of at least 3 (three) permanent lecturers from the proposing university, unless otherwise determined by statutory regulations.

Permanent Lecturers as mentioned above are lecturers with the status of permanent educators at the proposing university and are not permanent employees in other work units or educational units.

Non-Permanent Lecturers are lecturers who work part time has the status of a non-permanent teaching staff at the university administering the study program, and is tasked with carrying out learning in a field relevant to his/her competence. Non-permanent lecturers to fulfill the minimum requirements for accreditation are permanent lecturers from other universities who are loaned to the proposing university.

Permanent lecturers who will be assigned to the study program that will be opened meet the following requirements:

1. Indonesian citizens with the identity as stated on the Resident Identity Card (ID CARD), a maximum of 58 (fifty eight) years of age for those who do not have an NIDN at the time of application;
2. For permanent lecturers who do not yet have an NIDN, they are required to sign a Letter of Agreement of Willingness to Propose a Permanent Lecturer with the leader of the proposing university or have been appointed as a permanent civil servant lecturer or permanent lecturer with a work agreement (Government Servant with a Work Agreement) at the proposing university;
3. In the event that a lecturer already has an NIDN from another study program at the proposing university, then the leader of the proposing university:
  - a. must maintain the ratio of Lecturers to Students in abandoned study programs. The ratio as referred to above is as follows:
    - 1) 1 (one) lecturer compared to a maximum of 45 (four).twenty-five) students for the religious sciences, humanities, social sciences, and/or applied sciences (business, education, family and consumer, sports, journalism, mass media and communications, law, libraries and museums, military, administration public, and social workers); And
    - 2) 1 (one) lecturer versus a maximum of 30 (thirty)students for the natural sciences, formal sciences, and/or applied sciences (agriculture, architecture and planning, engineering, forestry and the environment, health, and transportation);

- b. can nominate permanent lecturers as referred to in the figure 3) a maximum of 65 (sixty five) years of age for those with a non-professor functional position or a maximum of 70 (seventy) years of age for those with a professorial functional position.

For lecturers taken from other study programs from the same university, they must provide an assignment letter from the Head of the Proposing University and attach a Decision Letter as a Permanent Civil Servant Lecturer or Lecturer with a Work Agreement at the proposing university; or Decree on Appointment as a Permanent Lecturer for Civil Servants at the proposing university;

4. Have a minimum of a master's degree, an applied master's degree or a minimum qualification equivalent to level 8 (eight) of the KKNI, in the field of science and technology relevant to the proposed study program;
5. Willing to work full time in accordance with the Equivalent Full Educational Time (EWMP) in the proposed study program, namely the calculation of lecturer workload equivalent to full educational hours or working hours in the Tridharma of Higher Education, minimum 37.5 (thirty seven point five) hours per week;
6. Not be a permanent employee in another work unit/agency or a permanent lecturer in another university;
7. Not teachers who already have an Educator and Education Personnel Serial Number (NUPTK);
8. Not non-lecturer state civil servants.

Non-permanent lecturers who will be assigned to fulfill the minimum requirements for accreditation of the proposed study program meet the following requirements:

1. Indonesian citizens with the identity as stated on the Resident Identity Card (ID CARD), a maximum of 58 (fifty eight) years of age for those who do not have an NIDN at the time of application;
2. Status as a permanent lecturer at another university; as evidenced by the Decree of Appointment as a Permanent Lecturer at the other university;
3. In the event that lecturers from other universities already have NIDN, then the Head of the Higher Education:
  - a. obliged to maintain the ratio of lecturers and students in abandoned study programs. The ratio as referred to above is as follows:
    - 1) 1 (one) lecturer compared to a maximum of 45 (four).twenty-five) students for the religious sciences, humanities, social sciences, and/or applied sciences (business, education, family and consumer, sports, journalism, mass media and communications, law, libraries and museums, military, administration public, and social workers); And

- 2) 1 (one) lecturer versus a maximum of 30 (thirty) students for the natural sciences, formal sciences, and/or applied sciences (agriculture, architecture and planning, engineering, forestry and the environment, health and transportation);
  - b. may nominate non-permanent lecturers as referred to in number 3) whose age is a maximum of 65 (sixty five) years for those who have a non-professor functional position or a maximum of 70 (seventy) years of age for those who have a functional position of professor.
4. Have a minimum of a master's degree, an applied master's degree or a minimum qualification equivalent to level 8 (eight) of the KKNI, in the field of science and technology relevant to the proposed study program;
5. Have an Assignment Letter from the Head of the Home University stating that the permanent lecturer in question will become a non-permanent lecturer at the Proposing University, accompanied by a Cooperation Agreement (MoA) between the Proposing University and the Home University;
6. Have a Letter of Assignment from the Head of the Proposing University as a non-permanent lecturer at the Proposing University;

Some or all of the lecturers' names can be deemed ineligible if several things are found, but not limited to, the following:

1. Found to have been used to propose the opening of another study program with or without the knowledge of the proposing university;
2. There were indications of falsification of documents from lecturers;
3. Other things that are considered can cast doubt on the validity of the

lecturer's documents. Lecturer data on the proposed study program

No.	Lecturer Name <sup>1</sup>	Lecturer Status(Still/Non-Fixed) <sup>2</sup>	NIDN <sup>3</sup>	Educational Background <sup>4</sup>				Eye lectures that will be taught <sup>5</sup>
				Undergraduate/Graduate Applied	Profession	Masters/Masters Applied	Doctorate/Doctorate Applied	
1.								
2.								
3.								
etc								

Information:

1. Type in the names of the lecturers (according to their ID cards) used for fulfilling the requirements for the minimum number of lecturers for a study program;
2. Type in status as permanent lecturer (DT) or non-permanent lecturer (DTT);
3. Type in the National Lecturer Identification Number or leave it blank (if the lecturer does not have an NIDN);
4. Type the name of the study program, as stated on the diploma and transcript, obtained when the lecturer took a bachelor's, master's or doctoral education program or Ministerial Decree on Recognition of Past Learning; And
5. Type in the name of the course that will be taught by each lecturer.

**Tables can be made in a transverse/landscape position**

### **CRITERIA3. STUDY PROGRAM MANAGEMENT UNIT**

#### **3.1 Organization and Work Procedures of the Study Program Management Unit**

##### *3.1.1 Organizational Structure and Work Procedures of the Study Program Management Unit*

This section contains a description of the design of the organizational structure and work procedures of the Study Program Management unit which shows the position and relationship between the proposed study program and the elements in the study program management unit in accordance with the provisions of statutory regulations.

##### **3.1.2 Embodiment of Good Governance and the Five Pillars of Civil Service**

This section contains a description of the design for the realization of good governance and the five pillars of governance, namely credible, transparent, accountable, responsible and fair in the unit administering the proposed study program.

#### **3.2 Internal Quality Assurance System**

This section contains a description of the implementation of the Internal Quality Assurance System (SPMI) based on the existence of 5 (five) aspects, namely:

1. legal documents for the formation of quality assurance implementing elements;
2. availability of quality documents: policySPMI, SPMI manual, SPMI standards, and SPMI forms;
3. implementation of the quality assurance cycle (PPEPP cycle);
4. valid evidence of implementation effectivenessquality assurance (if any); And
5. has externalbenchmarkingin quality improvement (if any).

#### **3.3 Facilities and infrastructure**

##### *3.3.1 Lecture rooms, lecturer workspaces, offices and libraries*

No.	Space Type	Number of units(fruit)	Total Area(m2)	Total capacity (people)	Status		
					elem entar y schoo l	K.S	SW
1	Lecture hall						
2	Lecturer Room						
3	Office& Adm						
4	Library						
<b>TOTAL</b>							

Note: SD = Own; KS = Cooperation; SW = Rent/Contract

**3.3.2** *Dedicated academic space and equipment*

This section contains information/data on the availability of laboratories, studios, workshops, practice areas or practice places, or other similar facilities (adjusted to the needs of the proposed study program), for at least the first 2 (two) years provided using the following table format:

No.	Room Name Academic Special	Status*			Amount Units (pieces)	Total Area (m <sup>2</sup> )	Capacity total (people)	Equipment	
		elementary school	K.S	SW				Type	Units
1							a. ....		
							b. ....		
							etc.		
2							a. ....		
							b. ....		
							etc.		
etc.									
<b>TOTAL</b>									

Information: \* fill in with SD = Own; KS = Cooperation, SW =Rent/Contract.

The special academic rooms and equipment listed are special academic rooms and the main equipment for carrying out learning for at least the first 2 (two) years, not basic equipment such as glassware, pipettes, petri dishes, pliers, hammers, crowbars and so on.

**3.4** PowerEducation

Education staff numbering at least 2 (two) people to serve each proposed study program and 1 (one) person to serve the library, with the minimum qualifications of a Diploma Three, a maximum of 56 (fifty six) years of age, and willing to work full time for 37.5 (thirty seven point five) hours per week:

No	Types of Educational Personnel 1	Number of Education Personnel with Highest Education <sup>2</sup>				
		m	P	S	D4	D3
1						
2						
3						
4						
5						
etc						
<b>Amount</b>						

Information:

<sup>1</sup>Filled according to the type of educational staff that suits the needs of the study program, for example as prospective librarians, prospective laboratory assistants, prospective technicians, prospective network operators, prospective programmers, and



so on;

<sup>2</sup>M = master; P = profession; S = bachelor's degree; D4 = diploma four; D3 = diplomacy;

### *LIST OF DOCUMENTS THAT MUST BE UPLOADED IN PDF FORM*

No.	NumberItem	Information
1	Condition	<b>Scans</b> original letter of application from the head of the university regarding the opening of the Applied Undergraduate Study Program to BAN-PT/LAM
2	Condition	<b>Scans</b> original written consideration letter from the University Academic Senate and the Board of Trustees of Higher Education regarding the opening of the proposed study program;
3	Condition	<b>Letter</b> <i>Rector's statement regarding applied undergraduate study programs</i>
4	Condition	<b>Original scan</b> Minutes of the University Academic Senate and Council of Higher Education Trustees regarding the opening of the proposed study program;
5	Condition	<b>Original scan</b> News of field accreditation events for new study programs
6	Condition	<b>Original scan</b> The assessment of new study programs is accompanied by the results of a minimum accreditation adequacy evaluation completed by 2 LPM assessors
7	Condition	Minimum accreditation fulfillment instrument (form) complete with attachments
8	Condition	Original scan of the Rector's Integrity Pact
9	Condition	Original scan of the Faculty/UPPS Strategic Plan
10	Condition	<b>Scans</b> Original cooperation document between the proposing university and cooperation partners (business world/industrial world, institutions or agencies) which clearly states the willingness of the business world/industrial world, among other things, for (1) joint use of experts; (2) joint use of learning resources including but not limited to practicum/studio practice/workshop practice/field work practice/internships, and/or other forms in accordance with SN Dikti; (3) curriculum development;
11	1.5	Semester Learning Planfor 10 courses. study program characteristics;
12	2.1	<b>Scans</b> original ID CARD of permanent lecturers and non-permanent lecturers;

13	2.1	<b>Scans</b> original diplomas and original transcripts of all higher education programs ever obtained, or a Ministerial Decree regarding Recognition of Past Learning from permanent lecturers and non-permanent lecturers;
14	2.1	<b>Scans</b> Original Decree on Equalization of Diplomas for lecturers with foreign graduates, from the Ministry in charge of higher education

15	2.1	<i>Scans</i> original Statement of Willingness for permanent lecturers to work full time for 37.5 hours per week for the Tridharma of Higher Education activities in the proposed study program;
16	2.1	<b>Permanent lecturer</b> <i>Scans</i> original Decree on Appointment as a Civil Servant at the proposing PT; or
		<b>Scans</b> Original Decree on the Appointment of Permanent Lecturers with a work agreement (Government Employee with a Work Agreement) at the proposing university <b>Scans</b> original Agreement on Willingness to Propose Permanent Lecturers with the Head of the Proposing University;
		<b>Non-permanent lecturers from other PTNs</b> Original scan of the Decree on Appointment as a Civil Servant at another PTN; or Original scan of the Decree on the Appointment of Permanent Lecturers with a work agreement (Government Employee with a Work Agreement) at another PTN. <b>Non-permanent lecturer from PTS</b> Original scan of Decree of Appointment as permanent lecturer from the PTS Organizing Body
17	2.1	<i>Scans</i> original Letter of Assignment from the Head of the Proposing University as a permanent lecturer or non-permanent lecturer in the proposed study program;
18	2.1	<i>Scans</i> original Cooperation Agreement (MoA) between the Head of the Proposing University and the Head of the Home University which includes aspects of joint use of human resources
19	2.1	<i>Scans</i> Original Letter of Assignment from the Head of the Home University as a non-permanent lecturer at the Proposing University
20	2.1	Curriculum Vitae signed by permanent lecturers and non-permanent lecturers (according to the attached example)
21	3.2	SPMI Policy Document;
22	3.4	<i>Scans</i> original diploma of prospective educational staff;
23	3.4	<i>Scans</i> original ID CARD of education staff;
24	3.4	<i>Scans</i> original Statement of Willingness of prospective educational staff to work full time for 37.5 (thirty seven point five) hours per week

Attachment 1: Example of Letter of Proposal for Additional Programs Studies of Higher Education Leaders

Ministry of Education and Culture

Jam Gadang State University

Address: Jl. Limau Manis Raya 77, Ngarai Sianok, 91111, Indonesia Telephone: 020 – 301010 Fax: 020 – 303035 – Email: leader\_pt@ptxyz.ac.id

Number: 1225/XYZ.01.02/08/2020
Subject: Proposal Opening of Study
Program Attachments: 1 (one file)

Dear,
Minister of Education and
Culture Building A, 2nd Floor,
Ministry of Education and Culture
Jl. General
Sudirman Jakarta

Through this letter, please allow us, The Rector/Director\* proposes .....
opening of the Study Program as follows:

- 1. Garment Production Study Program in the Applied Undergraduate Program
2. Program Studies ..... in the Undergraduate Program Applied
3. Program Studies ..... in the Third Diploma Program
4. etc.

We hereby submit documents to fulfill the requirements for opening the Study Program above as follows:

- 1. ....
2. ....
3. etc

Thank you for your attention and help, conveyed thanks.

Remote Village Dimato, ..... January 2020.
Rector/Director\*

Prof. Dr. Siti Halimah nan Alui, M.Ed. M.Phil
NIDN

\*select one

**Appendix 2: Recommendations from Educational Service Institutions High (L.L.Dik4)**



**Ministry of Education and Culture Region XII  
Maluku & North Maluku Higher Education  
Service Institution  
Jl. Tabae Jou Karang Panjang Ambon 97121 Tel.  
(0911) 356462 , Fax. (0911) 345660**

Number:.....  
Matter: Recommendation Proposal for Opening a  
Study Program Attachments: 1 (one file)

Dear. Director General of Vocational  
Education, Ministry of Education and  
Culture, Jl. Door I Senayan  
Jakarta

Fulfill the request of the Rector/Director\*, based on Minister of Education and Culture Regulation Number 7  
2020 concerning the Establishment, Changes, and Dissolution of State Universities, and the  
Establishment, Changes, and Revocation of Private Higher Education Licenses, as well as based on  
the results of a review of the data and information we have regarding:

- track record College
- varying degrees of saturation study programs that will be opened;
- level of sustainability of the proposed study program if given permission by the Government

We hereby give/don't give\* recommendations for opening a study program  
at University/Institute/Polytechnic with..... The new Study Program is as follows:

1. Mining Technology Diploma Three Study Program in the Diploma Program
2. Program Studies ..... on Applied Bachelor's program
3. Etc.

as proposed by the Rector/Director.....

This recommendation is valid for a maximum of 1 (one) year from the date of  
publication. We thank you for your attention.

Head,

**Prof. Bastian Adeo Litamahuputi, Ir., MEE, Ph.D**  
NIP.

Copy:  
Rector/Director of University/Institute/Polytechnic .....

\* Delete unnecessary ones

**Appendix 3: Example of Consideration Letter from the Higher Education Senate**

**Senate**

**Samosir Polytechnic**

Address: Jl. Satubarisan 58 - 62 Tomok, Samosir 99999 Indonesia Telephone: 020 – 54453 (hunting) Fax: 020 – 54654 – Email: [senat\\_pt@urb.ac.id](mailto:senat_pt@urb.ac.id)

---

Number:../SU/.../20...

Regarding: College Senate considerations High Regarding  
the Opening of Study Programs

Attachments:1 (one file)

Dear, Director of the Samosir  
Polytechnic on site.

Responding to your letter regarding the plan to open a Study Program at the Samosir Polytechnic, through this letter the Samosir Polytechnic Senate at the Plenary Meeting dated

..... (Minutes and Attendance List attached) after carefully considering the proposal, we can recommend additional study programs at Samosir Polytechnic as follows

:

1. Information Systems Study Program in the Diploma Three Program
2. Program Study on..... Applied Undergraduate Program
3. etc. etc

These are considerations that can be used properly. Thank you for your attention.

Tomok, ... August  
2020 Chairman of the  
Senate,

*Prof. Dr. Akbar Sigalingging, SE, MM*  
NIDN

**Appendix 4: Example Agreement on Willingness to Propose Permanent Lecturers between PTN Leaders and Permanent Lecturers**

**Ministry of Education and Culture**

**XYZ State University**

Address: Jl. Satubarisan 56 Kapuas Hulu 99999 Indonesia Telephone: 020 – 54378 Fax: 020 – 54987 – E-mail: [karihun@yayasan.com](mailto:karihun@yayasan.com)

**Willingness Agreement Proposing Permanent Lecturers**

On the day ..... date ..... Year ..... located dipara ..... party the undersigned below:

- ..... (name) Rector/Director ..... address, ..... hereinafter referred to as the Party **First**;
- ..... (name of permanent lecturer), address (as appropriate ..... sign card resident), hereinafter referred to as the Second Party;

Have agreed to make a willingness agreement nomination of permanent lecturers at universities/institutes/polytechnics ..... with the following conditions:

**article 1**

**The first party** willing to propose the Second Party as a permanent lecturer at the University/Institute/Polytechnic ..... with working hours of 37.5 (thirty seven point five ) hours per week with the minimum salary and allowances in accordance with statutory regulations, if permission to open a Study Program ..... at Universities/Institutes/Polytechnics \* ..... which is being proposed to the Ministry Education and Culture are granted.

**Section 2**

**The second party** willing to be proposed by the First Party as a lecturer remain at the University/Institute/Polytechnic ... with working hours of 37.5 (thirty seven point five) hours per week with salary and allowances at least according to statutory regulations, if the permit for the establishment of the opening of the Study Program ..... on University/Institute/Polytechnic\* ..... which is being proposed to the Ministry Education and culture granted.

**Article 3**

In terms of permission to open a Study Program ..... at a University/Institute/Polytechnic ..... as intended in Article 2 has been issued by the Ministry of Education and Culture, then the Second Party is willing to reside in the Regency or City of domicile of the main campus (University/Institute/Polytechnic\*) .....

**Article 4**

The Second Party agrees to the agreement This is also used by the First Party to fulfill the requirements for the application for permission to open a Study Program ..... at the University/Institute/Polytechnic \* ..... to the Ministry of Education and Culture.

**Article 5**

If a dispute arises in the implementation of this agreement, both parties agree to resolve it by deliberation to reach a consensus.

Party First, Party

Second,

.....

\*) Select one

Appendix 5: Example of Employment Agreement with universities and partners (business/industrial world, agencies or institutions)



AGREEMENT COOPERATION BETWEEN POLYTECHNIC STRUGGLE WITH PARTNERS COOPERATION ABOUT



NUMBER :

...

NUMBER :

...

On this day ..... date ..... month ..... two thousandth year... the undersigned:

- 1. .... Higher Education Leader, located on Jl. .... Polytechnic Campus Perjuangan, acting for and on behalf of Perjuangan Polytechnic is hereinafter referred to as the FIRST PARTY in this Cooperation Agreement.
2. .... Leader of collaboration partners who was appointed based on Decision ..... Number ..... Year ..... date, ..... located on Jl. ...., in this case Act for and on behalf of the Cooperation Partner hereinafter referred to in this Cooperation Agreement as the SECOND PARTY

THE FIRST PARTY and SECOND PARTY, hereinafter referred to as THE PARTIES, agreed to follow up on the Memorandum of Understanding between the Cooperation Partners and the Struggle Polytechnic Number:

..... and Number:..... date with.... make a Cooperation Agreement For activity ....., with the following conditions :

article 1 Tree Work

THE FIRST PARTY gives the task to the SECOND PARTY, and the SECOND PARTY accepts the assignment to carry out .....

Article



The purpose of this Cooperation Agreement is to (fill in according to the needs) .....

**Article**

**3 Scope**

Scope of the Agreement this collaboration includes, ..... that is :

- 1.....;
- 2. joint use of experts;
- 3. joint use of learning resources, including but not limited to practicum/studio practice/workshop practice/field work practice/internships, and/or other forms in accordance with SN Dikti;
- 4. willingness to accept graduates who meet requirements and needs;
- 5.....;
- 6. And so on as needed.

**Article 4**

**Rights and Obligations of the Parties**

- 1. Fill in the obligations of the Struggle Polytechnic in detail;
  - 2. Fill in the rights of the Struggle Polytechnic in detail;
  - 3. Fill in the Collaboration Partner's obligations in detail;
  - 4. Fill in the Collaboration Partner's rights in detail.
- (Filled out in accordance with the agreement between the parties regarding the work to be carried out in detail with reference to the applicable regulations)

**Article 5**

**Financing**

**n**

- 1. All costs incurred for carrying out activities sourced from (fill in funding source) and covered by (fill in ..... his party);
- 2. PARTY ..... received funding ..... in accordance with the Cooperation Agreement agreement amounting to Rp (fill in large cooperation funds);
- 3. All cooperation funds must be transferred to the Perjuangan Polytechnic account as follows:

Bank Name : Bank .... Branch ...  
 Account name : .....  
 Number Account : .....

**Article**

**6 Time Period**

This Cooperation Agreement is valid from the date it is signed by the PARTIES and will end automatically if the activities provided have been completely completed.

**Article 7**

**Dispute Settlement**

If differences of opinion or misunderstanding arise in this Cooperation Agreement, THE PARTIES agree to resolve it by deliberation and consensus.

**Article**

**8**

**Conclus  
ion**

1. Matters that have not been regulated in this Cooperation Agreement will be regulated later in the form of an Addendum upon agreement of the Parties and are an inseparable part of this Cooperation Agreement;
2. This Cooperation Agreement is implemented institutionally by respecting and heeding the rules and regulations applicable in each institution;
3. This Cooperation Agreement is made in 2 (two) copies as required and each shall be affixed with sufficient stamp duty, having the same legal force, for each of the Parties.

Signed by: Leader of the  
Struggle Polytechnic

Signed by: Head of  
Collaboration Partners

(.....)

(.....)

Know:  
Chairman of the Senate of the  
Struggle Polytechnic

(.....)

Appendix 6: Example of Curriculum Vitae

## LIST HISTORY LIFE

Dr. Ir. H. Suromenggolo Joyokusuma, M.Sc Ph.D

College Logo

Name of College, City, and Year

## DAFTAR RIWAYAT HIDUP

### PERSONAL IDENTITY

Name: \_\_\_\_\_  
 NIP/NIK: \_\_\_\_\_  
 NIDN: \_\_\_\_\_  
 Place & DateBorn : \_\_\_\_\_  
 TypeSex : \_\_\_\_\_  
 StatusMarriage : \_\_\_\_\_  
 Religion : \_\_\_\_\_  
 Group /Rank : \_\_\_\_\_  
 PositionAcademic : \_\_\_\_\_  
 CollegeTall : \_\_\_\_\_  
 Address : \_\_\_\_\_  
 Telephone/Mobile Phone : \_\_\_\_\_  
  
 AddressHouse : \_\_\_\_\_  
 Telephone/Mobile Phone : \_\_\_\_\_  
  
 Adresse-mail : \_\_\_\_\_

HISTORY OF COLLEGE EDUCATION			
Graduation year	Education Programs (diploma, bachelor, master, specialist, and doctorate)	College	Majors courses
2006	Doctorate/Applied Doctorate		
2002	Masters/Applied Masters		
2000	Applied Bachelor/Bachelor		
1996	diploma three		
	etc		

PROFESSIONAL TRAINING/EXPERTIES				
Year	Type of Training (Indoor/Outdoor Country)	Organizer/Certificate Issuer	Certificate	Time period

TEACHING EXPERIENCE			
Subject	Education programs	Institution/Department/Program Studies	Academic year
1.			
2.			
3. etc			

EXPERIENCE WORK			
No	Year	Job Title	Work place
1.			
2.			
3. etc			

EXPERIENCES TUDY			
Year	Research Title	Team Leader/Member	Outer
2020			
2019			
etc			

SCIENTIFIC WORK		
A. Book/Book Chapter/Journal		
Year	Title	Publisher/Journal
2020		
2019		
etc		
B. Papers/Posters		
Year	Title	Organizer
2020		
2019		

CONFERENCE/SEMINAR/WORKSHOP/SYMPOSI TION UM			
Year	Activity Title	Organizer	Committee /Participants/Spe akers
2020			
2020			
etc			

PROFESSIONAL ACTIVITIES / COMMUNITY SERVICE		
Year	Type/Name of Activity	Place
2020		
etc		

AWARDS/MORTS M		
Year	Form of Award	Giver
2005		
1996		
etc		

PROFESSIONAL/ SCIENTIFIC ORGANIZATION S		
Year	Type/Name of Organization	Position/level
2020-present		
2006-present		

I declare that all information in this Curriculum Vitae is true and if there is an error, I am willing to take responsibility for it.

Sewukuto, 20 Bulanbaik  
2020That state,

\_\_\_\_\_  
NIDN

## 1. REQUIREMENTS AND INSTRUMENTS FOR BACHELOR'S, MASTER'S, DOCTORAL PRODUCTS

### 1. General description:

In order to accelerate and improve licensing services for opening academic study programs at State Universities (PTN) providing academic education within the Ministry of Education and Culture, the service system is being updated in accordance with statutory regulations. The statutory regulations in question include:

- a. Minister of Education and Culture Regulation Number 3 of 2020 concerning National Higher Education Standards;
- b. Minister of Education and Culture Regulation Number 7 of 2020 concerning the Establishment, Changes and Dissolution of State Universities, and the Establishment, Changes and Revocation of Licenses for Private Universities.

No.	Requirements for Opening an Academic Study Program at PTN	Document
1.	The Rector submitted a letter requesting the opening of an academic study program to the Minister of Education and Culture.	<ul style="list-style-type: none"> <li>Original scan of the Rector's application letter regarding the opening of an academic study program to Minister of Education and Culture.</li> </ul>
2.	Have written considerations from the PTN University Academic Senate and the Board of Trustees regarding the opening of the proposed vocational study program;	<ul style="list-style-type: none"> <li>Original scan of minutes of the PTN Academic Senate and Board of Trustees regarding the opening of the proposed vocational study program.</li> </ul>
3.	Meet minimum requirements accreditation of academic study programs according to standards national higher education, which proven by filling in the Instrument of Fulfillment form Minimum Requirements for Study Program Accreditation Academic on: <ol style="list-style-type: none"> <li>a. Degree program;</li> <li>b. Master's Program;</li> <li>c. Doctoral Program.</li> </ol>	<ul style="list-style-type: none"> <li>Form Instrument Fulfillment of Minimum Requirements Accreditation of Academic Study Programs and all attachments.</li> <li>Results of review of minimum accreditation adequacy by 2 LPM assessors.</li> </ul>
4.	Internal Quality Assurance System (SPMI)	<ul style="list-style-type: none"> <li>Original scan of existing SPMI PTN Document</li> </ul>

No.	Requirements for Opening an Academic Study Program at PTN	Document
5.	University strategic plan document Faculty strategic plan document	<ul style="list-style-type: none"> <li>Original scan of university and faculty strategic plan documents</li> </ul>
6	<p>Lecturers for 1 (one) study program consist of at least 5 (five) prospective lecturers which can consist of at least 3 (three) prospective permanent lecturers at universities and institutes, unless otherwise determined by statutory regulations, with the following provisions:</p> <p><b>a.</b> Indonesian citizens must be a maximum of 58 (fifty eight) years old for those who do not have an NIDN at the time of application. If you already have NIDN and/or already have a functional position, then see letter e below.</p> <p><b>b.</b> Minimum diploma:</p> <ol style="list-style-type: none"> <li>Masters, applied Masters, or equivalent for Bachelor Programs;</li> <li>Doctorate or Applied Doctorate for Masters Programs and Doctoral Programs; in the field of science and technology in accordance with the proposed academic study program;</li> </ol> <p><b>c. In the doctoral program:</b></p> <ol style="list-style-type: none"> <li>have at least 2 (two) Permanent Lecturer candidates with academic professor positions in the field of science and technology in accordance with the academic study program to be opened, and have publications within the last 5 (five) years at least:                             <ul style="list-style-type: none"> <li>1 (one) scientific work in an accredited national journal or reputable international journal; or</li> <li>1 (one) other form recognized by the expert group.</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>Original scan of prospective lecturer's ID CARD.</li> <li>Original scans of all diplomas and transcripts ever educational program taken.</li> <li>Scan of original Decision Letter equalization of diplomas for prospective lecturers still a foreign graduate, from Ministry yang dealing with higher education.</li> <li>Original scan of academic position decree up to date (specifically for opening academic study program on master's or doctoral program);</li> <li>Original scan of Ministerial Decree regarding Recognition of Past Learning (RPL) for prospective lecturers equalized.</li> </ul>



No.	Requirements for Opening an Academic Study Program at PTN	Document
	<p>2) can nominate permanent lecturer candidates as referred to in the figure</p> <p>1) the maximum age is 65 (sixty five) years for those who have a non-professor functional position or the highest 70 (seventy) years for those who hold the functional position of professor.</p> <p>Prospective lecturers taken from other study programs from the same PTN are required to obtain an assignment from the Rector.</p> <p>d. Not teachers who already have Educator and Education Personnel Serial Numbers;</p> <p>e. Not a permanent employee at another agency;</p>	<ul style="list-style-type: none"> <li>• Original scan of assignment letter from Rector;</li> <li>• Original scan of curriculum vitae.</li> </ul>
7.	<p>Facilities and infrastructure are available for opening academic study programs, consisting of:</p> <p>a. A lecture room of at least 1 (one) m<sup>2</sup> per student;</p> <p>b. Room for permanent lecturers is at least 4 (four) m<sup>2</sup> per person;</p> <p>c. Administrative and office space of at least 4 (four) m<sup>2</sup> per person;</p> <p>d. The library space must be at least 200 (two hundred) m<sup>2</sup> including the reading room which must be developed according to increase number of students;</p> <p>e. Laboratory space, computers, and practicum and/or research facilities according to the needs of each study program;</p> <p>f. Books of at least 200 (two hundred) titles per study program according to the scientific field of the study program;</p> <p>g. Especially for the opening of academic study programs in master's programs</p>	

No.	Requirements for Opening an Academic Study Program at PTN	Document
	or doctorate, have adequate independent study space and facilities to access scientific literature; unless otherwise determined by statutory regulations;	
8.	The study program curriculum is prepared based on graduate competencies in accordance with national higher education standards and statutory provisions;	<ul style="list-style-type: none"> <li>• Instrument for Fulfilling the Minimum Requirements for Study Program Accreditation related to a curriculum that contains:               <ul style="list-style-type: none"> <li>a. Graduate profile;</li> <li>b. Uniqueness of the study program (with situation analysis (external-internal, study program prospects -market analysis); recommendations from study program/professional associations</li> <li>c. Achievements graduate learning;</li> <li>d. Course structure:                   <ul style="list-style-type: none"> <li>1. for study programs in bachelor's and master's programs, it contains a list of courses per semester along with credit load;</li> <li>2. for study programs in doctoral programs containing:                       <ul style="list-style-type: none"> <li>a) Research focus;</li> <li>b) Interrelationship between lectures and research focus to ensure fulfillment of outcomes in the form of publications in reputable international journals;</li> <li>c) Graduation requirements.</li> </ul> </li> </ul> </li> <li>e. <b>RPS</b> from the courses that characterize the study program:                   <ul style="list-style-type: none"> <li>1. Degree program <b>10 (ten)</b> subject;</li> <li>2. Master's Program 5 (five) courses;</li> <li>3. Doctoral Program 2 (two) to 3 (three) courses;</li> </ul> </li> </ul> </li> </ul>

<p>9.</p>	<p>Education staff numbering at least 2 (two) people to serve 1 (one) academic study program and 1 (one) person to serve the library, tailored to your needs, with the following conditions:</p> <ol style="list-style-type: none"> <li>a. Indonesian citizens must be a maximum of 56 (fifty six) years of age at the time of the proposal to open an academic study program;</li> <li>b. At least a Diploma Three; And</li> <li>c. Willing to work full time for 37.5 (thirty seven point five) hours per week.</li> </ol>	<ul style="list-style-type: none"> <li>• Scan of original ID CARD;</li> <li>• Candidate job title scan</li> </ul> <p>education; And</p> <ul style="list-style-type: none"> <li>• Original scan of Statement of Willingness prospective workforce education for full employment</li> </ul> <p>time for 37.5 (thirty seven point five) hours per week;</p>
<p>10.</p>	<p>For those whose study program names are not yet available listed in the List of Study Program Names on Higher Education determined by Ministry, proposal to open study programs using the Requirements Fulfillment Instrument Minimum Accreditation Program Academic Studies which contains suggestions for adding the name of the program academic studies containing:</p> <ol style="list-style-type: none"> <li>a. Benefits of academic study programs Which proposed naming;</li> <li>b. Specificity of academic study programs Which proposed name for</li> </ol> <p>academic study program consisting of:</p> <ol style="list-style-type: none"> <li>1. Suggestion type A: name addition proposal based study program Indonesian science/local wisdom equipped with a study of scientific groups and body of knowledge (body of knowledge) of the proposed study program;</li> <li>2. Proposal type B: name addition proposal study program that has science which had previously been developed by the international community, which equipped with comparative studies between three learning outcomes (learning outcomes) from a minimum of three study programs</li> </ol>	<ul style="list-style-type: none"> <li>• Form Instrument Fulfillment of Minimum Requirements Accreditation of Academic Study Programs containing proposals for adding names academic study programs along with all the attachments.</li> </ul>

	<p>a type organized by the community <i>academica</i> international and its levels (example <i>bachelor</i>, <i>bachelorofhonor</i> , <i>masters</i>, Ph.D), from at least three universities credible international level, 3 journals.</p>	
--	---	--

**INSTRUMENTS FOR FULFILLING MINIMUM  
REQUIREMENTS FOR STUDY PROGRAM  
ACCREDITATION**

**DEGREE PROGRAM**

**ON**

**STATE UNIVERSITY  
PROVIDING ACADEMIC  
EDUCATION**



**Study program : .....**  
**Name of College : .....**

**MINISTRY OF EDUCATION,  
CULTURE, RESEARCH AND  
TECHNOLOGY  
NATIONAL ACCREDITATION BOARD FOR HIGHER**

**EDUCATIONJAKARTA 2020**

**LIST OF CONTENTS**

	<i>Page</i>
IDENTITY OF THE PROPOSED NEW STUDY PROGRAM.....	3
INTEGRITY PACT.....	4
CRITERIA 1 CURRICULUM.....	5
CRITERIA 2 LECTURER.....	8
CRITERIA 3 STUDY PROGRAM MANAGEMENT UNITS.....	11
LIST OF DOCUMENTS THAT MUST BE UPLOADED.....	14
APPENDIX.....	16

**PROGRAM IDENTITY NEW PROPOSED STUDY\*)**

Program Studies: .....

Program Management Unit Studies: .....

College Tall: .....

Name of College Leader Tall: .....

College Address Tall: .....

.....

..... Pho

ne number Office: .....

Phone number Handheld: .....

Electronic Mail Address (e-mail): ..... College

Contact Person Tall: .....

..... Address:

.....

.....

..... Tele

phone/Mobile Number: ..... Electronic

Mail Address (e-mail): .....

\*) The study program identity must be filled in completely

**NAME, ADDRESS AND SYMBOL OF STATE UNIVERSITY**

---

Number : .....

*INTEGRITY PACT OPENING NEW STUDY PROGRAM*

The undersigned below,

Name: (College Leader)  
Job Title: (Rector/Chairman)\*  
Address: (College Address)  
Telephone : (Telephone number and *Mobile phone*)  
AddressEmail: (email address)

Declare responsibility for the correctness of the data and information contained in all documents used for the proposal to open a Study Program .....

(type the name of the proposed study program) at University/Institute/College\*

..... (Type the name of the proposing university) and be willing to be subject to criminal sanctions based on Article 242 paragraph (1) in conjunction with paragraph (3) of the Criminal Code if there are incorrect data and information in the study program opening documents.

..... (name of city), month of  
year (name of position)

Signed &Stamp

(Full name)

\*) Select one



**CRITERIA 1. CURRICULUM**

The curriculum is a set of plans and arrangements regarding objectives, content and learning materials as well as methods used as guidelines for implementing learning activities to achieve the goals of higher education. The curriculum must include learning outcomes referring to Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards (SN-Dikti) and a description of level 6 (six) of the Indonesian National Qualifications Framework (KKNI) in accordance with Presidential Decree Number 8 of 2012, and which is structured to achieve goals, carry out missions, and realize the scientific vision of study programs .

**1.1 Uniqueness or Study Program Excellence.**

This section contains the advantages or uniqueness of the proposed study program based on a comparison of 3 (three) similar study programs at the national and/or international level which includes aspects of (1) scientific development, (2) study of learning outcomes, and (3) curriculum of similar study programs .

**1.2 Profile of Study Program Graduates.**

This section contains graduate profiles study program in the form of a profession or type of work or other form of work. The graduate profile is equipped with a brief description of the competencies of all profiles in accordance with the undergraduate education program, and the relationship between the profile and the advantages or uniqueness of the study program.

**1.3 Learning Outcomes**

This section contains a formulation of study program learning outcomes that are in accordance with the graduate profile, referring to the description of SN-Dikti and level 6 (six) KKNI learning outcomes, and their relevance to the excellence or uniqueness of the study program.

Table. Example of Preparation Learning Outcomes

No	Achievements Learning (CP)	Reference Source
<b>I.</b>	<b>Attitude Aspect</b>	Attachment to the Minister of Education and Culture's Regulation Number 3 of 2020 concerning National Higher Education Standards
	I.1	
	I.2	
	I.3	
	etc	

No	Achievements Learning (CP)	Reference Source
<b>II.</b>	<b>Knowledge Aspect</b>	TypeHere is the reference used
	II.1	
	II.2	
	II.3	
	etc	
<b>III.</b>	<b>Skills AspectGeneral</b>	Attachment to the Minister of Education and Culture's RegulationNumber 3 of 2020 concerning National Higher Education Standards
	III.1	
	III.2	
	III.3	
	Etc	
<b>IV.</b>	<b>Skills AspectSpecial</b>	TypeHere is the reference used
	IV.1	
	IV.2	
	IV.3	
	etc	

Tables can be created with positionstransverse (landscape)

1.4 StructureCurriculum

This section contains the arrangement/list of courses based on the sequence of courses (MK) per semester following the following table format:

Semester	NameCourses1	Credit weight 2		RPS3
		Theor y	Practic e	
I	1.....	...	...	
	2.....	...	...	
	etc	...	...	
	<b>Total Semester I</b>	...	...	
II	1.....	...	...	
	2.....	...	...	
	etc	...	...	
	<b>Semester TotalII</b>	...	...	
etc				
	<b>Total credits</b>	...	...	

Information:

1. Type in the courses that will be implemented.
2. Type the credit weight for each coursewhich consists of Theory and Practice. How to write, for example, for 3 credits, enter 2 in the Theory column and 1 in the Practice column, or 0 in the Theory and 3 in the Practice column. What is meant by practice here is practicum/studio practice/workshop practice/field work practice/internship, and/or other forms in accordance with the National Higher Education Standards;
3. Type the symbol √ in courses that are equipped with a Semester Learning Plan (RPS).

Tables can be created with positionstransverse (landscape)

## 1.5 Semester Learning Plan (RPS)

*Attach RPS 10 (ten) courses that characterize the proposed study program*

RPS is a learning process plan for each course, and contains at least:

1. Name of study program, name and course code, semester, credits, name of teaching lecturer;
2. Learning Outcomes of graduates charged to courses;
3. Final capabilities planned at each learning stage to meet graduate learning outcomes;
4. Related study materials with the capabilities to be achieved
5. Learning methods;
6. The time provided to achieve abilities at each learning stage;
7. Student learning experiences are manifested in descriptions of assignments that must be carried out by students during one semester;
8. Criteria, indicators, and assessment weight; And
9. List of references used.

## 1.6 Independent Learning Facilitation Plan – Independent Campus

This section contains a description of the draft policy facilitation and implementation of "Freedom to Learn - Independent Campus" for students studying outside the proposed study program in accordance with the National Higher Education Standards (Permendikbud No. 3 of 2020) and the Guidebook for Free Learning - Independent Campus 2020, Directorate General Higher Education Ministry of Education and Culture.

## CRITERIA 2. LECTURER

### 2.1 Permanent Lecturer in Study Programs (in accordance with Minister of Education and Culture Regulation No. 3 of 2020 and Minister of Education and Culture Regulation No. 7 of 2020)

Lecturers consist of permanent lecturers and non-permanent lecturers.

Candidate The number of lecturers for 1 (one) study program is at least 5 (five) people, which can be filled with a composition of at least 3 (three) permanent lecturer candidates from the proposing PTN plus other prospective lecturers who have the status of non-permanent lecturer candidates.

Prospective Permanent Lecturers as mentioned above are lecturers with the status of permanent educators at the proposing university and are not permanent employees in other work units or educational units. Permanent lecturers who will be assigned to the study program that will be opened meet the following requirements:

1. Indonesian citizens with the identity as stated on the Resident Identity Card (ID CARD), a maximum of 58 (fifty eight) years of age for those who do not have an NIDN at the time of application;
2. For prospective permanent lecturers who do not yet have an NIDN, they can sign a Letter of Agreement of Willingness to Propose a Permanent Lecturer with the Rector/Head of the proposing university or have been appointed as a permanent civil servant lecturer or permanent lecturer with a work agreement (Government Employee with a Work Agreement) at the proposing university;
3. In the event that a lecturer already has an NIDN from another study program in the proposing university, then the Rector/Chair:
  - a. must maintain the ratio of Lecturers to Students in abandoned study programs. The ratio as referred to above is as follows:
    - 1) 1 (one) lecturer compared to a maximum of 45 (four).twenty-five) students for the religious sciences, humanities, social sciences, and/or applied sciences (business, education, family and consumer, sports, journalism, mass media and communications, law, libraries and museums, military, administration public, and social workers); And
    - 2) 1 (one) lecturer versus a maximum of 30 (thirty) students for the natural sciences, formal sciences, and/or applied sciences (agriculture, architecture and planning, engineering, forestry and the environment, health and transportation);
  - b. can nominate permanent lecturers as referred to in the figure
    - 3) a maximum of 65 (sixty five) years of age for those with a non-professor functional position or a maximum of 70 (seventy) years of age for those with a professorial functional position.

Prospective lecturers taken from other study programs at the proposing university are required to obtain an assignment from the Head of the proposing University and attach a Decree as a Civil Servant (PNS) or Decree as a Government Servant with a Work Agreement;

4. Have at least a master's degree, applied master's degree or equivalent to level 8 (eight) of the KKNI, in the field of science and technology relevant to the proposed study program;
5. Willing to work full time in accordance with the Equivalent Full Educational Time (EWMP) in the proposed study program, namely the calculation of lecturer workload equivalent to full educational hours or working hours in the Tridharma of Higher Education, minimum 37.5 (thirty seven point five) hours per week;
6. Not be a permanent employee in another work unit/agency or a permanent lecturer in another university;
7. Not teachers who already have an Educator and Education Personnel Serial Number (NUPTK);
8. Not non-lecturer state civil servants.

Prospective Non-Permanent Lecturers are lecturers who work part-time and have the status of non-permanent teaching staff at higher education institutions, and are tasked with carrying out learning in fields relevant to their competence. Candidates for non-permanent lecturers to fulfill the minimum requirements for accreditation can come from other universities on loan to the proposing university.

**Non-permanent lecturers** which will be assigned to fulfill the minimum requirements for accreditation of the proposed study program meets the following requirements:

1. Indonesian citizens with the identity as stated on the Resident Identity Card (ID CARD), a maximum of 58 (fifty eight) years of age for those who do not have an NIDN at the time of application;
2. Status as a permanent lecturer at another university; as evidenced by the Decree of Appointment as a Permanent Lecturer at the other university;
3. In the event that lecturers from other universities already have NIDN, then the Head of the Higher Education:
  - a. must maintain the ratio of Lecturers to Students in abandoned study programs. The ratio as referred to above is as follows:
    - 1) 1 (one) lecturer compared to a maximum of 45 (four).twenty-five) students for the religious sciences, humanities, social sciences, and/or applied sciences (business, education, family and consumer, sports, journalism, mass media and communications, law, libraries and museums, military, administration public, and social workers); And
    - 2) 1 (one) lecturer versus a maximum of 30 (thirty) students for the natural sciences, formal sciences, and/or applied sciences (agriculture, architecture and planning, engineering, forestry and the environment, health and transportation);

- b. can nominate candidates for non-permanent lecturers who are aged a maximum of 65 (sixty five) years for those who have a non-professor functional position or a maximum of 70 (seventy) years for those who have a functional professor position.
4. Have a minimum of a master's degree, an applied master's degree or a minimum qualification equivalent to level 8 (eight) of the KKNI, in the field of science and technology relevant to the proposed study program;
5. Have a Letter of Approval from the Head of the Home University that the permanent lecturer candidate in question will become a non-permanent lecturer candidate at the Proposing University, accompanied by a Cooperation Agreement (MoU) between the Proposing University and the Home University;
6. Have a Letter of Approval/Assignment from the Head of the Proposing University as a non-permanent lecturer candidate at the Proposing University;

Some or all of the names of prospective lecturers may be deemed ineligible if several things are found, but not limited to, the following:

1. Found to have been used to propose the opening of another study program with or without the knowledge of the head of the proposing university;
2. There were indications of falsification of documents from prospective lecturers;
3. Other things that are considered can cast doubt on the validity of the documents from prospective lecturers. Data on prospective lecturers in the proposed study program

No.	Lecturer Name <sup>1</sup>	Lecturer Status(Still/Not Fixed) <sup>2</sup>	NIDN <sup>3</sup>	Educational Background <sup>4</sup>				Courses to be taught <sup>5</sup>
				Undergraduate/Graduate Applied <sup>A</sup>	Profession <sup>on</sup>	Masters/Masters Applied <sup>A</sup>	Doctorate/Doctorate Applied <sup>ed</sup>	
1.								
2.								
3.								
etc								

Information:

1. Type in the names of the lecturers (according to their ID cards) used for fulfilling the requirements for the minimum number of lecturers for a study program;
2. Type in your status as a candidate for Permanent Lecturer (DT) or non-permanent lecturer (DTT);
3. Type in the National Lecturer Identification Number or leave it blank (if the prospective lecturer does not have an NIDN);
4. Type in the name of the study program, according to what is stated on the diploma and transcript, which is obtained when the prospective permanent lecturer takes a bachelor's, master's or doctoral education program or Ministerial Decree on Recognition of Past Learning; And
5. Type in the name of the course that each prospective permanent lecturer will teach.

*Tables can be made in a transverse/landscape position*

All documents must be scanned from the original document, and the scanned results must be legible. Scans of original photocopies or legalized photocopies of the above documents will not be evaluated. Completeness of the documents above is an absolute requirement for permanent lecturers.

**CRITERIA3. STUDY PROGRAM MANAGEMENT UNIT**

**3.1 Organization and Work Procedures of the Study Program Management Unit**

**3.1.1 Organizational Structure and Work Procedures of the Study Program Management Unit**

This section contains a description of the organizational structure and work procedures of the Study Program Management unit which shows the position and relationship between the proposed study program and the elements in the study program management unit in accordance with the provisions of statutory regulations.

**3.1.2 Embodiment of Good Governance and the Five Pillars of Civil Service**

This section contains a description of the realization of good governance and the five pillars of good governance which are able to guarantee the realization of the vision, the implementation of the mission, the achievement of goals, and the success of the strategies used in a credible, transparent, accountable, responsible and fair manner in the organizing unit of the proposed study program.

**3.2 Internal Quality Assurance System**

This section contains a description of the implementation of the Internal Quality Assurance System (SPMI) based on the existence of 5 (five) aspects, namely:

1. legal documents for the formation of quality assurance implementing elements;
2. availability of quality documents: policySPMI, SPMI manual, SPMI standards, and SPMI forms;
3. implementation of the quality assurance cycle (PPEPP cycle);
4. valid evidence of the effectiveness of guarantee implementation quality (if any); And
5. has external benchmarking in quality improvement (if any).

**3.3 Facilities and Infrastructure**

**3.3.1 Lecture hall, lecturer work space, office and library**

No.	Space Type	Number of units (fruit)	Total Area (m <sup>2</sup> )	Total capacity (people)	Status	
					elementary school	SW
1	Lecture hall					
2	Lecturer Room					
3	Office & Adm					
4	Library					
<b>TOTAL</b>						

Note: SD = Own; SW = Lease/Contract/Cooperation

The minimum area for each room is in accordance with statutory regulations.



**3.3.2** *Room special academic*

This section contains information/data on the availability of laboratories, studios, workshops, practice areas or practice places, or other similar facilities (adjusted to the needs of the proposed study program) which are provided by following the following table format:

No.	Room Name Academic Special	Number of units (fruit)	Total Area (m <sup>2</sup> )	Total capacity (people)	Ownership	
					elementary school	SW
1						
2						
3						
4						
<b>TOTAL</b>						

Note: SD = Own; SW = Lease/Contract/Cooperation.

**3.3.3** *Practical/practical equipment/work workshops/practical land/PKL or similar use purposes*

This section contains information/equipment data for carrying out practicum/practice/studio practice/workshop practice/PKL/internship or other similar activities in accordance with a special academic space to carry out learning in the proposed study program for at least the first 2 (two) years with follow the following table format:

No.	Academic Room Name Special	Equipment Type	Amount Units	Status	
				elementary school	SW
1					
2					
3					
etc					

Information:

elementary school = Own; SW = Lease/Contract/Cooperation.

The equipment listed is the main equipment for carrying out learning for at least the first 2 (two) years, not basic equipment such as glassware, pipettes, petri dishes, pliers, hammers, crowbars and so on.

**3.4** Power Education

Education staff numbering at least 2 (two) people to serve each proposed study program and 1 (one) person to serve the library, with the minimum qualifications of a Diploma

Three, a maximum of 56 (fifty six) years of age, and willing to work full time for 37.5 (thirty seven point five) hours per week:

No	Types of Educational Personnel 1	Total PowerEducation with the Highest Education2				
		m	P	S	D4	D3
1						
2						
3						
4						
5						
etc						
	<b>Amount</b>					

Information:

1. Filled according to the type of educational staff that suits the needs of the study program, for example as prospective librarians, prospective laboratory assistants, prospective technicians, prospective network operators, prospective programmers, and so on;
2. M = master; P = profession; S = bachelor's degree; D4 = diploma four; D3 = third diploma;

## *LIST OF DOCUMENTS THAT MUST BE UPLOADED IN PDF FORM*

No.	NumberItem	Information
1	Condition	<b>Scans</b> original letter of application from the head of the university regarding the opening of the Applied Undergraduate Study Program to BAN-PT/LAM
2	Condition	<b>Scans</b> original written consideration letter from the University Academic Senate and the Board of Trustees of Higher Education regarding the opening of the proposed study program;
3	Condition	<b>Letter</b> Rector's statement regarding undergraduate study programs
4	Condition	<b>Original scan</b> Minutes of the University Academic Senate and Council of Higher Education Trustees regarding the opening of the proposed study program;
5	Condition	<b>Original scan</b> Newsfield accreditation event for new study programs from LPM
6	Condition	<b>Original scan</b> The assessment of new study programs is accompanied by the results of a minimum accreditation adequacy evaluation completed by 2 LPM assessors
7	Condition	Minimum accreditation fulfillment instrument (form) complete with attachments
8	Condition	Original scan of the Rector's Integrity Pact
9	Condition	Original scan of the Faculty/UPPS Strategic Plan
10	Condition	<b>Scans</b> Original cooperation document between the proposing university and cooperation partners (business world/industrial world, institutions or agencies) which clearly states the willingness of the business world/industrial world, among other things, for (1) joint use of experts; (2) joint use of learning resources including but not limited to practicum/studio practice/workshop practice/field work practice/internships, and/or other forms in accordance with SN Dikti; (3) curriculum development;
11	1.5	Semester Learning Planfor 10 courses. study program characteristics;
12	2.1	<b>Scans</b> original ID CARD of permanent lecturers and non-permanent lecturers;
13	2.1	<b>Scans</b> original diplomas and original transcripts of all higher education programs ever obtained, or a Ministerial Decree regarding Recognition of Past Learning from permanent lecturers and non-permanent lecturers;
14	2.1	<b>Scans</b> Original Decree on Equalization of Diplomas for lecturers with foreign graduates, from the Ministry in charge of higher education

15	2.1	<b>Scans</b> original Statement of Willingness for permanent lecturers to work full time for 37.5 hours per week for the Tridharma of Higher Education activities in the proposed study program;
16	2.1	<b>Permanent lecturer</b> <b>Scans</b> original Decree on Appointment as a Civil Servant at the proposing PT; or
		<b>Scans</b> Original Decree on the Appointment of Permanent Lecturers with a work agreement (Government Employee with a Work Agreement) at the proposing university <b>Scans</b> original Agreement on Willingness to Propose Permanent Lecturers with the Head of the Proposing University;
		<b>Non-permanent lecturers from other PTNs</b> Original scan of the Decree on Appointment as a Civil Servant at another PTN; or Original scan of the Decree on the Appointment of Permanent Lecturers with a work agreement (Government Employee with a Work Agreement) at another PTN. <b>Non-permanent lecturer from PTS</b> Original scan of Decree of Appointment as permanent lecturer from the PTS Organizing Body
17	2.1	<b>Scans</b> original Letter of Assignment from the Head of the Proposing University as a permanent lecturer or non-permanent lecturer in the proposed study program;
18	2.1	<b>Scans</b> original Cooperation Agreement (MoA) between the Head of the Proposing University and the Head of the Home University which includes aspects of joint use of human resources.
19	2.1	<b>Scans</b> Original Letter of Assignment from the Head of the Home University as a non-permanent lecturer at the Proposing University.
20	2.1	Curriculum Vitae signed by permanent lecturers and non-permanent lecturers (according to the attached example)
21	3.2	SPMI Policy Document;
22	3.4	<b>Scans</b> original diploma of prospective educational staff;
23	3.4	<b>Scans</b> original ID CARD of education staff;
24	3.4	<b>Scans</b> original Statement of Willingness of prospective educational staff to work full time for 37.5 (thirty seven point five) hours per week

Except for Attachments 4, 13 and 14, all of these documents must be scanned from the original document, and the scanned results must be legible. Scans of legalized photocopies or scanned photocopies of the above documents will not be evaluated. Documents must also be legible and or downloadable while being evaluated.

Attachment 1: Example of Letter of Proposal for Additions Study Program from Higher Education Leaders

Ministry of Education and Culture

Jam Gadang State University

Address: Jl. Limau Manis Raya 77, Ngarai Sianok, 91111, Indonesia Telephone: 020 – 301010 Fax: 020 – 303035 – Email: lead\_ptn@ptxyz.ac.id

Number: 1225/XYZ.01.02/08/2020
Subject: Proposal Opening of Study
Program Attachments: 1 (one file)

Dear,
Minister of Education and
Culture Building A, 2nd Floor,
Ministry of Education and Culture
Jl. General
Sudirman Jakarta

Through this letter, please allow us, The Rector/Chairman\* proposes .....
opening of the Study Program as follows:

- 1. Soil Science Study Program in the Undergraduate Program
2. Program Studies ..... in the Undergraduate Program
3. Program Studies ..... in the Undergraduate Program
4. etc.

We hereby submit documents to fulfill the requirements for opening the Study Program above as follows:

- 1. ....
2. ....
3. etc

Thank you for your attention and assistance.

Remote Village Dimato, ..... January 2020.
Rector/Chairman\*

Prof. Dr. Siti Halimah nan Alui, M.Ed. M.Phil
NIDN

\*select one

**Appendix 2: Example of Recommendations from Higher Education Service Institutions(LLDikti)**



**Ministry of Education and Culture Region XII  
Maluku & North Maluku Higher Education  
Service Institution  
Jl. Tabae Jou Karang Panjang Ambon 97121 Tel.  
(0911) 356462 , Fax. (0911) 345660**

Number:.....  
Matter: Recommendation Proposal for Opening a  
Study Program Attachments: 1 (one file)

Dear. Director General of Higher  
Education, Ministry of Education and  
Culture, Jl. Door I Senayan  
Jakarta

Meeting demand Rector/Chairman\*, then based on Minister of Education and Culture  
Regulation Number 7 of 2020 concerning the Establishment, Changes, and Dissolution of State  
Universities, and the Establishment, Changes, and Revocation of Private Higher Education Licenses,  
as well as based on the results of a review of the data and information we have regarding:

- University/Institute/High School track record\* .....
- varying degrees of saturation academic study programs that will be opened;
- level of sustainability of the study program if given permission by the Government;

hereby we give/don't give\* recommendations for opening academic study programs at  
universities/institutes/schools High with ..... The new Study Program is as follows:

1. Fisheries Science Study Program in the Undergraduate Program
2. Program Studies ..... on Degree program
3. Etc.

as submitted Rector/Chairman/\* .....

This recommendation is valid for a maximum of 1 (one) year from the date of  
publication. We thank you for your attention.

Head,

**Prof. Bastian Adeo Litamahuputi, Ir., MEE, Ph.D**  
NIP.

Copy:

Rector/Chairman .....

\* Delete unnecessary ones

**Appendix 3: Example of Consideration Letter from the Higher Education**

**Senate**

**Senate**

**Samosir State University**

Address: Jl. Satubarisan 58 - 62 Tomok, Samosir 99999 Indonesia Telephone: 020 – 54453 (hunting) Fax: 020 – 54654 – Email:[senat\\_pt@urb.ac.id](mailto:senat_pt@urb.ac.id)

Number:../SU/.../20...

Subject: Considerations Higher Education Senate Regarding the  
Opening of Study Programs

Attachments:1 (one file)

Dear,  
University Rector Samosir country  
in place.

Replying to your letter regarding the Plan to Open an Academic Study Program at Samosir State University, through this letter the Senate of Samosir State University in its Plenary Meeting dated ..... (Minutes and Attendance List attached) after carefully considering the proposal, we can recommend additional study programs at Samosir State University as follows:

1. Civil Engineering Study Program in the Undergraduate Program
2. Program Studies.....on Degree program
3. etc. etc

These are considerations that can be used properly. Thank you for your attention.

Tomok, ... August  
2020 Chairman of the  
Senate,

*Prof. Dr. Akbar Sigalingging, SE, MM*  
NIDN



**Appendix 4: Example Agreement on Willingness to Propose Permanent Lecturers between the Rector/Head of PTN and Permanent Lecturer Candidates**

**Ministry of Education and Culture**

**Public universities XYZ**

Address: Jl. Satubarisan 56 Kapuas Hulu 99999 Indonesia Telephone: 020 – 54378 Fax: 020 – 54987 – Email: [karihun@yayasan.com](mailto:karihun@yayasan.com)

**Willingness to Propose Agreement Permanent Lecturer at State University**

On the day ..... date ..... Year..... located dipara ..... party the undersigned below:

- ..... (name) Rector/Chairman \* ..... University/Institute/High School\* ..... ,address ..... , hereinafter referred to as the first party;
- ..... (name of prospective permanent lecturer), address (as appropriate ..... card resident ID), hereinafter referred to as the Second Party;

Have agreed to make an agreement to appoint permanent lecturers University/Institute/High School\* with ..... conditions as follows:

**article 1**

**The first party** willing to appoint the Second Party as a permanent lecturer at the University/Institute/High School\* ..... with working hours of 37.5 (thirty seven point five) hours per week with the minimum salary and allowances in accordance with statutory regulations, if permission to open the Program Studies ..... on (University/Institute/High School\*) ..... which is being proposed to the Ministry of Education and Culture granted.

**Section 2**

**The second party** willing to be appointed by the First Party as a permanent lecturer at the University/Institute/High School\* ..... with working hours of 37.5 (thirty seven point five) hours per week with the minimum salary and allowances in accordance with statutory regulations, if permission is granted to open a Study Program ..... on (University/Institute/High School\*) ..... which is being proposed to the Ministry of Education and Culture granted.

**Article 3**

In terms of permission to open a Study Program ..... at (University/Institute/High School\*) ..... as mentioned in Article 2 has been published by the Ministry of Education and Culture, then the Second Party is willing to reside in the Regency or City of domicile of the main campus (University/Institute/High School\*) .....

**Article 4**

The Second Party agrees that this agreement will also be used by the First Party to fulfill the requirements for the application for permission to open a Study Program ..... at (University/Institute/High School\*) ..... to the Ministry of Education and Culture.

**Article 5**

If a dispute arises in the implementation of this agreement, both parties agree to resolve it by deliberation to reach a consensus.

Party First, Party

Second,

.....

\*) Select one

Appendix 5: Example of Curriculum Vitae

# CURRICULUM VITAE

Dr. Ir. H. Suromenggolo Joyokusuma, M.Sc Ph.D

College Logo

Name of College, City, and Year

## DAFTAR RIWAYAT HIDUP

### PERSONAL IDENTITY

Name:

NIP/NIK:

NIDN:

Place & DateBorn :

TypeSex :

StatusMarriage :

Religion :

Group /Rank :

PositionAcademic :

CollegeTall :

College AddressTall :

NumberTelephone:

AddressHouse :

Phone numberHandheld :

Address-e-mail :

HISTORY OF COLLEGE EDUCATION			
Graduation year	Education Programs (diploma, bachelor, master, specialist, and doctorate)	College	Majors courses
	Doctor		
	Masters		
	Bachelor		
	etc		

PROFESSIONAL/SCIENTIFIC TRAINING/EXPERTIES				
Year	Type of Training (Indoor/Outdoor Country)	Organizer/Publisher Certificate	Certificate	Time period

TEACHING EXPERIENCE			
Subject	Education programs	Institution/Department/Program Studies	Academic year
1.			
2.			
3. etc			

EXPERIENCES TUDY				
Year	Research Title	Team Leader/Member	Source of funds	Outer
2020				
2019				
etc				

SCIENTIFIC WORK		
A. Book/Book Chapter/Journal		
Year	Title	Publisher/Journal
2020		
2019		
etc		
B. Papers/Posters		
Year	Title	Organizer
2020		
2019		
etc		

CONFERENCE/SEMINAR/WORKSHOP/SYMPOSI TIONUM			
Year	Activity Title	Organizer	Committee/Participants/Speakers
2020			
2020			

etc			
-----	--	--	--



PROFESSIONAL ACTIVITIES / COMMUNITY SERVICE				
Year	Research Title	Team Leader/Member	Source of funds	Outer
2020				
2019				
etc				

AWARDS/CHARTER		
Year	Form of Award	Giver
2005		
1996		
etc		

PROFESSIONAL/ SCIENTIFIC ORGANIZATION S		
Year	Type/Name of Organization	Position/level
2020-present		
2006-present		

I declare that all the information in This Curriculum Vitae is correct and if there are errors, I am willing to take responsibility for them.

Sewukuto, 20 Good Months  
2020 which states,

\_\_\_\_\_  
NIDN (or leave blank)

## 2. REQUIREMENTS AND INSTRUMENTS FOR MASTERS AND DOCTORAL PROGRAMS

### A. General description

Applications for master's programs within Surabaya State University can use the results of the Academic Directorate's analysis of opportunities for opening monodisciplinary and multidisciplinary master's programs as follows:

#### Mapping Monodisciplinary Master's and Doctoral Study Programs

A. Mono-discipline	No.	Code	Program name Studi	Faculty	Stats	Level	Accreditation	Reporting Data Odd Year 2021					Condition in Unesa	Program				
								Number of Ratio Calculating Lecturers	Number of Lecturers Home base			Number of students		Lecturer Ratio / Student	S	m	Dr.	Title
									NIDN	NIDK	Total							
	11	86201	Dan's Guidance Counseling	FIP	Active	S1	A	21	10	0	10	271	1 : 12.90	I already have S2 and S3				
	12	46201	Biologisti	FMIPA	Active	S1	A	42	18	0	18	160	1 : 3.81	can be submitted to level S2				
	13	45201	Physics	FMIPA	Active	S1	A	35	16	0	16	132	1 : 3.77	can be submitted to level S2				
	14	63201	Administrative Science Country	FISH	Active	S1	A	16	14	0	14	278	1 : 17.38	can be submitted to level S2				
	15	89201	Sports Science	FIO	Active	S1	A	46	28	0	28	706	1 : 15.35	I already have S2 and S3				
	16	47201	Chemistry	FMIPA	Active	S1	A	44	17	0	17	250	1 : 5.68	I already have S2				
	17	61201	Management	FEB	Active	S1	A	45	22	0	22	489	1 : 10.87	I already have S2				
	18	44201	Mathematics	FMIPA	Active	S1	A	32	13	0	13	261	1 : 8.16	can be submitted to level S2				
	19	87210	Education Administration Office	FEB	Active	S1	A	20	11	0	11	264	1 : 13.20	can be submitted to level S2				
	20	87209	Education Accountant	FEB	Active	S1	A	26	11	0	11	250	1 : 9.62	can be submitted to level S2				
	21	88201	Education Language And Indonesian Literature	FBS	Active	S1	A	36	9	0	9	364	1 : 10.11	I already have S2 and PhD in Language and Literature Education				
	22	88202	Language Education And Javanese Literature	FBS	Active	S1	A	24	11	0	11	318	1 : 13.25	I already have S2 and PhD in Language and Literature Education				
	23	88203	Language Education English	FBS	Active	S1	A	34	26	0	26	336	1 : 9.88	I already have S2 and PhD in Language and Literature Education				
	24	88205	Language Education Japan	FBS	Active	S1	A	22	12	0	12	313	1 : 14.23	I already have S2 and PhD in Language and Literature Education				
	25	84205	Biology Education	FMIPA	Active	S1	A	47	12	0	12	270	1 : 5.74	I already have S2				
	26	87203	Economist Education	FEB	Active	S1	A	21	13	0	13	216	1 : 10.29	I already have S2				
	27	84203	Education Physics	FMIPA	Active	S1	A	40	13	0	13	217	1 : 5.42	can be submitted to level				

# PEDOMAN PEMBUKAAN PRODI

													S2			
28	87202	Geographic Education	FISH	Active	S1	A	19	7	0	7	316	1 : 16.63	Alreadythere is S2			
29	86207	Teacher Education ChildDin's age	FIP	Active	S1	A	23	13	0	13	253	1 : 11.00		Alreadythere is S2		
30	86206	Teacher Education Elementary school	FIP	Active	S1	A	44	17	0	17	789	1 : 17.93	There is already a Masters Degree with the name Basic Education			



# PEDOMAN PEMBUKAAN PRODI

31	85201	Physical Education, Health & Recreation	FIO	Active	S1	A	44	38	0	38	683	1 : 15.52	there is already an S2 by the namesports education				
32	85202	EducationCoahSport	FIO	Active	S1	A	50	22	0	22	716	1 : 14.32	there is already an S2 by the name educations port				
33	84204	EducationChemistry	FMIPA	Active	S1	A	46	12	1	13	261	1 : 5.67	can be submittedto levelS2				
34	86202	Outdoor Education Normal	FIP	Active	S1	A	23	10	0	10	339	1 : 14.74	I already have S2				
35	86205	Outdoor Education School	FIP	Active	S1	A	17	7	0	7	242	1 : 14.24	I already have S2				
36	84202	EducationM dums	FMIPA	Active	S1	A	46	12	0	12	322	1 : 7.00	I already have S2and S3				
37	87205	EducationPancasila AndCitizenship	FISH	Active	S1	A	15	12	0	12	253	1 : 16.87	can be submittedto levelS2				
38	84201	Science Education	FMIPA	Active	S1	A	30	20	0	20	260	1 : 8.67	I already have S2and S3				
39	87201	EducationHistory	FISH	Active	S1	A	18	12	0	12	396	1 : 22.00	can be submittedto levelS2				
40	88209	Education Seni Drama, Dance and Music	FBS	Active	S1	A	31	14	0	14	346	1 : 11.16	can be submittedto levelS2				
41	88210	Education SeniAppearance	FBS	Active	S1	A	20	7	0	7	258	1 : 12.90	can be submittedto levelS2				
42	83211	Tata Education Catering	FT	Active	S1	A	18	8	0	8	367	1 : 20.39	can be submittedto levelS2				
43	87211	Tata Education Commerce	FEB	Active	S1	A	25	10	0	10	264	1 : 10.56	can be submittedto levelS2				
44	79201	Indonesian literature	FBS	Active	S1	A	23	8	0	8	159	1 : 6.91	can be submittedto levelS2				
45	79202	English literature	FBS	Active	S1	A	21	16	0	16	276	1 : 13.14	can be submittedto levelS2				
46	69201	Sociologisti	FISH	Active	S1	A	18	13	0	13	466	1 : 25.89	can be submittedto levelS2				
47	86203	Technolog isti Education	FIP	Active	S1	A	27	7	0	7	245	1 : 9.07	I already have S2and S3				
10	62201	Accountanti	FEB	Active	S1	A	29	20	0	20	381	1 : 13.14	Alreadyopened	√	√	-	Ak.
62	90241	Communication DesigniVisual	FT	Active	S1	B	20	8	0	8	294	1 : 14.70	can be submittedto levelS2				
63	87220	Economisti	FEB	Active	S1	B	15	7	0	7	148	1 : 9.87	can be submittedto levelS2				
64	60202	EconomyIslam	FEB	Active	S1	B	15	9	0	9	247	1 : 16.47	can be submittedto levelS2				
65	13211	Gizi	FT	Active	S1	B	22	9	0	9	322	1 : 14.64	can be submittedto levelS2				
66	74201	Legal studies	FISH	Active	S1	B	25	21	0	21	757	1 : 30.28	cannot be applied for Masters level, exceeds the ratio				
67	70201	Communication Sciencei	FISH	Active	S1	B	15	9	0	9	503	1 : 33.53	cannot be applied for Masters level, exceeds the ratio				
68	86204	Managem ent Education	FIP	Active	S1	B	20	7	0	7	267	1 : 13.35	There is already S2and S3				
69	88207	Language Education German	FBS	Active	S1	B	11	6	0	6	127	1 : 11.55	I already have S2and PhD in Language and Literature				

# PEDOMAN PEMBUKAAN PRODI

													Education			
70	88208	Language Education Mandarin	FBS	Active	S1	B	17	8	0	8	219	1 : 12.88	I already have S2 and PhD in Language and Literature Education			
71	84207	Education Social Sciences	FISH	Active	S1	B	18	5	0	5	246	1 : 13.67	There is already S2			

72	83212	<u>Education</u> <u>TatFashion</u>	FT	Active	S1	B	21	9	0	9	328	1 : 15.62	can be submitted to level S2			
73	83213	<u>Education</u> <u>Tata Rias</u>	FT	Active	S1	B	16	12	0	12	297	1 : 18.56	can be submitted to level S2			
74	83207	<u>Education</u> <u>Informati</u> <u>on Technology</u>	FT	Active	S1	B	24	8	0	8	270	1 : 11.25	can be submitted to level S2			
75	73201	<u>psychologisti</u>	FIP	Active	S1	B	38	18	0	18	667	1 : 17.55	can be submitted to level S2			
76	79206	<u>Literature</u> <u>German</u>	FBS	Active	S1	B	11	6	0	6	120	1 : 10.91	can be submitted to level S2			
77	91221	<u>Art</u> <u>Music</u>	FBS	Active	S1	B	20	9	0	9	291	1 : 14.55	can be submitted to level S2			
78	90201	<u>Fine Artsi</u>	FBS	Active	S1	B	14	5	0	5	154	1 : 11.00	can be submitted to level S2			
79	20201	<u>Electrical Engineering</u>	FT	Active	S1	B	33	12	0	12	303	1 : 9.18	I already have S2			
80	21201	<u>Mechanical Engineering</u>	FT	Active	S1	B	29	17	0	17	408	1 : 14.07	can be submitted to level S2			
81	22201	<u>Sip Techniquei</u>	FT	Active	S1	B	32	14	0	14	435	1 : 13.59	can be submitted to level S2			
105	83205	<u>Engineering Education</u> <u>Building</u>	FT	Active	S1	Superior	25	10	0	10	141	1 : 5.64	can be submitted to level S2			
106	83201	<u>Engineering Education</u> <u>Electro</u>	FT	Active	S1	Superior	30	18	0	18	226	1 : 7.53	can be submitted to level S2			
107	83203	<u>Engineering Education</u> <u>Machine</u>	FT	Active	S1	Superior	30	17	0	17	312	1 : 10.40	can be submitted to level S2			

## Multi-Discipline Master's and Doctoral Mapping

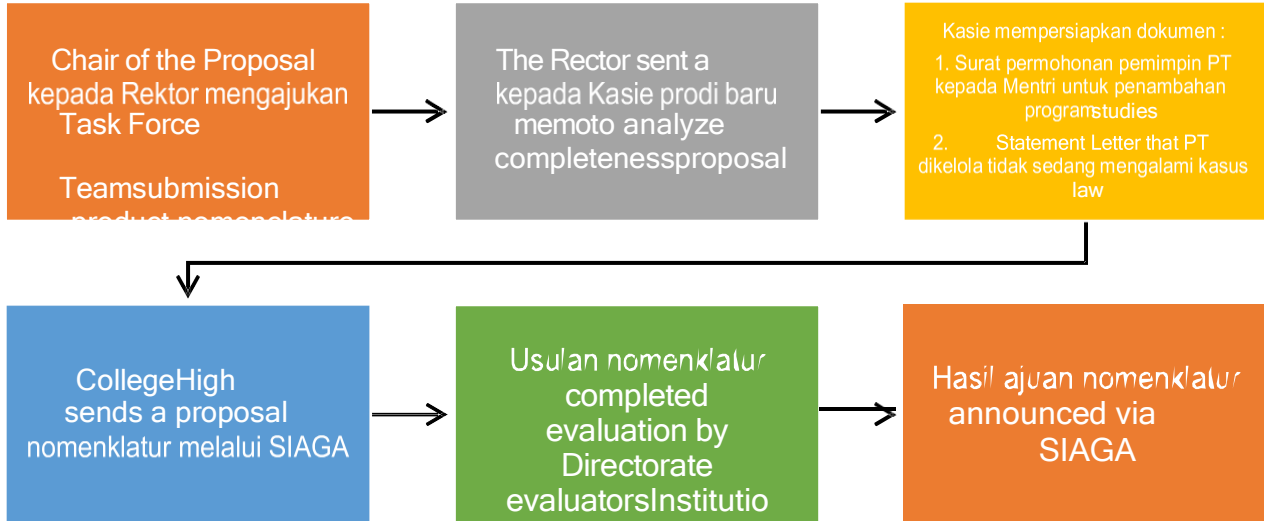
NO	STUDY PROGRAM NAME	STUDY PROGRAM NAME	Program			Title	Support Study Program	Faculty
	IN LANGUAGE IN DONESIA	IN LANGUAGE ENGLISH	S	m	Dr			
1	Bioethics	<i>Bioethics</i>	-	√	-	Bio. Et.		
2	Bioinformatics	<i>Bioinformatics</i>	√	√	-	Bio.Inf.	Biology and Informatics	FMIPA, FT
3	Bioentrepreneurship	<i>Bioentrepreneurship</i>	√	√	-	Bio.K.	Biology, economics, management	FMIPA, FEB
4	Biomangement	<i>Biomangement</i>	-	√	-	Bio.M.	Biology, economics, management	FMIPA, FEB
5	Biotechnology	<i>Biotechnology</i>	√	√	√	Biotech.		
6	Industrial Biotechnology	<i>Industrial Biotechnology</i>	-	√	-	Biotech.		
7	BiotechnologyMarine	<i>Marine Biotechnology</i>	-	√	-	Biotech.		
8	Health Biotechnology	<i>Medical Biotechnology</i>	-	√	-	Biotech.		
9	Agricultural Biotechnology	<i>Agricultural Biotechnology</i>	-	√	-	Biotech.		
10	Geography	<i>Geography</i>	√	√	√	Geo.	already available	
11	Environmental Geography	<i>Environmental Geography</i>	√	-	-	Geo.	Geography and Biology	FISH, FMIPA
12	Remote Sensing	<i>RemoteSensing</i>	-	√	-	Geo.		
13	Geographic Information Science	<i>GeographicInformation Science</i>	√	√	√	Geo.	Physics, Science, Geography, S.	FMIPA, FISH, FT

# PEDOMAN PEMBUKAAN PRODI

						Information	
14	Forensic Science or Science	<i>Forensic Science</i>	-	√	-	SF	
15	Science or Computational Science	<i>Computational Science</i>	-	√	√	Si.K.	

16	Medical Informatics or Health Informatics	<i>Medical Informatics or Health Informatics</i>	√	√	-	Inf. Med.		
17	<b>Chemistry-informatics</b>	<b><i>Chemo-informatics</i></b>	-	√	-	<b>Ki. Inf.</b>	<b>Chemistry, Informatics</b>	<b>FMIPA, FT</b>
18	Biodiversity Conservation Tropical	<i>Tropical Biodiversity Conservation</i>	-	√	√	Ksv.		
19	Biological Conservation	<i>Conservation Biology</i>	√	-	-	Ksv.		
20	Wild Animal Conservation	<i>Wild life Conservation</i>	√	-	-	Ksv.		
21	Conservation Wild and Forest Animals	<i>Wildlife and Forestry Conservation</i>	√	-	-	Ksv.		
22	Conservation Forest	<i>Forestry Conservation</i>	√	-	-	Ksv.		
23	<b>Conservation Natural resources</b>	<b><i>Natural Resources Conservation</i></b>	√	-	-	<b>Ksv.</b>	<b>Can be applied for S1 for the Biology Department</b>	<b>FMIPA</b>
24	<b>Mitigation Disaster</b>	<b><i>Disaster Management</i></b>	-	√	-	<b>MB</b>	<b>Physics, Biology, Geography, management</b>	<b>FMIPA, FISH, FEB</b>
25	Disaster mitigation Land Damage	<i>Land Disaster Management</i>	-	√	-	MB		
26	Health Professions Education	<i>Health Profession Education</i>	-	√	√	Pd.		
27	Housing and Settlements	<i>Human Settlement</i>	-	√	√	Per. Kim.		
28	<b>Educational Psychology</b>	<b><i>Educational Psychology</i></b>	-	√	√	<b>PP</b>	<b>Psychology, Educational Sciences</b>	<b>FIP</b>
29	Technique or Food Engineering	<i>Food Engineering</i>	-	√	√	T.P		
30	Technology Food	<i>Food Technology</i>	√	√	-	T.P		
31	Systems Engineering	<i>Systems Engineering</i>	-	√	-	Q.		
32	<b>Coffee Economics</b>	<b><i>Coffee Economics</i></b>	-	√	-	<b>Kp.</b>	<b>Economy, Culinary Management, Biology</b>	<b>FEB, VOCATIONAL, FMIPA</b>
33	Data Science	<i>Data Science</i>	√	√	-	Si.D.		
34	Coffee Science	<i>Coffee Science</i>	√	√	-	Kp.		
35	Humanity Studies	<i>Humanistic Studies (Liberal Arts)</i>	√	√	√	SH		
36	<b>Innovation</b>	<b><i>Innovation</i></b>	-	√	-	<b>m</b>	<b>Economic management, Electrical, Educational Technology</b>	<b>FEB, FT, FIP, FEB, FT</b>
37	<b>Management Technology</b>	<b><i>Management Technology</i></b>	-	√	√	<b>m</b>		
38	<b>Management</b>	<b><i>Management</i></b>	-	√	-	<b>m</b>		
	<b>Information Systems Management</b>	<b><i>Management Information Systems</i></b>					<b>Electrical, Systems Information, Economics, management</b>	

Nomenclature application flow (name of study program has not been registered in the Nomenclature based on Kepdirjendikti Number 163/E/KPT/2022 concerning Names of Study Programs in Types of Academic and Professional Education:



Version  
**JUNE 01**

**INSTRUMENTS FOR FULFILLING MINIMUM  
REQUIREMENTS FOR STUDY PROGRAM  
ACCREDITATION**

**MASTER**

**PROGRAMON**

**STATE UNIVERSITY SURABAYA  
ACADEMIC EDUCATION ORGANIZER**



**Study program : .....**

**Name of College : .....**

**MINISTRY OF EDUCATION AND CULTURE AND  
NATIONAL ACCREDITATION BOARD FOR HIGHER**

**EDUCATION JAKARTA 2020**

**LIST OF CONTENTS**

	<i>Page</i>
IDENTITY OF THE PROPOSED NEW STUDY PROGRAM.....	3
INTEGRITY PACT.....	4
CRITERIA1 CURRICULUM .....	5
CRITERIA2 LECTURER .....	8
CRITERIA3 UNITS                      STUDY PROGRAM MANAGER.....	12
LIST OF DOCUMENTS THAT MUST BE UPLOADED.....	15
APPENDIX 17 .....	





**IDENTITY OF THE PROPOSED NEW STUDY PROGRAM\*)**

ProgramStudies:.....

Study programs in relevant Bachelor/Applied Bachelor programs : 1. ....  
Valid Accreditation Rating  
.....  
2. ....  
Valid Accreditation Rating  
.....  
etc.

Program Management UnitStudies:.....

CollegeTall:.....

Name of College LeaderTall:.....

AddressOffice:.....

.....

.....

Phone number:.....

Phone numberHandheld:.....

Electronic Mail Address (e-mail):.....

College Contact PersonTall:.....

Address:.....

.....

.....Tele

phone/Mobile Number: ..... Electronic

Mail Address (e-mail): .....

\*) The study program identity must be filled in completely

**NAME, ADDRESS AND SYMBOL OF STATE UNIVERSITY**

Number : .....

*INTEGRITY PACT OPENING NEW STUDY PROGRAM*

The undersigned below,

Name: (College Leader)  
Job Title: (Rector/Chairman)\*  
Address: (College Address)  
Telephone: (Telephone Number and/or Mobile Phone)  
Address : (email address)  
sEmail

Declare responsibility for the correctness of the data and information contained in all documents used for the proposal to open a Study Program .....

(type the name of the proposed Master's Program) at University/Institute/College\*

..... (Type the name of the proposing university) and be willing to be subject to criminal sanctions based on Article 242 paragraph (1) in conjunction with paragraph (3) of the Criminal Code if there are incorrect data and information in the proposal document.

..... (name of city), month of  
year (name of position)

Signed & Stamped

(Full name)

\*) Cross out what is not needed

**CRITERIA 1. CURRICULUM**

The curriculum is a set of plans and arrangements regarding objectives, content and learning materials as well as methods used as guidelines for implementing learning activities to achieve the goals of Higher Education. The curriculum must include learning outcomes referring to Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards (SN-Dikti) and a description of level 8 (eight) of the Indonesian National Qualifications Framework (KKNI) in accordance with Presidential Decree Number 8 of 2012, and which is structured to achieve goals, carry out missions, and realize the scientific vision of study programs .

**1.1 Uniqueness or Advantages of the Study Program.**

This section contains the advantages or uniqueness of the proposed study program based on a comparison of 3 (three) similar study programs at the national and/or international level which includes aspects of (1) scientific development, (2) study of learning outcomes, and (3) curriculum of similar study programs .

**1.2 Profile Study Program Graduates.**

This section contains profiles graduates of study programs in the form of professions or other types of work or forms of work. The graduate profile is equipped with a brief description of the competencies of all profiles in accordance with the undergraduate education program, and the relationship between the profile and the advantages or uniqueness of the study program.

**1.3 Learning Outcomes**

This section contains a formulation of study program learning outcomes that are in accordance with the graduate profile, referring to the description of SN-Dikti and level 8 (eight) KKNI learning outcomes, and their relevance to the advantages or uniqueness of the study program.

Table. Example of Preparing Learning Outcomes

No	Learning Outcomes (CP)	Reference Source
I.	<b>Attitude Aspect</b>	Attachment to the Minister of Education and Culture's Regulation Number 3 of 2020 concerning National Higher Education Standards
	I.1	
	I.2	
	I.3	
	etc	

No	Learning Outcomes (CP)	Reference Source
<b>II</b>	<b>Knowledge Aspect</b>	Type herereference used
	II.1	
	II.2	
	II.3	
	etc	
<b>III</b>	<b>General Skills Aspects</b>	Attachment to the Minister of Education and Culture's Regulation Number 3 of 2020 concerning National Higher Education Standards
	III.1	
	III.2	
	III.3	
	Etc	
<b>IV</b>	<b>Specific Skill Aspects</b>	Type herereference used
	IV.1	
	IV.2	
	IV.3	
	etc	

Tables can be made in a transverse position (landscape)

#### 1.4 Curriculum Structure

This section contains the arrangement/list of courses based on the sequence of courses (MK) per semester following the following table format:

Semester	Course Name1	Credit weight 2		RPS3
		Theory	Practic	
I	1.....	...	...	
	2.....	...	...	
	etc	...	...	
	<b>Total Semester I</b>	...	...	
II	1.....	...	...	
	2.....	...	...	
	etc	...	...	
	<b>Total Semester II</b>	...	...	
e t c t				
	<b>Total credits</b>	...	...	

Information:

1. Type in the courses that will be implemented.
2. Type the credit weight for each course consisting of Theory and Practice. How

to write, for example, for 3 credits, enter 2 in the Theory column

and onThe Practice column is filled with 1, or 0 in the Theory column and 3 in the Practice column. What is meant by practice here is practicum/studio practice/workshop practice/field work practice/internship, and/or other forms according to SN Dikti;

3. Type the symbol  $\surd$  in courses that are equipped with RPS.

**Tables can be made in a transverse position (landscape)**

## 1.5 Semester Learning Plan (RPS)

*Attach RPS 5 (five) courses that characterize the proposed study program*

RPS is a learning process plan for each course, and contains at least:

1. Study program name, course name and code, semester, credits, name of the teaching lecturer;
2. Graduate learning outcomes assigned to courses;
3. Final capabilities planned at each learning stage to meet graduate learning outcomes;
4. Study material related to the abilities to be achieved
5. Learning methods;
6. The time provided to achieve abilities at each learning stage;
7. Student learning experiences are manifested in descriptions of assignments that must be carried out by students during one semester;
8. Criteria, indicators and assessment weights; And
9. List of references used.

## CRITERIA 2. LECTURER

### 2.1 Lecturer in Study Programs (in accordance with Minister of Education and Culture Regulation No. 3 of 2020 and Minister of Education and Culture Regulation No. 7 of 2020)

Lecturers consist of permanent lecturers and non-permanent lecturers.

There are at least 5 (five) prospective lecturers for 1 (one) study program, and can be filled with a composition of at least 3 (three) permanent lecturer candidates from the proposing PTN plus other prospective lecturers who have the status of non-permanent lecturer candidates.

Prospective Permanent Lecturers as mentioned above are lecturers with the status of permanent educators at the proposing university and are not permanent employees in other work units or educational units. Prospective permanent lecturers who will be assigned to the study program that will be opened meet the following requirements:

1. Indonesian citizens with identity as stated on their Resident Identity Card (ID CARD), a maximum age of 58 (fifty eight) years for those who do not have NIDN at the time of application;
2. For prospective permanent lecturers who do not yet have an NIDN, they can sign a Letter of Agreement of Willingness to Propose a Permanent Lecturer with the Head of the proposing University, or have been appointed as a permanent Civil Servant lecturer, or a permanent Lecturer with a work agreement (Government Servant with a Work Agreement) at the proposing university ;
3. In the event that the lecturer already has an NIDN from another study program at the proposing university, then the leader of the proposing university:
  - a. obliged to maintain the ratio of lecturers and students in abandoned study programs. The ratio as referred to above is as follows:
    - 1) 1 (one) lecturer compared to a maximum of 45 (four).twenty-five) students for the religious sciences, humanities, social sciences, and/or applied sciences (business, education, family and consumer, sports, journalism, mass media and communications, law, libraries and museums, military, administration public, and social workers); or
    - 2) 1 (one) lecturer versus a maximum of 30 (thirty) students for the natural sciences, formal sciences, and/or applied sciences (agriculture, architecture and planning, engineering, forestry and the environment, health and transportation);
  - b. can nominate candidates for permanent lecturers as referred to in number 3) whose age is a maximum of 65 (sixty five) years for those who have a non-professor functional position or a maximum of 70 (seventy) years of age for those who have a functional professor position.

Prospective lecturers taken from other study programs at the proposing university are required to obtain an assignment from the Head of the proposing University and attach a Decree as a Civil Servant (PNS) or Decree as a Government Servant with a Work Agreement;



4. Hold a doctorate, applied doctorate or equivalent qualifications  
9 (nine) KKNI, in the fields of science and technology relevant to the proposed study program;
5. Willing to work full time in accordance with the Equivalent Full Education Time (EWMP) in the proposed study program, namely the calculation of lecturer workload equivalent to full education hours or working hours in the Tridharma of Higher Education, minimum 37.5 (thirty seven point five) hours per week;
6. Not be a permanent employee in another work unit/agency or a permanent lecturer in another university;
7. Not teachers who already have an Educator and Education Personnel Serial Number (NUPTK);
8. Not non-lecturer state civil servants.

Prospective Non-Permanent Lecturers are lecturers who work part-time and have the status of non-permanent teaching staff at higher education institutions, and are tasked with carrying out learning in fields relevant to their competence. Candidates for non-permanent lecturers to fulfill the minimum requirements for accreditation can come from other universities on loan to the proposing university.

Prospective non-permanent lecturers who will be assigned to fulfill the minimum requirements for accreditation of the proposed study program meet the following requirements:

1. Indonesian citizens with identity as stated on their Resident Identity Card (ID CARD), a maximum age of 58 (fifty eight) years for those who do not have NIDN at the time of application;
2. Status as a permanent lecturer at another university; as proven by the Decree of Appointment as a Permanent Lecturer at the other university;
3. In the event that lecturers from other universities already have NIDN, then the Head of the Higher Education:
  - a. obliged to maintain the ratio of lecturers and students in abandoned study programs. The ratio as referred to above is as follows:
    - 1) 1 (one) lecturer versus a maximum of 45 (forty five) students for the religious sciences, humanities, social sciences, and/or applied sciences (business, education, family and consumer, sports, journalism, mass media and communications, law, libraries and museums, military, public administration, and social work); or
    - 2) 1 (one) lecturer versus a maximum of 30 (thirty) students for the natural sciences, formal sciences, and/or applied sciences (agriculture, architecture and planning, engineering, forestry and the environment, health and transportation);

- b. can nominate permanent lecturer candidates with a maximum age of 65 (sixty five) years for those who have a functional non-professor position or a maximum of 70 (seventy) years for those who have a functional position of professor.
4. Hold a doctorate, applied doctorate or equivalent qualifications  
9 (nine) KKNI, in the fields of science and technology relevant to the proposed study program;
5. Have an Assignment Letter from the Head of the Home University stating that the permanent lecturer in question will be a non-permanent lecturer candidate at the Proposing University, accompanied by a Cooperation Agreement (MoA) between the Proposing University and the Home University;
6. Have a Letter of Assignment from the Head of the Proposing University as a prospective non-permanent lecturer at the Proposing University;

Some or all of the names of prospective lecturers may be deemed ineligible if several things are found, but not limited to, the following:

1. Found to have been used to propose the opening of another study program with or without the knowledge of the head of the proposing university;
2. There were indications of falsification of documents from prospective lecturers;
3. Other things that are considered can cast doubt on the validity of the prospective lecturer's documents.

### Data on Prospective Lecturers in the Proposed Study Program

No.	Name Dosen <sup>1</sup>	Status Dosen <sup>2</sup>	NID N <sup>3</sup>	Educational Background <sup>4</sup>				Courses that will be silents, pu
				Undergraduate/ Graduate na Applied	Profesi	Master/Magister Applied	Doctor/Doctor Applied	
1.								
2.								
3.								
d s t								

#### Information:

1. Type in the names of the lecturers (according to their ID cards) used  
Forfulfilling the requirements for the minimum number of lecturers for a study program;
2. Type in your status as a candidate for Permanent Lecturer (DT) or non-permanent lecturer (DTT);
3. Type in the National Lecturer Identification Number or leave it blank (if the prospective lecturer does not have an NIDN);
4. Type in the name of the study program, according to what is stated on the diploma and transcript, obtained when the prospective permanent lecturer takes a bachelor's, master's or doctoral education program or Ministerial Decree on Recognition of Past Learning; And
5. Type in the name of the course that each prospective permanent lecturer will teach.

*Tables can be made in a transverse/landscape position*

All documents must be scanned from the original document, and the scanned results must be legible. Scans of original photocopies or legalized photocopies of the above documents will not be evaluated. Completeness of the documents above is an absolute requirement for the permanent lecturer aspect.

**2.1** Outcomes of Permanent Lecturer Candidates

Type the number of scientific/artistic/sport works resulting from research and community service (article title, journal/producer name, volume – number – page, year) by permanent lecturers whose field of expertise is the same as the study program for the last three years using the format following table. The article's whereabouts can be traced via the internet.

No.	Article title	Name-Lecturer's name	Published on	Publication Year	Tingkat		
					Int'l	Nasional	Local
1							
2							
3							
dst							
<b>Amount (required filled in)</b>					NA=	NB=	NC=

Information:

1. Journal/producer name, volume – number – page, and url (must be searchable)
2. Put a √ mark in the appropriate column.

**Tables can be made in a transverse position (landscape)**

**CRITERIA 3. STUDY PROGRAM MANAGEMENT UNIT**

**3.1 Organization and Work Procedures of the Study Program Management Unit**

**3.1.1 Organizational Structure and Work Procedures of the Study Program Management Unit**

This section contains a description of the organizational structure and work procedures of the Study Program Management unit which shows the position and relationship between the proposed study program and the elements in the study program management unit in accordance with the provisions of statutory regulations.

**3.1.2 Embodiment of Good Governance and the Five Pillars of Civil Service**

This section contains descriptions of embodiments *good governance* and five pillars of civil service that are able to guarantee the realization of the vision, the implementation of the mission, the achievement of objectives, and the success of the strategies used in a credible, transparent, accountable, responsible and fair manner in the unit administering the proposed study program.

**3.2 Internal Quality Assurance System**

This section contains a description of the implementation of the Internal Quality Assurance System (SPMI) based on the existence of 5 (five) aspects, namely:

- legal documents for the formation of quality assurance implementing elements;
- availability of quality documents: SPMI policies, SPMI manuals, SPMI standards, and SPMI forms;
- implementation of the quality assurance cycle (PPEPP cycle);
- valid evidence of effectiveness implementation of quality assurance (if any); And

**3.3 Means and Infrastructure**

**3.3.1 Lecture rooms, lecturer work rooms, offices and libraries**

No	Space Type	Amount Units (pieces)	Wide Total (m2)	Capacity total (people)	Stat us	
					el e m e n t a r y s c h o o l	S W

					I	
1	RoomStudying					
2	Lecturer Room					
3	Office & Adm					
4	Library					
<b>TOTAL</b>						

Note: SD = Own; SW = Lease/Contract/Cooperation

The minimum area for each room is in accordance with statutory regulations.

**3.3.2 Independent study room**

This section contains information/data on the number, size and condition of independent study rooms using the following table format:

No.	Space available for independent study	Total Area (m2)	Capacitanceas total (people )	Ownership *		Completeness Furniture	Access Internal et*
				elementary school	SW		
1							
2							
etc							
Total							

Information:

SD = Belongs to own university/faculty/department; SW = Rent/contract/cooperation

\*) type the symbol √ in an independent study room equipped with internet access

**3.3.3 Dedicated academic space**

Type in the availability of laboratories, studios, work workshops, practice areas or practice areas, or other similar facilities (adjusted to the needs of the proposed study program) provided by following the following table format:

No.	Name of Special Academic Room	Amount Units (pieces )	Wide Total (m2)	Capacity total (people)	Status	
					elementary school	SW
1						
2						
3						
4						
TOTAL						

Note: SD = Own; SW = Lease/Contract/Cooperation.

**3.3.4** *Practical/practical equipment/work workshops/practical land/PKL or similar intended use*

Type in the equipment for carrying out practicum/practice/PKL, or student research with lecturers in accordance with the special academic space to carry out learning in the proposed study program for at least the first year by following the following table format:

No.	Name of Special Academic Room	Equipment Type	AmountUnits	Status	
				el e m e n t a r y s c h o o l	SW
1					
2					
3					
e t c					

Information:

SD = Own; SW = Lease/Contract/Cooperation.

The equipment listed is the main equipment for carrying out learning for at least the first year, not basic equipment such as glassware, pipettes, petri dishes, pliers, hammers, crowbars and so on.

### 3.4 Education Personnel

Educational staff numbering at least 2 (two) people to serve each proposed study program and 1 (one) person to serve the library, with the minimum qualifications being a Diploma Three, a maximum of 56 (fifty six) years of age, and willing to work full time 37.5 (thirty seven point five) hours per week:

No	Types of Educational Personnel 1	AmountEducation Personnel with the Highest Education2				
		m	P	S	D 4	D 3
1	Aspiring librarian					1
2	Aspiring technician					1
3						
4						
5						
d s t						
	<b>Amount</b>					2

Information:

1 Filled in according to the type of educational staff that suits the needs of the study program, for example as a prospective librarian, prospective laboratory assistant, prospective technician, prospective network operator, prospective programmer, and so on;

2 M= master; P = profession; S = bachelor's degree; D4 = diploma four; D3 = third diploma;



*LIST OF DOCUMENTS THAT MUST BE UPLOADED IN PDF FORM  
ON THE PAGE [silemkerma.kemdikbud.go.id](http://silemkerma.kemdikbud.go.id)*

No.	NumberItem	Information
1	Condition	<i>Scans</i> original letter of application from university leaders regarding the opening of an academic master's study program to the Minister of Education and Culture.
2	Condition	<i>Scans</i> original Letter of Recommendation from the Higher Education Service Institution regarding the track record of the proposing university, the level of saturation of the proposed master's study program, and the level of sustainability of the proposed master's study program;
3	Condition	<i>Scans</i> original written consideration letterHigher Education Senate regarding the opening of the proposed study program;
4	Condition	<i>Scans</i> original certificate of accreditation rating of B or Very Good from the field of science & technology in an academic study program for an undergraduate program in the same field (mono-discipline) or supporting undergraduate study program (multi-discipline)
5	1.5	Semester Learning Plan for 5 (five) courses that characterize the study program;
6	2.1	<i>Scans</i> original ID CARD of prospective permanent lecturers and non-permanent lecturers;
7	2.1	<i>Scans</i> certificateoriginal and original transcripts of all higher education programs ever obtained, or a Ministerial Decree regarding Recognition of Past Learning from prospective permanent and non-permanent lecturers;
8	2.1	<i>Scans</i> Original Decree on Equalization of Diplomas for foreign graduate lecturer candidates, from the Ministry in charge of higher education
9	2.1	<i>Scans</i> Original Statement of Willingness of the prospective permanent lecturer to work full time for 37.5 hours per week for the Tridharma of Higher Education activities in the proposed study program
10	2.1	<b>Permanent lecturer</b> <i>Scans</i> original Decree of Appointment as a Civil Servant at the applicant's PT; or <i>Scans</i> original Decree on the Appointment of Permanent Lecturers with work agreements (Government Employees with Work Agreements) at the proposing university;

No.	NumberItem	Information
		<p><b>Scans</b>original Agreement on Willingness to Propose a Permanent Lecturer with the Head of the proposing university;</p> <p><b>Non-Permanent Lecturers from other PTNs</b> Original scan of Decree of Appointment as a Civil Servant at another PTN; or Original scan of the Decree on the Appointment of Permanent Lecturers with a work agreement (Government Employee with a Work Agreement) at another PTN.</p> <p><b>Non-Permanent Lecturer from PTS</b> Original scan of Decree of Appointment as permanent lecturer from the PTS Organizing Body</p>
11	2 . 1	<b>Scans</b> original Letter of Assignment from the Head of the proposing University as a permanent lecturer or non-permanent lecturer in the proposed study program;
12	2 . 1	<b>Scans</b> original Cooperation Agreement (MoA) between the leader of the Proposing College and the leader of the Home College which includes aspects of joint use of human resources
13	2 . 1	<b>Scans</b> Original Letter of Assignment from the Head of the Home University as a prospective non-permanent lecturer at the Proposing University
14	2 . 1	Signed Curriculum Vitae by prospective permanent lecturers and non-permanent lecturers (according to the attached example)
15	3 . 2	SPMI Policy Document;
16	3 . 4	<b>Scans</b> original diploma of prospective educational staff
17	3 . 4	<b>Scans</b> original ID CARD of prospective educational staff
18	3 . 4	<b>Scans</b> original Statement of Willingness of prospective educational staff to work full time for 37.5 (thirty seven point five) hours per week

Except for Attachments 5, 14 and 15, all documents must be scanned from the original document, and the scanned results must be legible. Scans of photocopies or legalized scans of photocopies of the above documents will not be evaluated. Completeness of the documents above is an absolute requirement.

**Appendix 1: Example of a Letter of Proposal  
for Additional Study Programs from the  
Leader**

**Ministry of Education & Culture**

**Jam Gadang State University**

*Address: Jl. Limau Manis Raya 77, Ngarai Sianok, 91111, Indonesia Telephone:  
020 – 301010 Fax: 020 – 303035 – Email: leader\_pt@ptxyz.ac.id*

Number: 1225/XYZ.01.02/08/2020  
Subject: Proposal                      Opening of Study Program  
Lampiran     : 1     (one file  
n

Dear,  
Minister Education and Culture  
Building A, 2nd Floor, Ministry of  
Education and Culture  
Jl. General  
Sudirman Jakarta

Through this letter, please allow us, Rector/Director/Chairman\*                      propose The  
opening of the study program is as follows:

1. Soil Science Study Program in the Master's Program
2. Program Study on                      Master's Program
3. Program Study on                      Master's Program
4. etc.

We hereby submit documents to fulfill the requirements for opening the Study Program  
above as follows:

1. ....
2. ....
3. etc

Thank you for your attention and assistance.

Remote Village Dimato,                      January  
2020. Rector/Director/Chairman\*

**Prof. Dr. Siti Halimah nan Alui, M.Ed, M.Phil**

\*select one

NIDN

\*select one

**Appendix 2: Examples of Recommendations from Higher Education Service Institutions (LLDikti)**



**Ministry of Education and Culture** Region XII  
**Maluku & North Maluku Higher Education Service Institution**  
**Jl. Tabae Jou Karang Panjang Ambon 97121 Tel. (0911) 356462 , Fax. (0911) 345660**

Number:.....  
Subject: Recommendations                      Proposal for Opening a Study Program  
Lampiran :1      (one file  
n

Dear. Director General of Higher Education Ministry of Education and Culture Jl. Door I Senayan Jakarta

Meeting demand Rector/Chairman\*, then based on Minister of Education and Culture Regulation Number 7 of the Year 2020 concerning the Establishment, Changes, and Dissolution of State Universities, and the Establishment, Changes, and Revocation of Private Higher Education Licenses, as well as based on the results of a review of the data and information we have regarding:

- University/Institute/College track record\* .....
- the level of saturation of the various study programs that will be opened;
- the level of sustainability of the study program if given permission by the Government;
- legality of the Organizing Body;

We hereby give/don't give\* recommendations for opening study programs at universities/institutes/schools Highas following:

1. Fisheries Science Study Program in the Masters Program
2. Program Study on Master's Program
3. Etc.

as proposed by the Rector/Chairman .....

This recommendation is valid for a maximum of 1 (one) year from the date of publication. We thank you for your attention.

Head,

**Prof. Bastian Adeo Litamahuputi, Jr., MEE, Ph.D**  
NIP.

Copy:

\* Delete unnecessary ones

Rector/Chairman/Director University/Institute/College .....

\* Delete unnecessary ones

<p><b>Appendix 3: Example of Consideration Letter from the University</b></p>
---

**Senate**

**University Samosir Country**

Address: Jl. Satubarisan 58 - 62 Tomok, Samosir 99999 Indonesia Telephone: 020  
– 54453 (hunting) Fax: 020 – 54654 – Email: [senat\\_pt@urb.ac.id](mailto:senat_pt@urb.ac.id)

Number:../SU/.../20...

Subject: Considerations Higher Education Senate Regarding the  
Opening of Study Programs

Attachments:1 (one file)

Dear,  
Rector/Chairman Samosir State University  
on site.

Responding to your letter regarding the Plan to Open an Academic Study Program at Samosir State University, through this letter the Senate of Samosir State University in its Meeting Plenary date (Minutes and Attendance List attached) After carefully considering the proposal, we can recommend additional study programs at Samosir State University as follows:

1. Civil Engineering Study Program in the Masters Program
2. Program Study on Master's Program
3. etc. etc

These are considerations that can be used properly. Thank you for your attention.

Tomok, ... August  
2020 Chairman of the  
Senate,

*Prof. Dr. Akbar Sigalingging, SE, MM*  
NIDN

Appendix 4: Example of Agreement on Willingness to Propose a Permanent Lecturer between the Rector/Head of a

Ministry of Education and Culture

XYZ State University

Address: Jl. Satubarisan 56 Kapuas Hulu 99999 Indonesia Telephone: 020 – 54378 Fax: 020 – 54987 – Email:karihun@yayasan.com

Willingness Agreement Proposing Permanent Lecturers at State Universities

On the day ..... date ..... Year..... located in ..... the parties who signed below:

- ..... (name) Rector/Chairman\* University/Institute/High School\* ..... ,address ,hereinafter referred to as the first party;
• ..... (name of candidate permanent lecturer),address(as appropriate ..... sign card resident),hereinafter referred to as the Second Party;

Have agreed to make an agreement to appoint permanent lecturers to universities/institutes/high schools\* ..... with the following conditions:

article 1

The first party willing to appoint the Second Party as permanent lecturer at University/Institute/High School\* ... with working hours of 37.5 (thirty seven point five) hours per week with salary and allowances at least in accordance with statutory regulations, if permission to open the Program Studies on (University/Institute/High School\*) which was being proposed to the Ministry of Education and Culture was granted.

Section 2

The second party willing to be appointed by the First Party as a permanent lecturer at the University/Institute/High School\* ... with working hours of 37.5 (thirty seven point five) hours per week with salary and allowances at least in accordance with statutory regulations, if the establishment permits the opening of the Program Studies on (University/Institute/High School\*) which was being proposed to the Ministry of Education and Culture was granted.

Article 3

In terms of permission to open a Study Program ..... at (University/Institute/High School\*)..... as intended in Article 2 has been issued by the Ministry of Education and Culture, then the Second Party is willing to reside in the Regency or City of domicile of the main campus (University/Institute/High School\*) .....

Article 4

The Second Party agrees that this agreement will also be used by the First Party to fulfill the requirements for the application for permission to open a Study Program ..... at (University/Institute/High School\*) ..... to the Ministry of Education and Culture.

Article 5

If a dispute arises in the implementation of this agreement, both parties agree to resolve it by deliberation to reach a consensus.

Party First,

The second party,

\*) Select wrong One



Appendix 5: Example of a history list

# CURRICULUM VITAE

Dr. Ir. H. Suromenggolo Joyokusuma, M.Sc Ph.D

College Logo

City College Name, Year

## CURRICULUM VITAE

### PERSONAL IDENTITY

NIP/NIK:

NIDN:

Place & DateBorn

:

TypeSex

:

StatusMarriage:

Religion:

Group /Rank:

PositionAcademic:

CollegeTall

:

College Address: NoTelephone

:

AddressHouse

:

Mobile Phone Number:

Adresse-mail

:

NIP/NIK:

EDUCATIONAL BACKGROUND COLLEGE			
Known/Lulus	Education Programs (diploma, bachelor, master, specialist, and doctorate)	College	Department/Program Studies
	Doctor		
	Masters		
	Bachelor		
	etc		

PROFESSIONAL/SCIENTIFIC TRAINING/EXPERTIES				
Known	Type of Training (Indoor/Outdoor Country)	Organization/Certificate Issuer	Certificate	Time


EXPERIENCET EACH			
Subject	Program Educator	Institution/Department/Program Studies	Known Mic academy
1.			
2.			
3. etc			

RESEARCH EXPERIENCE				
Known	Research Title	Team Leader/Member	Source Fund	Outer
2020				
2019				
etc				

SCIENTIFIC WORK		
A. Book/Book Chapter/Journal		
Known	Title	Publisher/Journal
2020		
2019		
dst		
B. Papers/Posters		
Known	Title	Organizer
2020		
2019		
etc		

CONFERENCE/SEMINAR/WORKSHOP/SIMPOSIUM
---------------------------------------



Year	Activity Title	Organizer	Committee/ Participants/Speakers
2020			
2020			
etc			

PROFESSIONAL ACTIVITIES/DEVOTION TO THE COMMUNITY				
Year	Research Title	Team Leader/Member	Source Fund	Outer
2020				
2019				
etc				

AWARDS/PIAGAM		
Known	Form of Award	Giver
2005		
1996		
etc		

PROFESSIONAL/SCIENTIFIC ORGANIZATIONS		
Year	Type/Name of Organization	Position/level
2020-present		
2006-present		

I declare that all information in this Curriculum Vitae is correct and that if there are any errors, I am willing to take responsibility for them.

Sewukuto, 20 Good Months 2020  
which states,  
NIDN

**INSTRUMENT FULFILLMENT OF MINIMUM  
REQUIREMENTS FOR STUDY PROGRAM  
ACCREDITATION**

**DOCTORAL**

**PROGRAM**

**COLLEGE PUBLIC AND PRIVATE LEAGUES**



Study program : .....  
**College Name** Tall : .....

**MINISTRY OF EDUCATION AND CULTURE AND  
NATIONAL ACCREDITATION BOARD FOR HIGHER**

**EDUCATION JAKARTA 2020**

LIST OF CONTENTS

	<i>Page</i>
IDENTITY OF THE NEW STUDY PROGRAM PROPOSED3 .....	
PACTINTEGRITY4.....	
CRITERIA 1 CURRICULUM5 .....	
CRITERIA 2 LECTURER9 .....	
CRITERIA 3 PROGRAM MANAGEMENT UNITS STUDY13 .....	
LIST OF MANDATORY DOCUMENTS UPLOADED16 .....	
APPENDIX18 .....	

IDENTITY OF THE PROPOSED NEW STUDY PROGRAM\*)

ProgramStudies: .....

Study program in a relevant : 1. ....  
 Master's/Applied Master's Valid Accreditation Rating  
 program .....  
 2. ....  
 Valid Accreditation Rating  
 . .....etc.

Program Management UnitStudies: .....

CollegeTall: .....

Name of College LeaderTall: .....

Address: .....  
 .....  
 .....

Phone number: .....

Phone numberHandheld: .....

Electronic Mail Address (e-mail): .....

College Contact PersonTall: .....

Address: .....  
 .....  
 .....Tele

phone/Phone NumberHandheld.: .....

Electronic Mail Address (e-mail): .....

\*) Identity of mandatory study programfilled in completely



**NAME, ADDRESS AND SYMBOL OF PUBLIC/PRIVATE UNIVERSITY**

---

*Number : .....*

**INTEGRITY PACT OPENING NEW STUDY PROGRAM**

The marked onehands below,

Name : (LeaderCollege)  
Position : (Rector/Chairman)\*  
Address : (AddressCollege)  
Tel/Facs : (Phone number,Cell Phone, and Facsimile) Email  
Address: (e-mail address)

Declare responsibility for the correctness of the data and information contained in all documents used for the proposal to open a Study Program .....

(type the name of the proposed doctoral study program) at the

University/Institute/SchoolTall\* (Type the name of the collegeproposer) and ready subject to criminal sanctions based onArticle 242 paragraph (1) in conjunction with paragraph (3) of the Criminal Code if there are incorrect data and information in the proposal document.

..... (Namecity), month year  
(Name of Position)

Signed &Stamp

(Full name)

\*) Cross out what is not needed

## CRITERIA 1. CURRICULUM

The curriculum is a set of plans and arrangements regarding objectives, content and learning materials as well as methods used as guidelines for implementing learning activities to achieve the goals of higher education. The curriculum must include learning outcomes referring to Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards (SN-Dikti) and a description of level 9 (nine) of the Indonesian National Qualifications Framework (KKNI) in accordance with Presidential Decree Number 8 of 2012, and which is structured to achieve goals, carry out missions, and realize the scientific vision of study programs .

The curriculum contains courses/modules/blocks that support the achievement of competencies for doctoral study program graduates and provides students with the freedom to broaden their horizons and deepen their skills according to their interests, and is equipped with descriptions of courses/modules/blocks, syllabi, learning plans and evaluations. The curriculum must be designed based on its relevance to the objectives, coverage and depth of material, organization that encourages the formation of hard skills and personality and behavioral skills (soft skills) that can be applied in various situations and conditions.

### 1.1 Uniqueness or Study Program Excellence.

This section contains a description of the uniqueness or superiority of the proposed study program based on a comparison of 3 (three) similar study programs at the national and/or international level which includes aspects of (1) scientific development, (2) study of learning outcomes, and (3) curriculum of similar study programs. .

### 1.2 Graduate Profile Study program.

This section contains a description of the profile of study program graduates in the form of professions or types of work or other forms of work. The profile description of each graduate is equipped with a brief description and its relationship to the uniqueness or superiority of the study program.

### 1.3 Learning Outcomes

This section contains an explanation of the formulation of learning outcomes for the study program which includes elements of attitude, knowledge (scientific competence), general and specific skills (expertise) mastered, in accordance with the description of the learning outcomes of the National Higher Education Standards (Permendikbud No. 3 of 2020) and the description of level 9 (nine) KKNI, and stages of doctoral education.

Table. Example of Preparation Learning Outcomes

No	Achievements Learning (CP)	Reference Source
<b>I.</b>	<b>Attitude Aspect</b>	Attachment to the Minister of Education and Culture's Regulation Number 3 of 2020 concerning National Higher Education Standards and their development
	I.1	
	I.2	
	I.3	
	etc	
<b>II.</b>	<b>Knowledge Aspect</b>	Type Here is the reference used
	II.1	
	II.2	
	II.3	
	etc	
<b>III.</b>	<b>Skills Aspect General</b>	Attachment to the Minister of Education and Culture's Regulation Number 3 of 2020 concerning National Higher Education Standards and their development
	III.1	
	III.2	
	III.3	
	etc	
<b>IV.</b>	<b>Skills Aspect Special</b>	Type here the references used according to the uniqueness or advantages of the proposed doctoral study program
	IV.1	
	IV.2	
	IV.3	
	etc	

Tables can be made in a transverse position (landscape)

### 1.4 Courses, Learning Materials, and Research

This section contains an explanation of the relationship between courses/blocks as learning materials and research according to the stages of doctoral education which are linked to study materials to ensure the fulfillment of learning outcomes, including the ability to research to produce publications in reputable international journals, as in the example in the following table.

No.	Name Courses/Blocks	Learning Stage	Material Study
1.	Mandatory Program Studies:		
	a.....	a.	a.
		b.	b.
		etc.	etc.
		a.	a.
		b.	b.

	b.....	etc.	etc.
--	--------	------	------

No.	Name Courses/Blocks	Learning Stage	Material Study
2.	Specialization/choice required in accordance research/research plan (If there are):		
	a.....	a. b. etc.	a. b. etc.
	b.....	a. b. etc.	a. b. etc.
3.	Seminar proposals and results study	a. b. etc.	a. b. etc.
4.	Dissertation research	a. b. etc.	a. b. etc.
5.	International publication reputable		
6.	Dissertation		
7.	Etc....		

Information:

Activities related to research and dissertation writing (proposal seminars, research results seminars, international scientific seminar speakers, publication of reputable international journal articles, and dissertations) are recommended for no less than 30 credits.

**Tables can be made in a transverse position (landscape)**

### 1.5 Research focus

This section contains an explanation of the scientific fields that will be the focus of research in the proposed doctoral study program in accordance with the lecturer's publication track record and the support facilities provided.

### 1.6 Semester Learning Plan (RPS)

Attach RPS 2 - 3 (two - three) courses that characterize the proposed study program

RPS is a learning process plan for each course, and contains at least:

1. Name of study program, name and course code, semester, credits, name of teaching lecturer;
2. Imposed graduate learning outcomes in courses;

3. Final ability planned at each learning stage to meet graduate learning outcomes;
4. Related study materials with the capabilities to be achieved
5. Learning methods;
6. The time provided to achieve abilities at each learning stage;
7. Student learning experiences are manifested in descriptions of assignments that must be carried out by students during one semester;
8. Criteria, indicators, and assessment weight; And
9. List of references used.

## CRITERIA 2. LECTURER

### *2.1 Permanent Lecturer in the Study Program (according to Minister of Education and Culture Regulation No. 3 of 2020 and Minister of Education and Culture Regulation No. 7 of 2020)*

The minimum number of lecturers who will be in charge of the Doctoral Study Program is 5 (five) people and at least 3 (three) of them are permanent lecturers in fields relevant to their field of study expertise.

Permanent lecturers are lecturers who have the status of permanent educators at 1 (one) higher education institution and are not permanent employees in other work units or educational units.

Permanent lecturers who will be assigned to the Doctoral Study Program which will be opened are eligible following requirements:

1. For proposals for additional study programs at State Universities (PTN):
  - a. Has been appointed as a permanent lecturer for Civil Servants (PNS); or
  - b. Has been appointed as a permanent lecturer with a work agreement (Government Employee with a Work Agreement); or
2. For proposals for additional study programs at Private Universities (PTS):
  - a. Has been appointed as a permanent lecturer for Civil Servants (PNS) employed at the proposing PTS; or
  - b. Has **lifted** as a permanent lecturer by the Organizing Body;
3. Assigned by the Higher Education Leader to become a permanent lecturer in the proposed Doctoral Study Program;
4. Holds a doctoral certificate, applied doctorate or equivalent qualifications at level 9 (nine) of the KKNI, in the field of science and technology relevant to the proposed Doctoral Study Program;
5. Hold the lowest functional position as Associate Professor and at least two of them are required to hold the functional position of professor in the field of science and technology in accordance with the proposed Doctoral Study Program;
6. Prospective permanent lecturers with a minimum of 2 (two) functional professor positions are required to have at least:
  - a. 1 (one) scientific work in an accredited national journal or reputable international journal; or
  - b. 1 (one) other form recognized by the expert group determined by the senate of the proposing university;
7. Willing to work full time in accordance with the Equivalent Full Educational Time (EWMP) in the proposed study program, namely the calculation of lecturer workload equivalent to full educational hours or working hours in the field of Tridharma in Higher Education, a minimum of 37.5 (thirty seven point five) hours per Sunday;

8. In the event that the lecturer already has an NIDN from another study program at the proposing university, then the leader of the proposing university:
  - a. must maintain the ratio of Lecturers to Students in abandoned study programs. The ratio as referred to above is as follows:
    - 1) 1 (one) lecturer versus a maximum of 45 (forty five) students for the religious sciences, humanities, social sciences, and/or applied sciences (business, education, family and consumer, sports, journalism, mass media and communications, law, libraries and museums, military, public administration, and social work); And
    - 2) 1 (one) lecturer versus a maximum of 30 (thirty) students for the natural sciences, formal sciences, and/or applied sciences (agriculture, architecture and planning, engineering, forestry and environment, health and transportation);
  - b. The maximum age is 65 (sixty five) years for those who have the functional position of Associate Professor or the maximum age of 70 (seventy) years for those who have the functional position of professor.
  - c. must obtain an assignment from the Rector/Chairman and attach it Last Functional Position Decree;
9. Not be a permanent lecturer at another university or permanent staff at another work unit/agency;
10. Not teachers who already have an Educator and Education Personnel Serial Number (NUPTK);
11. Not the apparatusnon-lecturer state civil servants.

Non-Permanent Lecturers are lecturers who work part-time and have the status of non-permanent teaching staff at the university administering the proposed Doctoral Study Program. Non-Permanent Lecturers are tasked with carrying out learning in fields relevant to their competence.

Non-Permanent Lecturers who will be used to fulfill the minimum requirements for accreditation of the proposed Doctoral Study Program meet the following requirements:

1. Is a permanent lecturer at another university and has been appointed as a civil servant or has been appointed by the Organizing Body as a permanent lecturer;
2. Has the lowest functional position as Associate Professor;
3. Assigned by the Head of the Home University to become a non-permanent lecturer in the proposed Doctoral Study Program;
4. Assigned by the Head of the Proposing University to be a non-permanent lecturer in the proposed Doctoral Program;
5. Doctoral degree, doctorateapplied or qualified equivalent to level 9



- (nine) KKNI, in the fields of science and technology relevant to Proposed Doctoral Study Program;
- 6. A maximum age of 65 (sixty five) years for those who have the functional position of Associate Professor or a maximum of 70 (seventy) years for those who have the functional position of professor;
- 7. Not teachers who already have an Educator and Education Personnel Serial Number (NUPTK);
- 8. Not non-lecturer state civil servants.

Some or all of the names of prospective lecturers may be deemed ineligible if several things are found, but not limited to, the following:

- 1. It was found to have been used to propose opening other study programs with or without to the knowledge of the PTN Leader or PTS Organizing Body;
- 2. There were indications of falsification of documents from prospective lecturers;
- 3. Other things that are assessed can cast doubt on its validity documents from prospective lecturers.

*Data on Prospective Lecturers in the Proposed Doctoral Study Program*

No.	Lecturer Name <sup>1</sup>	Lecturer Status (Still/Non-Fixed) <sup>2</sup>	NIDN <sup>3</sup>	Academic Position <sup>4</sup>	Study Program <sup>5</sup>			Homebase study program currently PDPT <sup>6</sup> compliant
					Bachelor	Master/Specialist	Doctoral/Specialist	
1.								
2.								
3.								
4.								
5.								
etc								

Information:

- 1. Type the names of lecturers (according to ID CARD) used to fulfill the minimum number of lecturers requirements for a study program;
- 2. Type the status of the prospective lecturer as Permanent Lecturer (DT) or Non-Permanent Lecturer (DTT)
- 3. Type in the National Lecturer Identification Number;
- 4. Type in the functional position of the prospective lecturer (Head Professor or Professor)
- 5. Type the name of the study program, according to what is stated on the diploma and transcript, obtained when the prospective lecturer takes a bachelor's, master's or doctoral education program or Ministerial Decree on Recognition of Past Learning;
- 6. Type in the study program that is the prospective lecturer's home base

**Tables can be created in a transverse/landscape position**

**2.1 Lecturer Output**

Type in the publication data of 5 (five) prospective lecturers whose fields of expertise are in accordance with the study program in accredited national journals ranked 1 or 2 or reputable international journals in the last 5 (five) years as first authors or correspondence or accompanying authors following the following format:

No.	Names of lecturers and other authors in articles	Article title	Journal (Name, year, volume, number, page)	URL addressdocument
1.		a.	a.	a.
		b.	b.	b.
		etc	etc	etc
2.		a.	a.	a.
		b.	b.	b.
		etc	etc	etc
etc		a.	a.	a.
		b.	b.	b.
		etc	etc	etc

**CRITERIA3. STUDY PROGRAM MANAGEMENT UNIT**

**3.1 Organization and Work Procedures of the Study Program Management Unit**

**3.1.1 Organizational structure and Work Procedures for the Study Program Management Unit**

This section contains a description of the organizational structure and work procedures of the Study Program Management unit which shows the position and relationship between the proposed study program and the elements in the study program management unit in accordance with the provisions of statutory regulations.

**3.1.2 Embodiment of Good Governance and the Five Pillars of Civil Service**

This section contains a description of the realization of good governance and the five pillars of civil service which includes credible, transparent, accountable, responsible and fair to the proposed study program organizing unit.

**3.2 Quality Assurance System**

**3.2.1 Internal Quality Assurance System**

This section contains a description of the implementation of the Internal Quality Assurance System (SPMI) based on the existence of 5 (five) aspects, namely:

1. document legal formation of elements implementing quality assurance;
2. availability of quality documents: SPMI policy, SPMI manual, SPMI standards, and SPMI forms;
3. implementation of the quality assurance cycle (PPEPP cycle);
4. valid evidence of the effectiveness of quality assurance implementation (if any);

And

**3.2.2 Graduation requirements**

This section contains information on the graduation requirements for doctoral program students and then fill in the quantitative data in the following data:

No.	Condition	Minimum Requirements
1	TOEFL/IELTS	
2	GPA	
3	SKS	
4	Seminar	
5	International Publications	
6	Dissertation Examination	
7	Study Period	

**3.3 Facilities and infrastructure**

**3.3.1 Lecture room, work spacelecturers, offices and libraries**

No.	Space Type	Number of units(fruit)	Total Area(m <sup>2</sup> )	Total capacity (people)	Status	
					elementary school	SW
1	Lecture hall					
2	Lecturer Room					
3	Office & Adm					
4	Library					
<b>TOTAL</b>						

Note: SD = Own; SW = Lease/Contract/Cooperation

**3.3.2 Independent study room**

This section contains information/data on the number, size and condition of independent study rooms using the following table format:

No.	Space available for independent study	Total area(m <sup>2</sup> )	Capacity total (people)	Status*		CompletenessFurniture*	Internet access*
				elementary school	SW		
1							
2							
etc							
Total							

Information:

SD = Belongs to own university/faculty/department; SW = Rent/contract/cooperation

\*) type the symbol √ in the independent study space which is equipped with furniture and internet access

**3.3.3 Dedicated academic space and equipment for research**

This section contains information/data on the availability of laboratories, studios, or other similar facilities (adjusted to the needs of the proposed study program) and equipment that will be used for research purposes by students and lecturers, following the following table format:

No.	Room NameAcademic Special	Status		Number of units(fruit)	Total Area(m <sup>2</sup> )	Capacity total (person)	Equipment
		elementary school	SW				
1							a..... b.....

2							etc.
							a.....
							b.....
							etc.
etc.							
	<b>TOTAL</b>						

Note: SD = Own; SW = Lease/Contract/Cooperation.

The equipment listed is equipmentthe most up-to-date tools for carrying out research between students and lecturers, not basic equipment such as glassware, pipettes, petri dishes, pliers, hammers, crowbars and so on.

**3.3.4 Library accessscientific**

No.	Library Source	URLs
1	Journal	
2	<i>E-book</i>	
3	<i>Proceedings</i>	
4	<i>Monograph</i>	
5	<i>e-Theses/e-Dissertation</i>	
6	<i>Web of Knowledge</i> (example SJR)	
7	<i>Open Educational Resources</i> (OER)	
8	<i>Audio visualmaterials</i>	

**3.4 Education Personnel**

Education staff numbering at least 2 (two) people to serve the proposed study program and 1 (one) person to serve the library, with the minimum qualifications being a Diploma Three, a maximum of 56 (fifty six) years of age, and willing to work full time for 37.5 (thirty seven point five) hours per week:

No	Types of Educational Personnel 1	Number of Education Personnel withHighest Education2				
		m	P	S	D4	D3
1						
2						
etc						
	<b>Amount</b>					

Information:

1. Filled according to the type of educational staff that suits the needs of the study program, for example as prospective librarians, prospective laboratory assistants, prospective technicians, prospective network operators, prospective programmers, and so on;
2. M = master; P = profession; S = bachelor's degree; D4 = diploma four; D3 = diplomacy.

LIST OF DOCUMENTS THAT MUST BE UPLOADED IN PDF FORM  
ON THE PAGE [silemkerma.kemdikbud.go.id](http://silemkerma.kemdikbud.go.id)

No.	Number Item	Information
1	Condition	Letter of Recommendation from Higher Education Service Institutions regarding the track record of the University, the level of saturation of the proposed Doctoral Study Program, and the level of sustainability of the proposed Doctoral Study Program (PTN and PTS).
2	Condition	<i>Scans</i> original letter of approval from the Organizing Body regarding the opening of the proposed study program (PTS);
3	Condition	<i>Scans</i> original letter of consideration from the Higher Education Senate regarding the opening of the proposed Doctoral Study Program (PTN and PTS)
4	Condition	<p><b>Doctoral Program monodisciplinary</b> <i>Scans</i> original Certificate of Accreditation or a valid Accreditation Decree from a master's study program or applied master's study program in the field with a minimum rating of Very Good or B.</p> <p><b>Multidisciplinary Doctoral Program</b> <i>Scans</i> original certificate Accreditation or Accreditation Decree that is still valid from at least 2 (two) relevant master's study programs or applied master's study programs with a minimum rating of Very Good or B</p>
4	Condition	<i>Scans</i> original Notarial Deed of Establishment of the Organizing Body including all amendments, if any amendments have been made (PTS);
5	Condition	<i>Scans</i> original Minister of Law and Human Rights Decree regarding ratification of the Organizing Agency as a legal entity (PTS);
6	Condition	<i>Scans</i> original Letter of Decision Minister of National Education/Minister of Education and Culture/Minister of Research, Technology and Higher Education regarding permission to establish PTS
7	1.5	Semester Learning Plan for 2 - 3 courses that characterize the study program
8	2.1	<i>Scans</i> original ID CARD of permanent lecturer candidates and non-permanent lecturer candidates
9	2.1	For every permanent lecturer candidate and non-permanent lecturer candidate.

		<b>For PTN:</b> Scansoriginal Decree on Appointment as a Civil Servant; or
--	--	---



No.	Number Item	Information
		<p><b>Scans</b> original letter Government Employee Agreement;</p> <p><b>For PTS:</b></p> <p><b>Scans</b> original Decree of Appointment as a Civil Servant employed at the proposing PTS; or</p> <p><b>Scans</b> original Decree on the Appointment of Permanent Lecturers from the Organizing Body;</p>
10	2.1	<b>Scans</b> Original final functional position decision letter from permanent lecturer candidates and non-permanent lecturer candidates
11	2.1	<b>Scans</b> original Letter of Assignment from the Head of the Proposing University as a permanent lecturer candidate or non-permanent lecturer candidate in the proposed study program;
12	2.1	<b>Scans</b> original Letter of Assignment from the Head of the Home University as a prospective non-permanent lecturer in the proposed Doctoral Study Program;
13	2.1	<b>Scans</b> original diplomas and original transcripts of all levels of higher education ever obtained from prospective permanent lecturers and prospective non-permanent lecturers, or a Ministerial Decree regarding Recognition of Past Learning;
14	2.1	<b>Scans</b> original Decree on Equalization of Diplomas for foreign graduates, from the Ministry in charge of higher education
15	2.1	<b>Scans</b> original Statement of Willingness of the prospective permanent lecturer to work full time for 37.5 hours per week for the Tridharma of Higher Education activities in the proposed Doctoral Study Program
16	2.1	Curriculum Vitae signed by prospective permanent lecturers and prospective non-permanent lecturers (according to the attached example)
17	3.2	SPMI Policy Document
18	3.4	<b>Scans</b> original diploma of prospective educational staff
19	3.4	<b>Scans</b> original ID CARD of education staff
20	3.4	<b>Scans</b> original Statement of Willingness of prospective educational staff to work full time for 37.5 (thirty seven point five) hours per week

Except for Attachments 7 and 16, all documents must be scanned from the original document, and the scanned results must be legible. Scans of photocopies or scans of legalized photocopies of the above documents will not be evaluated. Completeness of the documents above is an absolute requirement.

**Attachment 1: Example of Letter of Proposal for Additional Programs Studies of Higher Education Leaders**

**Ministry of Education & Culture/Organizing Body**

**Jam Gadang College**

Address: Jl. Limau Manis Raya 77, Ngarai Sianok, 91111, Indonesia Telephone: 020 – 301010 Fax: 020 – 303035 – Email:leader\_pt@ptxyz.ac.id

Number: 1225/XYZ.01.02/08/2020  
 Subject: Proposal            Opening of Study  
 Program Attachments: 1            (one file)

Dear,  
 Minister of Education and  
 Culture Building A, 2nd Floor,  
 Ministry of Education and Culture  
 Jl. General  
 Sudirman Jakarta

Through this letter, please allow us, Rector/Chairman\* ..... propose  
 The opening of the Study Program in the Doctoral program is as follows:

1. Soil Science Study Program in the Doctoral program
2. Program Studies ..... in the Doctoral program
3. Program Studies ..... in the Doctoral program
4. etc.

We hereby submit documents to fulfill the requirements for opening the Study Program above as follows:

1. ....
2. ....
3. etc

Thank you for your attention and assistance.

Remote Village Dimato, January 2020.  
 Rector/Chairman\*

**Prof. Dr. Siti Halimah nan Alui, M.Ed, M.Phil**  
 NIDN

\*select one

**Appendix 2: Recommendations from Educational Service Institutions High (L.L.Dikti)**



**Ministry of Education and Culture Region XII  
Maluku & North Maluku Higher Education  
Service Institution  
Jl. Tabae Jou Karang Panjang Ambon 97121 Tel.  
(0911) 356462 , Fax. (0911) 345660**

Number:.....  
Matter: Recommendation Proposal for Opening a  
Study Program Attachments: 1 (one file)

Dear. Director General of Higher  
Education, Ministry of Education and  
Culture, Jl. Door I Senayan  
Jakarta

Fulfill the request of the Rector/Chairman\*, based on Minister of Education and Culture Regulation Number 7 of the Year 2020 concerning the Establishment, Changes, and Dissolution of State Universities, and the Establishment, Changes, and Revocation of Private Higher Education Licenses, as well as based on the results of a review of the data and information we have regarding:

- college track record the applicant's height
- varying degrees of saturation study programs that will be opened;
- level of sustainability of the study program proposed if given permission by the Government

We hereby give/don't give\* recommendations for opening study programs at universities/institutes/schools High with ..... study program as follows:

1. Tourism Study Program in Doctoral Program
2. Program Studies ..... on the Program Doctor
3. Etc.

as proposed by the Rector/Chairman.....

This recommendation applies to most 1 (one) year from the date of publication.

Thank you for your attention.

Head,

**Prof. Bastian Adeo Litamahuputi, Ir., MEE, Ph.D**  
NIP.

Copy:

Rector/Chairman/University/Institute/High School.....

\* Delete unnecessary ones

**Appendix 3: Example of Opening Approval Letter Study Program from the Private Higher Education Organizing Body**

**Foundations/Persyarikatan/Associations/Other Non-Profit Legal Entities**

**Betung Karihun**

Ministry of Law and Human Rights Decree No. ....  
 Address: Jl. Satubarisan 56 Kapuas Hulu 99999 Indonesia Telephone: 020 – 54378 Fax: 020 – 54987 – E-mail: [karihun@yayasan.com](mailto:karihun@yayasan.com)

Number: ...../YYYS/.../2020  
 Regarding: Approval of the Betung Karihun Foundation regarding the Opening of the Study Program  
 Attachment: 1 (one) file

Dear, Rector/Chairman  
 Betung Karihun Di University/Institute/College place.

Yours faithfully,

Replying to your letter regarding the plan to open a study program at the Doctoral program at Betung Karihun University/Institute/High School, through this letter the Betung Karihun Foundation/Persyarikatan/Association/Non-Profit Legal Entity after carefully considering the proposal can approve the addition study program at Betung Karihun University/Institute/High School with the following study program:

1. Resource Conservation Study Program Forests in the Doctoral program
2. Program Studies ..... in the Doctoral program
3. etc.

Next, we ask you to propose the opening of this study program to the Ministry of Education and Culture.

For your attention and help, we say thank you.

Kalasan, ..... 20...  
 Chairman,

H. Sharif Abdullah Rahman

**Appendix 4: Example of Consideration Letter from the Higher Education Senate**

**Senate**

**Samosir University**

Address: Jl. Satubarisan 58 - 62 Tomok, Samosir 99999 Indonesia Telephone: 020 – 54453 (hunting) Fax: 020 – 54654 – Email:[senat\\_pt@urb.ac.id](mailto:senat_pt@urb.ac.id)

Number:../SU/.../20...

Subject: Considerations Higher Education Senate Regarding the Opening of Study Programs

Attachments:1 (one file)

To the honorable Rector of Samosir University.

Reply to your letter regarding the plan to open a Study Program in the Doctoral program at Samosir University, through this letter the Senate of Samosir University in its Plenary Meeting on

. ..... (Minutes and Attendance List attached) after carefully considering the proposal, we can recommend additional study programs at Samosir University as follows:

1. Civil Engineering Study Program in the Doctoral Program
2. Program Study on ..... Doctoral Program
3. etc. etc

These are considerations that can be used properly. Thank you for your attention.

Tomok, ... August  
2020  
Chairman of the  
Senate,

Prof. Dr. Akbar Sigalingging, SE, MM  
NIDN

Appendix 5: Example of Curriculum Vitae

## CURRICULUM VITAE

Dr. Ir. H. Suromenggolo Joyokusuma, M.Sc Ph.D

College Logo

Name of College, City, Year

## DAFTAR RIWAYAT HIDUP

### PERSONAL IDENTITY

Name:  
 NIP/NIK:  
 NIDN:  
 Place & DateBorn :  
 TypeSex:  
 StatusMarriage :  
 Religion:  
 Group /Rank:  
 PositionAcademic:  
 CollegeTall :  
 Address:  
 Tel./Facs:  
 AddressHouse:  
 Tel./HP/Facs:  
 Adresse-mail :

HISTORY OF COLLEGE EDUCATION			
Graduation year	Education Programs (diploma, bachelor, master, specialist, and doctorate)	College	Majors courses
2006	Doctor		
2002	Masters		
2000	Bachelor		
	etc		

PROFESSIONAL TRAINING			
Year	Type of Training (Domestic/Overseas)	Organizer	Time period

TEACHING EXPERIENCE			
Subject	Educational programs	Institution/Department/Program Studies	Academic year
1.			
2.			
3. etc			

TEACHING MATERIAL PRODUCTS			
Subject	Educational programs	Types of Teaching Materials (print and non-printing)	Sem/Academic Year

RESEARCH EXPERIENCE			
Year	Research Title	Team Leader/Member	Source of funds
2020			
2019			
etc			

SCIENTIFIC WORK		
A. Book/Book Chapter/Journal		
Year	Title	Publisher/Journal
2020		
2019		
etc		
B. Papers/Posters		
Year	Title	Organizer
2020		
2019		
etc		



CONFERENCE/SEMINAR/WORKSHOP/SIMPOSIUM			
Year	Activity Title	Organizer	Committee/Participants/Speakers
2020			
2020			
etc			

PROFESSIONAL ACTIVITIES / COMMUNITY SERVICE		
Year	Type/Name of Activity	Place
2020		
etc		

POSITION IN INSTITUTION MANAGEMENT		
Role/Position	Institution (University, Faculty, Department, Lab, studio, Academic Information Systems Management etc.)	Year .. to ..
1.		
2.		

AWARDS/PIAG AM		
Year	Form of Award	Giver
2005		
1996		
etc		

PROFESSIONAL/SCIENTIFIC ORGANIZATIONS		
Year	Type/Name of Organization	Position/level
2020-present		
2006-present		

I declare that all the information in this Curriculum Vitae is correct and that if there are any errors, I am willing to take responsibility for them.

Sewukuto, 20 Months  
Good2020Which States,

**3. REQUIREMENTS AND INSTRUMENTS FOR THE ENGINEERING PROFESSIONAL EDUCATION PRODUCT**

**a. General description:**

In order to accelerate and improve licensing services for the opening of professional study programs at universities providing academic education, the service system is being updated in accordance with the provisions of statutory regulations.

**b. Requirements and documents for opening a Professional Study Program (for example the Professional Engineer Study Program) consist of:**

No	Condition	Document
1	Rector of the college its heightaccredited Superior or A filed letter of application for opening a Professional Study Program to BAN-PT	Original scan of the Rector's letter whose higher education institution is accredited Superior or A to submit the letter application for opening a Professional Study Program to BAN-PT
2	Have written considerations from the Board of Trustees and the University Academic Senate regarding opening of the proposed Professional Study Program	Original scan of the letter and minutes of the Board of Trustees and the University Academic Senate regarding the opening of the proposed Professional Study Program

<p>3</p>	<p>The college has:</p> <p>a. At least 5 (five) Engineering study programs, according to the scope of the Engineering discipline, namely:</p> <ol style="list-style-type: none"> <li>1. Earth and energy;</li> <li>2. Manipulationcivil and built environment</li> <li>3. Industry</li> <li>4. Conservationand natural resource management;</li> <li>5. Agriculture and agricultural products</li> <li>6. Technologymaritime and shipping</li> <li>7. Aeronautics and astronautics. As intended in Article 5 and Article 6 PP 25 of 2019 and</li> </ol> <p>b. The number of Engineering study programs accredited with excellence or A is at least 50% (fifty percent) of the total Engineering Study Programs at the university.</p> <p>c. In the event that the requirements as referred to in letters a and b above have not been met, the proposing university must be coached by another university that has an institutional accreditation rating of Superior or A which has organized the Professional Engineer Program.</p>	<ul style="list-style-type: none"> <li>• Original scan of the Minister of Education and Culture's decision letter regarding the opening of the Engineering study program</li> <li>• Original scan of the cooperation agreement for the implementation of the Professional Engineer study program.</li> <li>• Original scan of the cooperation agreement for the implementation of the Professional Engineer study program.</li> </ul>
----------	---	---

4	<p>Has cooperation agreements with relevant ministries, the Indonesian Engineers Association (PII), industry circles, and/or set skill engineering that has been accredited by PII, which contains a clause regarding the provision of at least 3 supervisors/supervisors for students who implements the program internship/practical work in accordance with the engineering engineering discipline</p>	<p>Original scan of cooperation agreement with the relevant ministry, PII, industry and/or engineering expertise association that has been accredited by PII.</p>
5	<p>Fulfill the minimum requirements for accreditation of the Professional Engineer Study Program according to National Standards Higher Education (SNDikti), as proven through filling</p>	<p>Instrument formular Fulfillment of the minimum requirements for accreditation of the engineering professional study program along with all attachments</p>
6	<p>The curriculum is structured based on graduate competencies and learning outcomes in accordance with:</p> <ol style="list-style-type: none"> <li>a. Minister of Education and Culture Regulation Number 3 of 2020 concerning National Higher Education Standards (SNDikti);</li> <li>b. Minister of Research, Technology and Higher Education Regulation Number 35 of 2016 concerning the Implementation of professional engineering study programs</li> <li>c. Decision of the Director General of Institutions Iptekdikti Number 1462/C?KEP/VI/2016 concerning Guide to Organizing Study Programs for the Professional Engineer Program;</li> </ol>	<p>The instrument for fulfilling the minimum requirements for accreditation for opening study programs related to the curriculum includes:</p> <ol style="list-style-type: none"> <li>1. Graduate profile</li> <li>2. Learning outcomes graduates and</li> <li>3. The course structure contains a list of courses per semester along with the credit load.</li> </ol>
7	<p>Minimum 5 (five) lecturers with the following conditions L</p> <ol style="list-style-type: none"> <li>1. Indonesian citizens</li> <li>2. 3 (three) lecturers come from universities and 2 (two) lecturers come from industry;</li> <li>3. For lecturers who come from universities, they have the lowest qualifications:             <ol style="list-style-type: none"> <li>a. Master's/applied master's degree in Engineering or PPI with at least 2 (two) years of engineering work experience</li> <li>b. Madsya Professional Engineer (IPM).</li> </ol> </li> <li>4. In the event that the lecturer already has an NIDN in another study program at the proposing university, then:             <ol style="list-style-type: none"> <li>a. If you do not yet have a functional professor position; the maximum age is 70 years, and</li> </ol> </li> </ol>	<ul style="list-style-type: none"> <li>• Scan ID CARD</li> <li>• Original scans of diplomas and transcripts of all educational programs ever taken</li> <li>• Original scan of Decree on equalization of diplomas for foreign graduate lecturer candidates, from the ministry in charge of higher education;</li> <li>• Original scan of Indonesian Engineer Registration Certificate (STRI).</li> <li>• Original scan of certificate as Middle Professional Engineer (IPM)</li> <li>• Original scan of the latest academic/functional position decree issued by the Ministry;</li> <li>• Original scan of the letter stating the prospective lecturer's willingness to work full time based on the EWMP.</li> <li>• Original scans of diplomas and transcripts of all educational programs ever taken.</li> <li>• Original scan of Decree on equalization of diplomas for foreign graduate lecturer</li> </ul>

	<ul style="list-style-type: none"> <li>▪ 1(one) lecturer compared to a maximum of 60 (sixty) at undergraduate and vocational level students for the social sciences, humanities and science and technology</li> <li>▪ 1 (one) lecturer versus a maximum of 20 (twenty) students for master's level.</li> <li>▪ 1 (one) lecturer versus a maximum of 30 (thirty) students for applied master's level.</li> <li>▪ 1 (one) lecturer opposed a maximum of 30 (thirty) students for doctoral level.</li> </ul> <p>5. Willing to work full time as a lecturer based on EWMP (for lecturers from universities)</p> <p>6. For lecturers who come from industry, have the lowest qualifications:</p> <ul style="list-style-type: none"> <li>a. Master's/applied master's degree in Engineering or a professional engineering program with work experience of at least 2 (two) years; or</li> <li>b. Program graduates Bachelor/applied graduate degree in engineering with a minimum of 5 (five) years of engineering work experience which is equivalent to level 8 (eight) of the Indonesian National Qualifications Framework (KKNI) through recognition of past learning.</li> </ul> <p>7. Has been appointed as a lecturer:</p>	<ul style="list-style-type: none"> <li>• Original scan of Indonesian Engineer Registration Certificate (STRI)</li> <li>• Original scan of decision regarding equalization of qualifications for level 8 (eight) KKNI.</li> <li>• Original scan of College Leader Assignment Letter</li> <li>• Original scan of the decree of appointment as a lecturer at a university.</li> </ul>
8	<p>There are at least 3 (three) educational staff, with the following qualifications:</p> <ul style="list-style-type: none"> <li>a. Indonesian citizens must be a maximum of 56 (fifty six) years of age at the time of the proposal to open the Professional Engineer study program.</li> <li>b. At least a Diploma Three or more</li> <li>c. Willing to work full time for 37.5 hours per week</li> </ul>	<ul style="list-style-type: none"> <li>• Original Scan of ID CARD</li> <li>• Original scan of prospective education worker's diploma</li> <li>• Original scan of statement of willingness of prospective educational staff to work full time for 37.5 hours per week.</li> </ul>

9	<p>The professional engineering study program is managed by the study program management unit with the following organization:</p> <ol style="list-style-type: none"> <li>1. At state universities, it is prepared based on statutory provisions or</li> <li>2. At collegePrivate heights are prepared and determined by the organizing body</li> </ol>	<ul style="list-style-type: none"> <li>• Filled in on the Instrument Form for Fulfillment of Minimum Requirements for Accreditation of the Professional Engineer Study Program</li> </ul>
10	<p>Has facilities and infrastructure in accordance with National Higher Education Standards</p>	<ul style="list-style-type: none"> <li>• Filled in the form InstrumentFulfillment of the Minimum Requirements for Accreditation of the Professional Engineer Study Program</li> </ul>

Attachment 1 to BAN-PT Regulation Number 11 of 2020 concerning Instruments for Fulfilling Minimum Requirements for Accreditation of the Professional Engineer Program

**INSTRUMENTS FOR FULFILLING MINIMUM  
REQUIREMENTS FOR STUDY PROGRAM  
ACCREDITATION**

**PROGRAM ENGINEERING  
PROFESSION**

SUBMITTED BY

..... (name of college)



**MINISTRY OF EDUCATION AND CULTURE**

**AND**

**NATIONAL ACCREDITATION BOARD FOR HIGHER**

**EDUCATION JAKARTA 2020**





**IDENTITY COLLEGE TALL PROPOSER\***

College NameTall : .....

Address:

.....  
 .....  
 .....

No. TelephonePS : .....

No. Mobile phonePS : .....

Electronic Mail &Page : .....

PT Accreditation Rating\*\*: A/Excellent/B/Very Good/No rating accreditation (cross outunnecessary)

Number & DateSK : .....

Table of List of Engineering Study Programs and Accreditation Rank\*\*\*

No.	Program	Study program	Accreditation Rating	Number & DateSK	Expired date
1.	Earth and Energy				
2.	Civil Engineering and the Built Environment				
3.	Industry				
4.	Conservation and Resource ManagementNatural Power				
5.	Agriculture and ProduceAgriculture				
6.	Marine Technology andShipping				
7.	Aeronautics andAstronautics				

Notes:

\*)Identity College must be filled in completely

*Instrument for Fulfilling the Minimum Requirements for Accreditation of the Professional Engineer Study*

- \*\*\*) Attach a copy of the latest Higher Education Accreditation Decree.
- \*\*\*\*) Attach all copies of the latest Study Program Accreditation Decree.

PROGRAM IDENTITYENGINEERING  
PROFESSIONAL STUDY PROGRAM\*

UnitsManager : .....

Address : .....

.....

.....

No.Telephone : .....

No. TelephoneHandheld : .....

Electronic Mail &Page : .....

Table of Engineering Disciplines that can be held in the Professional Engineer Study Program (Law Number 11 of 2014 concerning Engineering Article 5 Paragraph (1))

No.	Engineering Discipline	Maintenance onProfessional Engineer Education Program**	
		Ye s	No
1.	Earth and Energy		
2.	Civil Engineering and the Built Environment		
3.	Industry		
4.	Conservation and Management of Natural Resources		
5.	Agriculture and Agricultural Products		
6.	Marine and Shipping Technology		
7.	Aeronautics and Astronautics		

Notes:

\*) College identity must be filled in completely

\*\*)Put a **1** mark in the appropriate cell for each engineering discipline held in the engineering professional program at the university.

**NAME, ADDRESS AND SYMBOL OF THE APPLICANT'S COLLEGE**

---

**Number : .....****INTEGRITY PACT OPENING NEW STUDY PROGRAM**

The undersigned below,

Name: (College Leader)

Position: (

*Rector/Chairman/Director*)

\*Address: (College Address)

Telephone: (Telephone Number and Cell Phone)

AddressEmail: (email address)

Declare responsibility for the correctness of the data and information contained in all documents used for the proposal to open the Professional Engineer Study Program.....

(type the name of the proposed study program) at the University/Institute/High School/Polytechnic\* ..... (Type the name of the proposing college) and are willing to be subject to criminal sanctions based on Article 242 paragraph (1) juncto paragraph (3) of the Law Code Penalty if there is incorrect data and information in the study program opening documents.

..... (name of city), month of  
year (name of position)

Signed &amp; Stamped(Full

name)

\*) Select one

## CRITERIA 1. CURRICULUM

The higher education curriculum is a set of plans and arrangements regarding content, study materials, and learning materials as well as how to deliver them, and assessments that are used as guidelines for implementing learning activities in higher education. The curriculum contains learning outcomes referring to

1. Indonesian National Qualifications Framework (KKNI) in accordance with Presidential Decree no. 8 of 2012;
2. Minister of Education and Culture Regulation No. 3 of 2020 concerning National Higher Education Standards;
3. Minister of Research, Technology and Higher Education Regulation No. 35 of 2016 concerning the Implementation of Professional Engineer Study Programs; And
4. Decree of the Director General of Institutions, Science, Technology and Higher Education No. 1462/C/KEP/VI/2016 concerning Guidelines for Implementing Study Programs for the Professional Engineer Program to achieve objectives, carry out missions, and realize the scientific vision of study programs;

The curriculum contains courses/modules/blocks that support the achievement of graduate competencies and gives students the freedom to broaden their horizons and deepen their skills according to their interests, and is equipped with course/module/block descriptions, syllabi, learning plans and evaluations. The curriculum must be designed based on its relevance to the objectives, coverage and depth of material, organization that encourages the formation of hard skills and personality and behavioral skills (soft skills) that can be applied in various situations and conditions.

### 1.1 Study Program Excellence.

This section contains the advantages of the proposed study program based on comparison 3 (three) similar study programs at the national and/or international level which include aspects of (1) professional activities, (2) study of learning outcomes, and (3) curriculum of similar study programs.

### 1.2 Graduate Profile.

This section contains an explanation of the profile of graduates of the Professional Engineer Study Program, in the form of profession or type of work or other forms of work, and its relevance to the current and future needs of the engineering profession. Also explain the mechanism for determining graduate profiles based on the results of studies on the engineering profession and similar engineering professional education at national and international levels.

### 1.3 Learning Outcomes.

This section contains a formulation of study program learning outcomes in accordance with the Decree of the Director General of Institutional Science, Technology and Higher Education Number 1462 of 2016 concerning Guidelines for Implementing Study Programs for the Professional Engineer Program.

### 1.4 Curriculum Structure

The Professional Engineer Study Program Curriculum (substance) is prepared by the Proposing PT together with the Indonesian Engineers Association and/or an engineering expertise association that has been accredited by the Indonesian Engineers Association.

Based on this, type in the arrangement of courses and credits based on the sequence of courses (MK)/Blocks per semester using the following table format:

No	Subject	SKS weight		RPS	Implementation information 1
		Face to face	Practice		
1.	Code of Conduct and Ethics Engineer Profession	2	1		...
2.	Professionalism	1	2		Campus
3.	Safety, Health, & Job Security and Environment	...	...	<b>1</b>	Campus and industry
4.	Engineering Practice	...	...		
	4.1 Engineering Philosophy in Industry	...	...		...
	4.2 Direction of Industrial Development and Status	...	...	<b>1</b>	Industry
	4.3 Industrial Systems (Engineering)	...	...		...
	4.4 Engineering Problems	...	...		...
	4.5 Tasks Solving problem	...	...		...
	4.6 Writing Engineering Reports	...	...		...
5.	Case study	...	...		...
6.	Speaker at the Seminar, Workshops, Discussions	...	...		...
	<b>Total</b>	...	...		

Information:

1. can be implemented on campus or in industry, or both, accompanied by a Learning Plan

Notes :

The estimated duration of practicum/practice/work practice practice, and/or other forms in accordance with the National Higher Education Standards is 1 (one) credit equivalent to 170 minutes of activity per week per semester. So in 1 (one) semester for each course/block/practicum/practicum/work practice module with a weight of 1 (one) credit, practicum/practicum/studio practice/field work practice/internship hours and the like are required according to the following equation:

$$\text{Practical hours per semester} = (\text{number of practical course credits} \times 14 \times \mathbf{111}) \text{ hours}$$

11

## 1.5 PlanSemester Learning (RPS) Attach 5 (five)

proposed courses

RPS is a learning process plan for each lecture/block/module, and contains at least:

1. Name of study program, name and course code, semester, credits, name of teaching lecturer;
2. Graduate learning outcomes assigned to lectures/blocks/modules;
3. Final capabilities planned at each learning stage to meet graduate learning outcomes;
4. Related study materials with the capabilities to be achieved
5. Learning methods;
6. The time provided to achieve abilities at each learning stage;
7. Student learning experiences are manifested in descriptions of assignments that must be carried out by students during one semester;
8. Criteria, indicators and assessment weights; And
9. List of references used.

## CRITERIA2. EDUCATOR

Educator consisting of lecturers and field supervisors who meet the requirements. Lecturers consist of permanent lecturers and industrial lecturers. The minimum number of permanent lecturers who will supervise the Professional Engineer Study Program (PSPPI) is 5 (five) people from relevant fields with expertise in the engineering discipline or in accordance with the provisions of statutory regulations. The lecturer composition is 3 (three) permanent lecturers from the proposing university and 2 (two) lecturers from industry.

Permanent lecturers are lecturers who have the status of permanent educators at 1 (one) higher education institution and are not permanent employees in other work units or educational units.

Permanent university lecturers meet the following requirements:

1. Indonesian citizens with identity as stated on their Resident Identity Card (ID CARD);
2. Have had NIDN, been appointed and placed as permanent staff at the proposing PT; including:
  - a. Civil Servant Lecturer; or
  - b. Permanent lecturer with a work agreement (Government Employee with a Work Agreement) at the proposing university;
  - c. Lecturer on assignment or employed by LLDikti at the proposing PTS; And
  - d. Lecturers appointed by the foundation/organizing body as permanent lecturers at PTS in fields relevant to engineering discipline expertise;
3. In the event that a lecturer already has an NIDN from another study program at the proposing university, then the Rector/Chairman/Director:
  - a. must maintain the ratio of lecturers to students in the study program abandoned. The ratio as referred to above is as follows:
    - 1) 1 (one) lecturer versus a maximum of 45 (forty five) students for the religious sciences, humanities, social sciences, and/or applied sciences (business, education, family and consumer, sports, journalism, mass media and communications, law, libraries and museums, military, public administration, and social work); And
    - 2) 1 (one) lecturer versus a maximum of 30 (thirty) students for the natural sciences, formal sciences, and/or applied sciences (agriculture, architecture and planning, engineering, forestry and environment, health and transportation);
  - b. can nominate permanent lecturers as referred to in number 3) whose age is a maximum of 65 (sixty five) years for those who have a non-professor functional position or a maximum of 70 (seventy) years of age for those who have a functional position of professor;
4. Assigned by the leader of the proposing college in the Engineering Professional Study Program;



5. Have qualifications:
  - a. At least a Master's/Applied Master's degree in a technical or engineering discipline relevant to the proposed study program; And
  - b. Professional Engineer with work experience in industry within the scope of the engineering field for at least 2 (two) years;
6. Own Valid Indonesian Engineer Registration Certificate;
7. Have a minimum valid Middle Professional Engineer (IPM) certificate, and have sufficient competence to deliver learning material;
8. Willing to work full time in accordance with the Equivalent Full Education Time (EWMP), namely the calculation of lecturer workload equivalent to full educational hours or working hours in the Tridharma of Higher Education, namely a minimum of 37.5 (thirty seven point five) hours per week;
9. Not a permanent lecturer at other universities or permanent staff in other work units.

Industrial Lecturers are lecturers who work part time and have the status of non-permanent teaching staff at universities administering the Professional Engineer Study Program who are given the task of carrying out learning in fields relevant to their competence.

Industrial Lecturers meet the following requirements:

1. Authorized by the original industry leader;
2. Assigned by the leader of the proposing college in the Engineering Professional Study Program;
3. Qualified:
  - a. At least a Masters/Applied Masters in a technical or engineering discipline relevant to the proposed study program with a minimum of 2 (two) years industrial work experience; or
  - b. Professional Engineer with work experience in industry within the scope of engineering for at least 2 (two) years, or
  - c. Bachelor/Applied Bachelor's degree in engineering with a minimum of 10 (ten) years of engineering work experience.
4. Own Valid Indonesian Engineer Registration Certificate;
5. Have a minimum valid Middle Professional Engineer (IPM) certificate, and have sufficient competence to deliver learning material;

**2.1 Lecturer Profile**

**2.1.1** Number, qualifications and status of prospective Study Program lecturers

No.	Name Lecturer <sup>1</sup>	Lecturer Status (Permanent or Industrial) <sup>2</sup>	Professional Engineer Certificate Number & Year <sup>3</sup>	Number & Year of Engineering Certificate/Ijazah <sup>4</sup>	Study Program 5				Position Academic <sup>6</sup>	NIDN <sup>7</sup>	Homebase currently <sup>8</sup>	Subjects /blocs that will be taught <sup>9</sup>
					Bachelor / Applied Bachelor <sup>n</sup>	Profi	Masters / Magister Applied <sup>n</sup>	Doctor / Doctor Terapan				
1.												
2.												
3.												
4.												
5.												
et c t												

Notes:

1. Fill in the names of the lecturers used to fulfill the requirements for the minimum number of lecturers for a study program and attach a scan of the original document as stated in the Appendix;
2. Fill in with DT (Permanent Lecturer) or DI (Industrial Lecturer)
3. Write down the Professional Engineer Certificate number and year;
4. Write it down number and year of Engineer's Certificate/Diploma;
5. Write down the name of the appropriate study program stated in the diploma and transcript obtained in each higher education program;
6. Write down the last academic position;
7. NIDN: National Lecturer Identification Number
8. Write homebase at this time accordingly with those listed on PDDIKTI

All attached documents must be scanned from the original document and the scanned results must be legible. Scans of photocopies of the above documents that have been legalized will not be evaluated. Completeness of the documents above is an absolute requirement for the permanent lecturer aspect.

**2.2** Lecturer's Track Record of Scientific Work

**2.2.1** Track record of scientific work in the engineering discipline of permanent lecturer candidates with Masters/Doctoral degrees who have IR and IPM/IPU certificates/diplomas

Write down the number of scientific works in the engineering discipline resulting from research and community service (name of permanent lecturer involved, title of article/book, name of journal/proceeding/publisher, volume – number – page, ISSN/ISBN, year) by permanent lecturers whose engineering discipline the same as the Professional Engineering Study Program for the last three years by following the following table format. This article can be traced via the internet.

No.	What is the name Lecturer	Article/book title	Published on	Year of Publication	Level 2		
					International	National	Local
1							
2							
etc							
<b>Amount (required)</b>					<b>NA =</b>	<b>NB =</b>	<b>NC =</b>

**Information:**

1. Name of journal/producer, volume – number – page, ISSN, and url (must be traceable); or book title, publisher, and ISBN
2. Put a **1** mark in the appropriate column.

**2.2.2** Track record of scientific work in the engineering discipline of permanent lecturer candidates with Applied Masters or Applied Doctoral degrees who have IR and IPM/IPU certificates/diplomas

Write down the name of the prototype, design work, or value-added engineering discipline technological innovation

No.	What is the name Lecturer	Name of the prototype/prototype, design work, or technological innovation etc	Published/exhibited on 1	Year of Publication	Level 2		
					International	National	Local
1							
2							
etc							
Amount (required)					NA =	NB =	NC =

Information:

1. The name of the prototype, design work or technological innovation must be traceable, for example in journals, the internet or mass media
2. Put a **1** mark in the appropriate column.

**2.3** Field Supervisor

Field supervisor or other designation in accordance with statutory provisions and/or professional associations/organizations relevant to the proposed engineering discipline/interest. In a Study Program the Professional Engineer Program can have several engineering disciplines/interests. For each engineering discipline/interest, at least 3 (three) field supervisors are required.

MentorThe field has the following requirements:

1. Have a letterValid Indonesian Engineer Registration Certificate (STRI); And
2. Have a valid Professional Engineer Certificate (SIP) (minimum IPM).

Datafield supervisor on the proposed study program

No.	Name of Field Supervisor	Background Education		Number SIP1	STRI number2	Discipline/Interest engineering3
		Undergraduate/Graduate Applied	Profession			
1.						
2.						
3.						
etc						

Information:

1. Valid SIP number (minimum IPM).
2. Valid STRI number.
3. The name of the engineering discipline/interest that will be the assignment of the field supervisor.

**CRITERIA 3. STUDY PROGRAM MANAGEMENT UNIT**

**3.1 Organization and Work Procedures of the Study Program Management Unit**

**3.1.1 Organizational Structure and Work Procedures of the Study Program Management Unit**

This section contains a description of the organizational structure and work procedures of the Study Program Management unit which shows the position and relationship between the proposed study program and the elements in the study program management unit in accordance with the provisions of statutory regulations.

**3.1.2 The Embodiment of Good Governance with the Five Pillars of Civil Service**

This section contains a description of the realization of good governance which includes the five pillars of governance, which are able to guarantee the realization of the vision, the implementation of the mission, the achievement of goals, and the success of strategies used in a credible, transparent, accountable, responsible and fair manner in the organizing unit of the proposed study program. .

**3.2 Quality Assurance System Internal**

**3.2.1 Implementability internal quality assurance system**

This section contains a description of the implementation of the Internal Quality Assurance System (SPMI) based on the existence of 5 (five) aspects, namely:

1. legal documents for the formation of quality assurance implementing elements;
2. availability of quality documents: policy SPMI, SPMI manual, SPMI standards, and SPMI forms;
3. implementation of the quality assurance cycle (PPEPP cycle);
4. valid evidence of implementation effectiveness quality assurance (if any); And
5. has external benchmarking in quality improvement (if any).

**3.2.2 Requirements for prospective students**

No.	Condition	Condition Minimum
1.	Engineering work experience	
	1.1. Bachelor/Bachelor of Applied Engineering or equivalent*	
	1.2. Bachelor of Science/Bachelor of Education in Engineering	

\*) In accordance with the law Number 11 of 2014 concerning Engineering

**3.2.3 Graduation requirements**

Explain the graduation requirements for PPI Study Program students and then fill in the quantitative data in the following table:

No.	Condition	Condition Minimum
1	GPA	
2	SKS	
3	Engineering Work Practices	Yes/None
4	Colloquium	Yes/None

**3.3 Means and Infrastructure**

3.3.1 Type in data on the infrastructure at the proposing university that is used by study program students to support the learning process, including the infrastructure used at engineering practice locations, using the following table format:

No.	Space Type	Amount Units (pieces)	Amount Area (m <sup>2</sup> )	Capacity total (people)	Ownership		Utilization (Hours/week)
					elementary school	SW	
1	Discussion Room						
2	Lecturer Room						
3	Office & Admin						
<b>TOTAL</b>							

Information:

1. SD = Owned by PT/faculty/department Alone; SW = Lease/Contract/Cooperation
2. The minimum area for each room is in accordance with statutory regulations.

3.3.2 Type in the infrastructure data used at the engineering practice location, following the following table format:

No.	Engineering Practice Locations <sup>1</sup>	Scope/Field of Engineering practice location <sup>2</sup>	Main Infrastructure <sup>3</sup>
1			
2			
3			
etc			
<b>TOTAL</b>			

Notes:

Engineering practice is not held on the proposing college campus but at the work location/engineering project activity

1. Name of agency/company and complete address
2. Appropriate scope/field of engineering with Law Number 11 of 2014 concerning Engineering Article 5 paragraphs (1) and (2)
3. The main infrastructure used for the engineering profession learning process, for example factories, engineering projects, engineering infrastructure maintenance, infrastructure development, and so on.

### 3.4 Education Personnel and Qualifications

Write down data on educational staff in the study program management unit that serves students by following the following table format:

No	Types of Educational Personnel 1	Name of Work Unit/Laboratory 2	Number of Education Personnel with the Highest Education 3				
			m	P	S	D4	D3
1							
2							
3							
etc							
	<b>Amount</b>						

Notes:

1. The table is filled in according to the educational personnel that suit the needs of the study program, for example Laboratory Assistants, Technicians, etc. Education staff have a minimum qualification of a D3 diploma, a maximum age of 56 years, and work full time 37.5 hours/week.
  2. Please break it down by work unit/laboratory (e.g. Central Library, Civil Engineering Laboratory, etc.).
  3. Attach a scan of the original diploma
- M = master; P = profession; S = bachelor's degree; D4 = diploma four; and D3 = third diploma

LIST OF DOCUMENTS WHAT MUST BE UPLOADED pdf

No.	Item Number	Information
1	Condition	<b>Scans</b> original leadership application letter universities proposing the opening of the Professional Engineer Study Program to the Minister of Education and Culture;
2	Condition	<b>Scans</b> original leadership application letter universities regarding the opening of the Applied Undergraduate Study Program to BAN-PT/LAM
3	Condition	<b>Scans</b> original written consideration letter from the University Academic Senate and the Board of Higher Education Trustees regarding opening of the proposed study program;
4	Condition	<b>Letter</b> Rector's statement regarding undergraduate study programs
5	Condition	<b>Original scan</b> Minutes of the University Academic Senate and Council of Higher Education Trustees regarding the opening of the proposed study program;
6	Condition	<b>Original scan</b> News of field accreditation events for new study programs from LPM
7	Condition	<b>Original scan</b> The assessment of new study programs is accompanied by the results of a minimum accreditation adequacy evaluation completed by 2 LPM assessors
8	Condition	Minimum accreditation fulfillment instrument (form) complete with attachments
9	Condition	Original scan of the Rector's Integrity Pact
10	Condition	Original scan of the Faculty/Upps Strategic Plan



No.	Item Number	Information
11	2.1	<i>Scans</i> original ID CARD of prospective permanent lecturers and industrial lecturers;
12	2.1	<i>Scans</i> original diplomas and original transcripts of all higher education programs previously obtained, or a Ministerial Decree regarding Recognition of Past Learning from prospective permanent lecturers and industrial lecturers;
13	2.1	<i>Scans</i> original Decision Equalization of diplomas for prospective lecturers who graduated abroad, from the Ministry in charge of higher education
14	2.1	<i>Scans</i> Original Professional Engineer Certificate from permanent lecturers and industrial lecturers
15	2.1	<i>Scans</i> Valid Indonesian Engineer Registration Certificate (STR) from permanent lecturers and industrial lecturers
16	2.1	<i>Scans</i> Original document: Certificate/Written proof of work experience in the engineering field for prospective permanent lecturers and industrial lecturers
17	2.1	<i>Scans</i> original of the latest Academic/Functional Position Decree from the permanent lecturer
18	2.1	<i>Scans</i> Original Statement of Willingness for the prospective permanent lecturer to work full time for 37.5 hours per week for the Tridharma of Higher Education activities in the proposed study program
19	2.1	<b>For PTN</b> <i>Scans</i> original Decree of Appointment as a Civil Servant at the applicant's PT; or <i>Scans</i> original Decree on the Appointment of Permanent Lecturers with work agreements (Government Employees with Work Agreements) at the proposing university
20	2.1	<i>Scans</i> original Letter of Assignment from the Head of the Proposing University as a permanent lecturer or industrial lecturer in the Professional Engineer Study Program;
21	2.1	Curriculum Vitae signed by prospective permanent lecturers and industrial lecturers
22	2.1	<i>Scans</i> original Industrial Leader Permit as a candidate for industrial lecturer at the Proposing University
23	1.5	RPS
24	3.2	SPMI Policy Document;
25	3.4	<i>Scans</i> original diploma of prospective educational staff

<b>No.</b>	<b>Item Number</b>	<b>Information</b>
26	3.4	<i>Scans</i> original ID CARD of prospective educational staff
27	3.4	<i>Scans</i> original Statement of Willingness of prospective educational staff to work full time for 37.5 (thirty seven point five) hours per week

**B. REQUIREMENTS FOR OPENING TEACHER PROFESSIONAL EDUCATION (PPG)**

In order to accelerating and improving licensing services for the opening of Professional Program study programs at Academic Education Providing Universities, the service system will be updated in accordance with the provisions of laws and regulations. Requirements and documents for opening the Teacher Professional Study Program (PPG) consist of:

**INSTRUMENTS FOR ADDITIONING FIELDS OF  
STUDY IN THE TEACHER PROFESSIONAL  
EDUCATION STUDY PROGRAM**

ON

**COLLEGEHIGH ACADEMIC  
EDUCATION PROVIDER**

(EDUCATIONAL INSTITUTION FOR EDUCATIONAL  
PERSONNEL)



**MINISTRY OF EDUCATION AND CULTURE AND NATIONAL  
ACCREDITATION BOARD FOR HIGHER EDUCATION  
JAKARTA 2021**

LIST OF CONTENTS

	Page
IDENTITY PROPOSAL.....	3
INTEGRITY PACT.....	4
CRITERIA 1. CURRICULUM.....	5
1.1 Profile Graduate of.....	6
1.2 Learning Outcomes Graduate of.....	6
1.3 Field Learning Outcomes Studies.....	6
1.4 Structure Curriculum.....	6
1.4.1 Pre-Service PPG Study Program Curriculum Structure Professional Program .....	6
1.4.2 PPG Study Program Curriculum Structure In-Service Professional Program .....	7
1.5 Learning Implementation Process Design Field Studies.....	8
1.6 Draft Field Experience Practice (PPL) guidelines in schools and /or Industrial Practices (PPI) in the industrial world, business world and the world Work	8
1.7 Lesson plan Semester.....	9
CRITERIA 2. RESOURCES MAN .....	10
2.1 Managing Lecturer Field of study.....	10
2.2 Teacher Pamong.....	12
2.3 Field Supervisor/Tutor.....	13
CRITERIA 3. MEANS AND INFRASTRUCTURE .....	14
3.1 Organization and Work Procedures of the Program Management Unit Study.....	14
3.1.1 Organizational Structure and Work Procedures of the Program Management Unit Study.....	14
3.1.2 Realization of Good Governance through the Five Pillars of Governance Pamong.....	14
3.2 Quality Assurance System Internal.....	14
3.2.1 Implementation of the Internal Quality Assurance System in the Program Management Unit Studies.....	15
3.2.2 Internal Quality Assurance System Design in Implementation Yang Field of Study Proposed.....	15
3.3.3 Academic Space for Field of Study According to the Characteristics of the Field of Study .....	15
3.3 Infrastructure.....	15
3.3.1 Lecture/Workshop Room, Micro Learning Laboratory, Learning Resource Center Integrated with Information and Communication Technology (ICT), Student Dormitory and/or other (similar) facilities .....	15
3.3.2 Laboratory School and/or School/Madrasah Partner.....	15
3.3.3 Academic Space for Fields of Study According to the Characteristics of the Field of Study .....	16
APPENDIX LIST.....	17

**IDENTITY PROPOSAL**

*EDUCATIONAL INSTITUTIONS EDUCATIONAL PERSONNEL (LPTK)*

Name LPTK:.....

APT Ranking/ No.SK:...../.....

Address LPTK:.....

.....

.....

No. Telephone/Mobile:.....

Homepage And e-mail :.....

*PROFESSIONAL EDUCATIONAL STUDY PROGRAM MANAGER FOR TEACHER  
PROFESSIONAL PROGRAM*

Study Program Opening Decree PPG: .....Date .....

Faculty/  
Units Organizer:.....

No. Telephone/Mobile:.....

Homepage And e-mail :.....

*PROPOSED FIELDS OF STUDY \*)*

Field Name Studies : .....

Field Type Studies : General/Vocational/Vocational Collaboration \*\*)

Undergraduate Study Program Education : .....

Accreditation Ranking of Bachelor of Education Study Programs : .....

Accreditation Decree Number and Expiry Date : .....Date: .....

\*) In the event that the Field of Study is held collaboratively, the list of permitted educational study programs is in accordance with Appendix 1 Table 1

\*\*\*) Cross the unnecessary ones

**NAME AND SYMBOL OF THE PROPOSING LPTK**

---

Number : .....

*INTEGRITY PACT FOR ADDITIONAL FIELDS OF STUDY...***IN THE TEACHER PROFESSIONAL EDUCATION STUDY PROGRAM  
PROFESSIONAL PROGRAM**

The undersigned below,

Name: (Leader of the Proposing LPTK)

Job Title: (Rector/Chairman)

Address: (Address of Proposing LPTK)

Tel/Fax: ( *Telephone Numbers and Mobile Phones*)

Email Address: (e-mail address)

Declare responsibility for the correctness of the data and information contained in all documents used to propose additional fields of study ... (Type the name of the proposed field of study) in the Professional Teacher Education Study Program University/Institute/High School Professional Program\* ..... (Type the name of the LPTK the proposer) and is willing to be subject to criminal sanctions based on Article 242 paragraph (1) in conjunction with paragraph (3) of the Criminal Code if there are incorrect data and information in the proposal document.

.....(name of city), month of

year (name of position)

Signed &amp;Stamp

(Full name)

\*) Select one

## CRITERIA 1. CURRICULUM

The higher education curriculum is a set of plans and arrangements regarding content, study materials, learning materials and methods of delivery, and assessments that are used as guidelines for implementing learning activities in higher education. The curriculum must contain learning outcomes referring to the description of level 7 (seven) of the Indonesian National Qualifications Framework (KKNI) in accordance with Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework, Minister of Research and Higher Education Regulation Number 55 of 2017 concerning Teacher Education Standards, and Regulations Minister of Education and Culture Number 3 concerning National Higher Education Standards, which are structured to achieve goals, carry out missions, and realize the scientific/professional vision of study programs.

These curriculum criteria are equipped with a curriculum document which explains, among other things, but is not limited to:

- a) The Pre-Service Teacher Professional Education Program (PPG) curriculum for the field of study contains:
  - a. Graduate profile
  - b. Graduate Learning Outcomes;
  - c. Learning Outcomes in Field of Study;
  - d. Activity points and weightsactivity;
  - e. Study load in the field of study is between 36-40 credits outlined in the curriculum structure, including: (1) General Activity Courses, (2) Learning Tool Development Workshops, (3) Field Experience Practices (PPL) and/or Industrial Practice Experiences (PPI) ;
  - f. Past Experience Recognition Mechanism (RPL)**if there**.
- b) CurriculumThe In-Service PPG Program for fields of study includes:
  - a. Graduate profile
  - b. Graduate Learning Outcomes;
  - c. Learning Outcomes in Field of Study;
  - d. Activity points and weightsactivity;
  - e. The study load is between 36-40 credits which includes 12 credits of study load that must be taken and 24 credits which are fulfilled through Recognition of Past Experience (RPL);
  - f. The study load of 12 credits that must be taken is outlined in the curriculum structure, including: (1) general activity subjects, (2) learning tool development workshops, (3) field experience practice and/or industrial practice;
  - g. Past Experience Recognition Mechanism(RPL)



Proposed field of study curriculum document equipped with:

- Semester Learning Plan (RPS) documents for at least 3 subjects/lectures characterizing the field of study for each proposed field of study
- Document draft guidelines for Field Experience Practices (PPL) in schools and/or Industrial Practice Experiences (PPI) in the industrial world, business world and world of work

## 1.1 Graduate Profile

This section contains a formulation of the profile of graduates of the Professional Teacher Study Program with the Regulation of the Director General of Teachers and Education Personnel Number 2662/B.B1/Hk/2020 concerning Technical Instructions for In-Service Teacher Professional Education Programs.

## 1.2 Achievements Learning Graduate of

This section contains a formulation of learning outcomes for graduates of the Professional Teacher Study Program which includes 7 (seven) aspects, in accordance with the Regulation of the Director General of Teachers and Education Personnel Number 2662/B.B1/Hk/2020 concerning Technical Instructions for In-Service Teacher Professional Education Programs.

## 1.3 Learning Outcomes in Field of Study

This section contains a formulation of learning outcomes in the field of study which are derived from the Learning Outcomes of the PPG Professional Study Program.

## 1.4 Curriculum Structure

### 1.4.1 *PPG Study Program Curriculum Structure Pre-Service Professional Program Professional Program*

#### 1.4.1.1 Study Load in Field of Study

This section contains an explanation of the study load for the field of study between 36 - 40 credits which includes: (1) General Activities/Material Deepening, (2) Learning Tool Development Workshop, (3) Field Experience Practices and/or Industrial Practice Experiences;

Example of study load table format for study areas.

No	Activity Eyes	Burden Study( credit)	Category	Information*
1.	General Activities/Material Deepening:		Tutorials, Lecturesor Discussion	
	a. Activities 1			
	b. Activities 2			
	c. etc			
2.	Device development workshoplearning		Seminar/Workshop	
3.	Practice experiencefield		Field	
4.	Industrial Practice (ifThere is)		Field	
Amoun t				

Information :

\* Fill in with **1** if this activity can be fulfilled through recognition of past learning

**1.4.1.2** Mechanism Recognition of Past Experience (RPL) (if any)

This section contains a description of the Experience Recognition mechanism Past (RPL) which is carried out by the field of study as part of fulfilling the study load. Attach Past Experience Recognition (RPL) mechanism guide (if any)

**1.4.2** PPG Study Program Curriculum Structure Professional Program in Position

**1.4.2.1** Study Load in Field of Study

This section contains an explanation of the study load between 36-40 credits, which is at leastThe minimum includes 12 credits of study load that must be taken and 24 credits that are requiredfulfilled through Recognition of Past Experience (RPL). The study load is 12 creditsmust be taken as described in the curriculum structure, including: (1) activitiesgeneral, (2) learning tool development workshops, (3) practical field experience and industrial practice.

Example of study load table format for study areas.

No	Activity Eyes	Study Load (credits)	Category
1.	General/In-depth ActivitiesMaterial :		Tutorials,Lecture or Discussion
	a. Activities 1		
	b. Activities 2		
	c. etc		

No	Activity Eyes	Study Load (credits)	Category
2.	Device development workshop learning		Seminar/ Workshop
3.	Practical field experience		Field
4.	Practice Industry (if any)		Field
Amount			

**1.4.2.2 Mechanism Recognition of Past Experience (RPL).**

This section contains a description of the Experience Recognition mechanism Past (RPL) which is carried out by the field of study as part of fulfilling the study load.

**Attach** Past Experience Recognition Guide (RPL) in accordance with Regulations Director General of Teachers and Education Personnel Number 2662/B.B1/Hk/2020 concerning Technical Instructions for In-Service Teacher Professional Education Programs

**1.5 Process Design Implementation of Study Field Learning**

This section contains a brief description of the design for implementing the learning process which includes:

- a. eye activity general/in-depth material
- b. workshops/workshops;
- c. PPL in schools and/or PPI in the industrial world, business world and work world);
- d. community life in dormitories/other facilities;
- e. assessment/grading system for letters a to c;
- f. Efforts to ensure the authenticity of lecture participants and exam participants (for example, how to ensure that the examinee is a registered participant) and students' academic integrity during learning (e.g. how to avoid plagiarism, cheating, or other fraudulent acts).

**Attach** document complete design implementation learning process.

**1.6 Draft guidelines for PPL in schools and/or PPI in the industrial world, business world and world of work**

This section contains a description of:

- a) Draft guidelines for PPL in schools for proposed general fields of study; or

b) Draft PPL guidelines and draft PPI guidelines for proposed fields of study vocational and special/collaborative vocational.

Attach:

1. Draft document for PPL guidelines in schools and/or PPI in the industrial world, business world and work world;
2. Memorandum of Understanding or cooperation agreement with laboratory schools and/or partner schools/madrasahs accredited at least B for the implementation of the learning process (for proposed general fields of study) or;
3. Memorandum of Understanding or cooperation agreement with laboratory schools and/or partner schools/madrasahs accredited at least B for the implementation of the learning process and Memorandum of Understanding (MoU) or Cooperation Agreement (PKS) with the world industry, the business world, and the world of work for organizing the learning process (for proposals for vocational study fields and special/collaborative vocational study fields).

### 1.7 Plan Semester Learning

Attach RPS 3 (three) courses/activities that characterize the proposed field of study. RPS is a learning process plan for each course, and contains at least:

1. Study program name, course name and code, semester, credits, name of the teaching lecturer;
2. Graduate learning outcomes assigned to courses;
3. Final capabilities planned at each learning stage to meet graduate learning outcomes;
4. Study material related to the capabilities to be achieved
5. Learning methods;
6. The time provided to achieve abilities at each learning stage;
7. Student learning experiences are manifested in descriptions of assignments that must be carried out by students during one semester;
8. Criteria, indicators and assessment weights; And
9. List of references used.

## CRITERIA 2. RESOURCESMAN

Human resources to organize the Professional Study Program at the proposing LPTK consist of: (1) PPG Study Program Manager, Professional Program, (2) study field manager, (3) teaching lecturer, and (4) educational staff. In addition, the proposing LPTK is required to include tutor teachers from lab/partner schools, while field supervisors/tutors from the world of industry, the business world and the world of work are added for proposed areas of vocational and special/collaborative vocational studies.

Lecturers assigned to the PPG Study Program Professional Program consist of (1) Lecturer Managing the PPG Study Program Professional Program, (2) Lecturer Managing the Field of Study, and (3) Lecturer Managing, in accordance with Permenristekdikti No. 55 of 2017 concerning National Education Standards Teachers and Minister of Education and Culture Regulation No. 7 of 2020 concerning the Establishment, Changes, and Dissolution of State Universities, and the Establishment, Changes, and Revocation of Licenses for Private Universities, Regulation of the Director General of Teacher Education and Education Personnel No. 2662/B.B1/HK/2020 concerning Program Technical Instructions Teacher Professional Education in Position.

Lecturers who are assigned as managers of the Professional Study Program must be listed as managers on the Higher Education Database page. The lecturer who manages the proposed field of study may not also be the lecturer who manages the PPG Professional Program Study Program.

### 2.1 Management Lecturer in the Field of Study

Lecturers who manage each field of study meet the following requirements:

1. Citizen of the Republic of Indonesia
2. Assigned by the leader of the proposing LPTK;
3. Can come from another relevant study program, but do not have to move *home baseto* the fieldproposed PPG study;
4. Numbering at least 2 (two) people, with the lowest academic position being lecturer in a field of science relevant to the proposed field of study;
5. In the proposed field of study type General orVocational, all management lecturers in the field of study have a background in the field of education in one of the academic qualifications they have, in accordance with the scientific field and/or expertise being taught, and in accordance with the educational study program they have. For example, for the proposed field of study in Mathematics, all management lecturers come from Mathematics Education Study Program, and the Electrical Engineering study area, all lecturers managing the study fields come from the Electrical Engineering Study Program;
6. On the field proposalspecial/collaborative vocational studies:
  - a. One of the lecturers who manages the field of study, comes from an internal LPTK collaboration or collaborates with other universities, and can have academic qualifications, not from education.

- b. Have a background in accordance with the scientific field and/or expertise being taught;

Internal LPTK collaboration or collaboration with other universities is needed to organize PPG study areas at LPTKs that do not yet have educational study programs that are relevant to the proposed field of study. LPTK internal collaboration or collaboration with other universities can be as follows:

- i. Collaboration with non-educational study programs at the proposing LPTK.  
For example: LPTK proposes the PPG Plant Agribusiness study field, then the lecturer managing the study field comes from the Biology Education or Science Education study program (as the host), the Agrotechnology study program or Agribusiness study program all come from the proposing LPTK.
- ii. Collaboration with non-educational study programs outside the proposing LPTK.  
For example: LPTK proposes the field of study PPG Agribusiness Plants, then the lecturer who manages the field of study comes from
  - Biology Education or Science Education study program at LPTKproposer, and
  - Agrotechnology study program or Agribusiness study program from another university.

Educational study programs and fields of study that can be proposed through internal LPTK collaboration or in collaboration with other universities can be seen in Appendix 1.

Write down data on lecturers who manage the field of study using the following table format!

No.	Lecturer Name1	NIDN/NIDK2	PDDIKTI Home Base	Academic Position3	Study Program4		
					Bachelor	Masters	Doctor
1.	Sahid Saleh	0011111011	Educational Technology, University Songgo Bumi Education	Associate Professor	Visual Communication Design	Design Graphic	Education technology
2.							
3.							
etc							

Notes:

1. Type in the names of the lecturers who will manage the fields of study in the programStudy and attach scans of the following original documents:
  - a) Valid ID CARD

- b) LPTK Leader Assignment Letter regarding assignment of lecturers from other study programs at the same university in the proposed field of study
  - c) Prospective lecturer statement letter regarding willingness to become a lecturer managing the field of study.
  - d) Diplomas and transcripts of all higher education programs previously obtained, and scans of the original decision to equalize diplomas for prospective permanent lecturers who graduated abroad, from the Ministry in charge of higher education;
2. NIDN - NIDK: National Lecturer Identification Number/Special Lecturer Identification Number
  3. Type the last functional positionlecturer (only used to determine the maximum age limit for prospective lecturers)
  4. Type the area of expertise according to the diploma and transcript obtained in each higher education program

All documents must be scanned from the original document, and the scanned results must be legible. Legalized scans of photocopies of the above documents will not be evaluated. Completeness of the documents above is an absolute requirement for management lecturers in the field of study.

**Tables can be made in a transverse/landscape position**

**2.2** Tutor teacher

The PPG Professional Program Study Program management unit is required to collaborate with lab schools/partner schools to assign tutor teachers for each field of study. A tutor is a teacher who works together with lecturers to accompany, guide, inspire and evaluate students in developing learning tools and PPL. A tutor teacher is a teacher assigned by a lab school/partner school who meets the following requirements:

1. Citizen of the Republic of Indonesia
2. Academic qualifications of at least a bachelor's or applied degree;
3. Have a professional educator certificate;
4. Have a functional teacher position as low as an Intermediate Teacher according to the latest regulations; And
5. Have an educational background that is similar to the field of study/subject taught, and the field of study/subject taught by the student being supervised.
6. Commissioned byLeader of the Proposing LPTK;
7. Assigned by School LeadersPartner Labs/Schools.

The number of tutors is at least 2 (two) people for each proposed field of study and each additional student must maintain the ratio of 1 (one) tutor for a maximum of 10 students.

Write down the teacher data/tutor by following the table format below!

No.	Teacher name (Pamong 1)	Functional Position (2)	Education Highest	Areas of expertise	Educator Certificate No
1.					
2.					
3.					
etc.					

Notes:

Attach the original scan of the document in point 2.2.

### 2.3 Field Supervisor/Tutor

Field supervisors/tutors are mandatory for proposed areas of vocational study or special/collaborative vocations which are held in internal collaboration with the LPTK or in collaboration with other universities or other places of study (the world of industry, the world of business and the world of work).

Field supervisors/tutors function to assist the learning process in the PPG Study Program Professional Program at the organizing LPTK and other learning places (industry world, business world and work world), for example workshops, studios, industry, etc.

Requirements to become a field supervisor/tutor is:

- Have at least a Diploma Three with at least 5 years of work experience in the relevant field;
- Own competency certificate according to the proposed field of study.

List of field supervisors/tutors

No	Name	Education Highest	Areas of expertise	Work Experience (Years)	Institution Origin	Competency Certificate*
1						
2						
3.						
etc						

Information:

\*) Certificate identity contains the name of the competency on the certificate and number



**CRITERIA 3. ORGANIZING UNITSTUDY PROGRAM****3.1 Organization and Work Procedures of the Study Program Management Unit****3.1.1 Organizational Structure and Work Procedures of the Study Program Management Unit**

This section contains a description of the organizational structure and work procedures of the Program Management unitStudies that show the position and relationship between study programs andthe elements in the study program management unit are in accordance with the provisionslegislation.

The proposing LPTK already has a PPG Professional Study Program managerat least 5 (five) permanent lecturers as managers registered in the higher education database (pddikti). The study program management unit functions as the coordinator of PPG implementation for all study fields.

Each proposed field of study must be managed by at least 2 (two) peoplelecturer.

**3.1.2 Realization of Good Governance through the Five Pillars of Civil Service**

This section contains a description of embodiment good practicesgood *governancethrough* the five pillars of governance that are able to guarantee the realization of the vision, the implementation of the mission, the achievement of goals, and the success of the strategy used credibly,transparent, accountable, responsible and fair in the proposed field of study.

**3.2 Internal Quality Assurance System****3.2.1 Implementation of the Internal Quality Assurance System in the Study Program Management Unit**

This section contains a description of the implementation of the Internal Quality Assurance System(SPMI) based on the existence of 5 (five) aspects, namely:

1. legal documents formation of implementing elements guarantee quality;
2. availability of quality documents: SPMI policies, SPMI manuals, SPMI standards, and SPMI forms;
3. implementation of the quality assurance cycle (PPEPP cycle);
4. valid evidence of the effectiveness of quality assurance implementation (If there are);  
And

Attach:

- SPMI Policy Document that complies with statutory provisions

- Up-to-date report on higher education internal quality audit activities. In the event that the PPG Professional Program Study Program has been held for at least 1 (one) year, the tertiary institution's internal quality audit activity report must include an internal audit of the PPG Professional Program Study Program

**3.2.2** *Design of an Internal Quality Assurance System for the Implementation of the Proposed Field of Study*

This section contains a description of the design of the internal quality assurance system implementation of the proposed field of study in the form of a quality assurance implementation plan.

Attach the Internal Quality Assurance System Design document for the proposed field of study

**3.3** Infrastructure

**3.3.1** *Lecture/Workshop Room, Micro Learning Laboratory, Learning Resource Center Integrated with Information and Communication Technology (ICT), Student Dormitory and/or other (similar) facilities;*

Type in information regarding lecture rooms/workshops, micro-learning laboratories, integrated learning resource centers with information and communication technology (ICT), student dormitories and/or other (similar) facilities that will be used for the proposed field of study.

No.	Space Type	Number of units (fruit)	Total Area (m <sup>2</sup> )	Total capacity (people)	Status	
					elementary school	SW
1	Lecture hall/Workshops					
2	Learning laboratory micro					
3	Center Learning Resources					
4	Student dormitory or other similar facilities					
etc	.....					
TOTAL						

Information: SD = Owned by own PT/faculty/department; SW = Rent/Contract/Cooperation  
 Minimum area for each room in accordance with statutory regulations.

**3.3.2** *Laboratory School and/or Partner School/Madrasah*

Type in information about the availability of Laboratory Schools and/or Partner Schools/Madrasah as places for implementing PPL, with a minimum B accreditation provided for the proposed field of study by following the table format below!

Example: School name, accreditation, and existence of the MoU/MoA (PKS) of partner schools

School name	Accreditation	MoU/PKS
Parikshit High School	B	There is
Abimanyu Middle School	A	There is
Etc		

**3.3.3** *Academic Space for Study Fields According to the Characteristics of the Study Field*

Type in the availability of academic space for the field of study according to the characteristics of the field of study in the form of: Laboratory, Studio, Workshop, Practice Area, Sports Field, Studio, or other practical places provided, along with special equipment for the field of study according to the characteristics of the field of study (laboratory equipment, studio, workshop, sports, studio, or other equipment). Equipment must be provided in quantities and specifications that meet the requirements and are based on the effectiveness of the continuity of the learning process for the achievement of practical learning.

An example of a table format like the following!

No.	Space Type	Status		Qty. Units	Qty. Area (m2)	Main Equipment	
		elementary school	SW			Equipment Type	Amount
1						a...	
						b...	
						etc	
2						a...	
						b...	
						etc	
...							

Information:

SD = Own, SW = Rent/Contract/Cooperation

**LIST DOCUMENTS THAT MUST BE UPLOADED TO THE SILEMKERMA PAGE**

<b>No.</b>	<b>Item Number</b>	<b>Information</b>
1	Condition	Scan of the original permit for the implementation of the PPG Professional Program Study Program which is still valid
2	Condition	Original scan of Study Program Accreditation Certificate with a minimum rating of Very Good or B from BAN PT, for Undergraduate Programs in educational fields relevant to the proposed field of study
3	Condition	Scan of the original letter of approval for the proposal to add fields of study to the PPG Professional Program Study Program from the Organizing Body
4	Condition	Scan of the original letter of consideration for the proposal to add fields of study to the PPG Professional Program Study Program from the proposing LPTK Senate
5	Condition	Original scan of the local LLDIKTI recommendation letter regarding the track record of the LPTK proposing additional fields of study; the level of saturation of the field of study to be opened; and the level of sustainability of the field of study that will be opened
6	Condition	Scan (scan) of letters original application for additional fields of study in the PPG Professional Program Study Program to the Director General of Higher Education.

List of documents attached to the instrument for adding fields of study to the PPG Professional Study Program

<b>No.</b>	<b>Item Number</b>	<b>Information</b>
7	1.1 to 1.4	<p>Curriculum Document</p> <p>The curriculum document must explain the Pre-Service PPG program curriculum and the In-Service PPG Program Curriculum</p> <p>a. Curriculum Pre-Service PPG Program:</p> <ol style="list-style-type: none"> <li>1. Graduate Profile;</li> <li>2. Learning Outcomes Graduate of;</li> <li>3. Learning Outcomes Field of study;</li> <li>4. Activities and Activity Weights;</li> <li>5. The learning load is between 36-40 credits outlined in the curriculum structure, including: (a) General Activities/Material Deepening, (b) Learning Tools Development Workshop, (c) Practical Experience Field and/or Industrial Practices;</li> <li>6. Past experience recognition mechanism (if any)</li> </ol>

No.	Item Number	Information
		b. In-Service PPG Program Curriculum <ol style="list-style-type: none"> <li>1. Graduate Profile;</li> <li>2. Learning Outcomes Graduate of;</li> <li>3. Learning Outcomes Field of study;</li> <li>4. Activities and Activity Weights;</li> <li>5. The study load is between 36-40 credits which includes 12 credits of study load that must be taken and 24 credits which are fulfilled through recognition of past learning. The study load of 12 credits that must be taken is outlined in the curriculum structure, including: (1) General Activities/In-depth Material Courses, (2) Learning Tool Development Workshops, (3) Field Experience Practices and/or Industrial Practices;</li> <li>6. Past experience recognition mechanism (must be present)</li> </ol>
8	1.5	Complete Documents Implementation Plan Process Learning
9	1.6	a. Design PPL guidelines in schools for general field of study proposals; or  b. Draft PPL guidelines and draft industry practice guidelines for proposed areas of vocational and special/collaborative vocational studies.  Field Experience Practice Guidelines (PPL) in Schools and Industrial Practices at DU/DI each contain: <ul style="list-style-type: none"> <li>• Definition/Scope</li> <li>• General and Specific Objectives</li> <li>• Systems, Procedures and Activities</li> <li>• Practical implementation (steps carried out student)</li> <li>• Evaluation</li> </ul>
10	1.6	Scan of original Memorandum of Understanding (MoU) /Cooperation Agreement (PKS) with Lab Schools/Partner Schools for organizing the learning process
11	1.6	Scan of the original Memorandum of Understanding (MoU)/Cooperation Agreement (MoA or PKS) with various agencies and/or the business world, the industrial world and the world of work for the implementation of the learning process (specifically for Vocational and Special Vocational/Collaborative Study Fields)
12	1.7	RPS – minimum 3 courses that characterize the proposed field of study

No.	Item Number	Information
13	2.1.1	<p>Completeness of the requirements for a lecturer managing a field of study:</p> <ul style="list-style-type: none"> <li>a. scan (scan) of original ID CARD;</li> <li>b. scan of the original assignment letter from the Proposing LPTK Leader;</li> <li>c. original scan of the prospective lecturer's statement letter regarding willingness to become a managing lecturer in the field of study.</li> <li>d. original scan of the most recent academic position decision;</li> <li>e. scans of diplomas and original transcripts of all higher education programs ever taken;</li> <li>f. a scan of the original decision to equalize diplomas for prospective permanent lecturers who graduated abroad, from the Ministry in charge of higher education;</li> </ul>
14	2.2	<p>Completeness of requirementstutor teacher:</p> <ul style="list-style-type: none"> <li>a. scan of the prospective teacher's original ID CARDcivil servant;</li> <li>b. scans of all original diplomashigher education programs ever taken;</li> <li>c. original scan of current functional position decree;</li> <li>d. scan of the original assignment letterfrom the Proposing LPTK Leader;</li> <li>e. scan of the original assignment letterfrom Lab School Leaders/Partner Schools.</li> </ul>
15	2.3	<p>Completeness of supervisor requirements field/tutor(specifically for Special/Collaborative Vocational Study Fields):</p> <ul style="list-style-type: none"> <li>a. scan of the prospective supervisor's original ID CARDfield/tutor;</li> <li>b. scans of all original diplomashigher education programs ever taken;</li> <li>c. scan (scan) of the original certificateall skills programs or competency certificates ever obtained;</li> <li>d. scan of the original assignment letter from the Proposing LPTK Leader;</li> <li>e. original scan of the assignment letter from the Head of the partner institution.</li> </ul>

<b>No.</b>	<b>Item Number</b>	<b>Information</b>
16	3.2.1	Completeness of system requirements quality assurance: <b>a.</b> policy document internal quality assurance system of the proposing university; <b>b.</b> internal quality audit activity report state-of-the-art universities;
17	3.2.2	Internal quality assurance system design document for the proposed field of study

Appendix 1

Table 1. List of study programs in undergraduate education programs and special/collaborative vocational study areas that can be proposed by LPTK with internal collaboration with the proposing LPTK or in collaboration with other universities.

No	Study program Bachelor of Education at LPTK Proposer	Fields of study that can be proposed
1	Geography/Education Education Building Engineering/Civil Engineering Education	Geomatics Engineering and Geospatial
2	Education Mechanical Engineering/Electrical Engineering Education	Aircraft Technology Air
3	Arts Education Appearance	Graphic Engineering
4	Engineering Education Machine	Instrumentation Engineering Industry
5	Engineering Education Machine	Industrial Engineering
6	Fashion Education	Textile Technology
7	Chemistry Education	Chemical Engineering
8	Engineering Education Machine	Technique Shipping
9	Mechanical Engineering Education/Education Chemistry	Oil Technic
10	Education Geography Engineering	Mining Geology
11	Mechanical Engineering Education/Education Electrical Engineering/Electrical Engineering Education	Energy Engineering Renewable
12	Education Biology/Science Education	Nursing
13	Education Biology/Science Education	Dental health
14	Chemistry Education/Education Biology	Technology Medical Laboratory
15	Chemistry Education	Pharmacy
16	Welfare Education Family	Work Social
17	Education Biology/Science Education	Plant Agribusiness
18	Education Biology/Science Education	Livestock Agribusiness
19	Education Biology/Science Education	Animal Health
20	Education Biology/Science Education	Agribusiness Processing Results Agriculture
21	Education Biology/Science Education	Agricultural Engineering
22	Education Biology/Science Education	Forestry
23	Engineering Education Machine	Shipping Ship Catcher Fish
24	Engineering Education Machine	Cruise Merchant Ship
25	Education Biology/Science Education	Fishery
26	Education Biology/Science Education	Results Processing Fishery
27	Economic Education/Education Management	Logistics
28	Culinary Education/Education Housekeeping	Hospitality and Services Tourist
29	Arts Education/Education Sendratasik	Broadcasting Arts and Films



## CHAPTER III

## FLOW OF APPLICATION FOR PRODUCT/FACULTY NAME CHANGES

**A. General Description**

Applications for changing the name of a study program/faculty are made based on the Decree of the Director General of the Ministry of Education and Culture Number 85/E/KPT/2020 concerning requirements and procedures for changing and adding the name of a study program at universities providing academic education.

Changes and additions to study programs aim to:

1. Providing legal protection for graduates who will continue their studies, work as ASN, or in the world of work in general at home and abroad. Study programs can be opened or closed according to user needs, therefore a database related to the names of study programs that have been held and recognized by the state is an important legal basis for graduates whose study programs have been closed.
2. Updating appropriate study program data-based systems as a foundation for policy evaluation and for determining the direction of human capital planning, human resources development and program development;
3. Facilitate the growth of new science in Indonesia, especially various scientific disciplines that are built using interdisciplinary, multidisciplinary and transdisciplinary approaches;
4. Facilitate the growth of unique Indonesian knowledge, especially knowledge in the fields of art, history, language and literature which are very typical of Indonesia in an effort to preserve Indonesian culture and promote it to the international community;
5. Facilitate the preparation of professional workers in new fields needed by Indonesia and the international community through the implementation of more diverse academic, professional and specialist study programs; And
6. Increasing the number of foreign students and collaborating with foreign universities by providing a list of study program names equipped with English terms.

Changes and additions to the names of study programs at universities providing academic education are not intended to regulate:

1. linearity of knowledge, because every prospective student has the freedom to take a study program according to the prospective student's abilities and needs;
2. recognition of lecturers' knowledge for promotion to lecturer rank; And
3. the lecturer's home base administrative unit and the number of lecturers needed to carry out the study program.

Adding the name of a study program at a university providing academic education is the process of adding the name of a study program at the initiative of the Ministry of Education and Culture or as proposed by the university and determined through the Decree of the Director General of Higher Education regarding Names of Study Programs in the Academic field.

Changes and additions to the names of study programs at universities providing academic education include the names of study programs at undergraduate, postgraduate (Masters and Doctorate), professional, specialist and sub-specialist levels.

**Requirements for Change of Study Program Name**

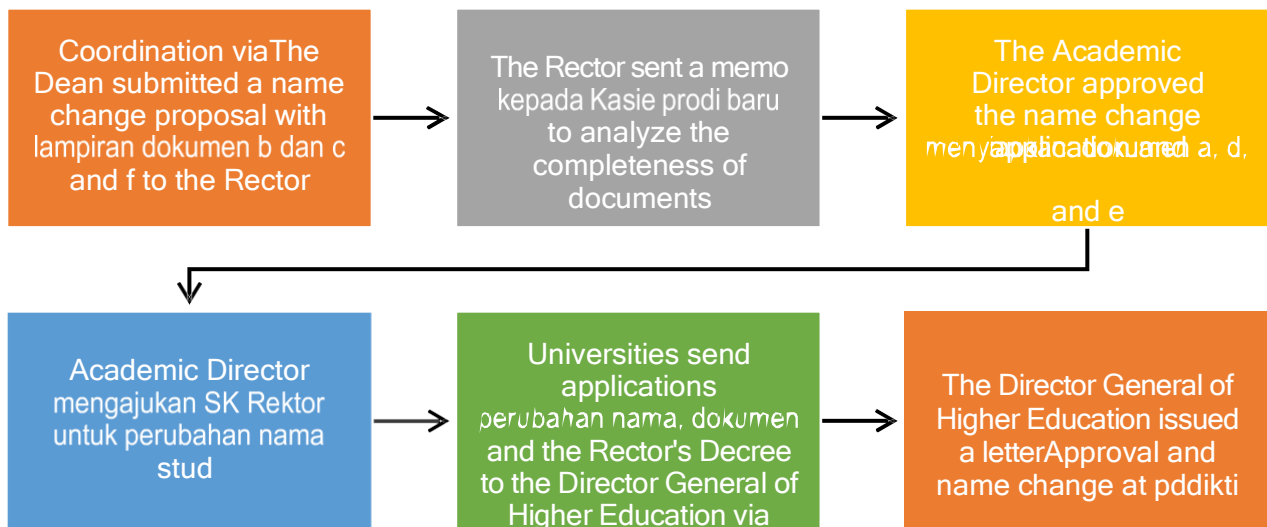
To be able to change the name of a study program, the main requirement that must be met is that 70% of the substance of the study program learning outcomes is the same as the learning achievements of the study program with the new name. This is important to ensure that the accreditation of the study program follows the accreditation of the old study program. Requirements are absolute requirements, meaning that if these requirements are not met then the proposal has not been approved. The proposal document for changing the name of the study program, along with its completeness, is made in pdf format.

**1. Submission of Study Program Name Change via Siaga**

No.	Condition	Document
1.	Application letter from the head of PT to the Minister.	
	For PTS, PTN, PTN BH: all letters are signed by the Highest Leadership of PTS, PTN, PTN BH.	<b>Document a:</b> Scan of letter of request from PTS, PTN, PTN BH PT leaders to the Minister to change the name of the study program
2.	Decision on permission to open a study program whose name will be adjusted.	<b>Documentb: SKPermissionStudy program Recent scans.</b>
3.	Study program accreditation certificate whose name will be adjusted. from BAN-PT or LAM PT.	<b>Documentc: Scan of the latest Accreditation Decree.</b>
4.	Statement letter not medium have a legal case.	<b>Document d:</b> Scan of Statement Letter that the PT being managed is not currently experiencing any legal cases.
5.	Statement Letter that there is no difference between the core Learning Outcomes of the study program with the old name and the new name.	<b>Document e:</b> Scan of Statement Letter that there is no difference between the core Learning Outcomes of the study program with the old name and the new name.
7.	Study program name change file.	<b>Document f:</b> Study program name change file. Comparative file of CP study program with the old name and CP study program with the new name.

8.	Data reporting on the Higher Education Database has been 100% (one hundred percent) by the Director General Higher Education	
9.	The Rector issued SKchange of name	Rector's Decree and attached documents af to the Director General of Higher Education for recording at pddikti
10.	Director General of Higher Education agreechange of name	Decree of the Director General of Higher Education to change the name.

Flow of name change application via SINDE:



**Document Format**

**1. PT leader's request letter to the Minister for changes program name studies.**

Date.:  
 No.:  
 Hal.: Proposed Change of Name of Study Program  
 Attachment:

Dear. Minister of Education and Culture  
 CQ Director General of Higher Education.

Yours faithfully,  
 We, the undersigned, propose a change in the name of the study program so that it can be processed by the Ministry of Education and Culture.

For the attention given, we thank you. Best regards,

College:PT .....  
 Address: .....  
 No. PT Telephone: .....  
 No. PT Facsimile: .....  
 Site Addressofficial: .....  
 Email address: .....

Contact Person .....  
 Name: No. Mobile .....  
 Phone: Email .....  
 address: .....

Leader's NamePT: .....  
 Filling Date:                      00-00-0000

PT Leadership Signature:

**2. Letter request from the Head of BPSDM/PUSDIKLAT to the  
Minister for change of study program name.**

Date.:

No.:

Page: Proposing a New Name for the Study Program (NBPS)

Attachment:

Dear. Minister of Education and Culture  
CQ Director General of Higher Education.

Yours faithfully,

We, the undersigned, Head of BPSDM/PUSDIKLAT, propose NBPS so that it can be processed by the Ministry of Education and Culture.

For the attention given, we thank you. Best regards,

Ministry:Address: .....  
No. Facsimile: .....  
Official website .....  
address: Email .....  
address: .....

Contact Person .....  
Name:No. Mobile .....  
Phone: Email address: .....

Name of Head of Agency/Center:.....  
.....

□□-□□-□□□□

Sign Head Body/Center Hands:

**3. Statement letter that the PT being managed is not currently experiencing a legal case.**

NAME, ADDRESS AND SYMBOLPT/BPSDM/PUSDIKLAT\*)

Number : .....

The undersigned below,

Name: *Higher Education Leader/Head of BPSDM/PUSDIKLAT\*)*

Job Title: *(Rector/Chairman/Head of Agency/Head of Center)*

Statethat:

- 1) As of the time this letter is signed, we are not experiencing any legal problems.
- 2) We are responsible for the correctness of the data and information contained in all documents used for the study program name change process
- 3) We will immediately provide the latest information if we experience legal problems after this letter is signed and we are still in the process of applying for a change in the name of the study program at our PT.
- 4) We are willing to be subject to criminal sanctions based on Article 242 paragraph (1) in conjunction with paragraph (3) of the Criminal Code if there are incorrect data and information in the documents submitted.

(city name), date,month year  
(Name of Position)

Signed &

Stamped(Full

name)

\*) Select one

**4. Statement Letter that there is no difference between the core Learning Outcomes of the study program with the old name and the new name.**

NAME, ADDRESS AND SYMBOLPT/BPSDM/PUSDIKLAT\*)

Number : .....

The undersigned below

Name: *Higher Education Leader/Head of BPSDM/PUSDIKLAT\*)*

Job Title: *(Rector/Chairman/Head of Agency/Head of Center)*

State that:

- 1) The name of the study program that requires changes is

NO.	Old Name	Level	New name	Level

- 2) The Learning Outcomes of each study program with the old name (table 1 above) have a minimum level of similarity of 70% with the Learning Outcomes of each program related to the new name
- 3) If BAN PT or LAM finds that the Learning Achievements of each program related to the new name are significantly different from the Learning Achievements of the study program with the old name, then we are willing to be subject to Reaccreditation sanctions and/or receive criminal sanctions based on Article 242 paragraph (1) in conjunction with paragraph (3) of the Criminal Code.

(city name),date, month year (Name of Position)

Signed & Stamped

(Full name)

\*) Select one

**name of study program.**

Date.:  
No.:  
Page: Proposing a New Name for the Study Program  
(NBPS) Attachment:

Dear. Minister of Education and Culture  
CQ Director General of Higher Education.

Yours faithfully,  
We, the undersigned, propose NBPS so that it can be processed by Ministry of Education and Culture.

For the attention given, we thank you. Best regards,

College:PT .....  
Address: .....  
No. PT Telephone: .....  
No. PT Facsimile: .....  
Site Addressofficial: .....  
Email address: .....

Contact Person .....  
Name: No. Mobile .....  
Phone: Email .....  
address: .....

Leader's NamePT: .....  
□□-□□-□□□□

Filling Date:

PT Leadership Signature:

:



**6. Letter of request from the Head of BPSDM/PUSDIKLAT to the Minister to add the name of the study program.**

Date.:

No.:

Page: Proposing a New Name for the Study Program (NBPS)

Attachment:

Dear. Minister of Education and Culture  
CQ Director General of Higher Education.

Yours faithfully,

We, the undersigned, Head of BPSDM/PUSDIKLAT, propose NBPS so that it can be processed by the Ministry of Education and Culture.

For the attention given, we thank you.

Best regards,

Ministry:Address: .....

No. Facsimile: .....

Official Website .....

Address: .....

Email address: .....

Contact Person .....

Name: No. Mobile .....

Phone: Email .....

Name of Head of Agency/Center: .....

.....

□□-□□-□□□□

Signature Head of Agency/Center:

**7. For NBPS CATEGORY A proposals, submit documents A1, A2, or A3 along with the required attachments.**

DOCUMENT FORMAT A1 / A2/ A3  
(choose the one that suits your

1. Write down the name of the proposed study program.

In Indonesian: In  
BahasaEnglish :

2. Explain the benefits of the study program for society at the national and international level. The explanation must be accompanied by adequate analysis and supporting data. The analysis at least includes the urgency of implementation (national, regional and international workforce needs) and the scientific excellence of the study program.

3. Explain the qualifications of permanent lecturers in the study program whose name is proposed.

4. Describe the study of scientific knowledge and the body of knowledge of the proposed study program.

5. Provide justification for the IQF and program level proposed higher education (Bachelor's, Professional, Specialist, Sub-Specialist, Master's and Doctoral).

6. Describe the learning outcomes of the study program according to the KKN level and the four domains of SN-Dikti learning outcomes.

7. Explain the position of the proposed study program in the constellation of existing types of education (Decree of the Directorate General of Higher Education on Names of Study Programs). In the event that there is no existing study program, there is no need to provide an explanation, accompanied by an example description as follows:

LEVEL OF PROGRAM NAME STUDIES		LAMPIRAN
PROPOSED	HAS BEEN THERE	
Bachelor	Applied Bachelor	Differentiating Learning Achievements between Bachelor with Bachelor of applied
Bachelor	Applied Bachelor diploma three	Differentiating Learning Achievements between Bachelor with Applied Bachelor and Diploma Three
Masters	Applied Masters	Differentiating Learning Achievements between Master with Applied Masters
Doctor	Applied Doctorate	Differentiating Learning Achievements between Doctorate with Applied Doctorate

Attachment  
Document A2 or A3  
(choose the one that suits your proposal)

- Those proposing the name of a Professional, Specialist, Sub-Specialist Program are required to attach acknowledgment, at least in the form of a Ministerial Decree, of the proposed new profession and specialist or sub-specialist (Document A2).
- Those proposing the name of a study program that already has a scientific consortium or scientific collegium recognized by the state are required to attach a letter of approval from the scientific consortium or scientific collegium (Document A3).

**8. For NBPS CATEGORY B proposal submits documents B1, B2, or B3 along with the required attachments.**

DOCUMENT FORMAT B1 / B2/ B3  
(choose the one that suits your

1. Write down the name of the proposed study program.

In Indonesian: In BahasaEnglish:
-------------------------------------

2. Write down the name of a similar study program organized by the international academic community and its level (eg bachelor, bachelor of honors, master, Ph.D), from at least three credible international universities along with reference information. (Write the page link that can be accessed during evaluation)

No.	College name tall	Program name studies	Level	Reference information
etc				

3. Write at least 3 (three) scientific journals and/or scientific societies as references for scientific development. (Write the page link that can be accessed during evaluation).

--

4. Explain the learning outcomes of at least three reference study programs in point 2 above (Write the page links that can be accessed during evaluation).

PT Name (1)	
Program name	
Level	
Learning Outcomes	
Reference	

PT Name (2)	
Program name	
Level	
Achievements Learning	
Reference	

PT Name (3)	
Program name	
Level	
Achievements Learning	
Reference	

Name of PT (4)	
Program name	
Level	
Achievements Learning	
Reference	

5. Describe a comparative study between three learning outcomes from at least three similar study programs in point 2 above:

6. Explain the qualifications of permanent lecturers in the study program whose name is proposed. (Write the page link that can be accessed during evaluation).

7. Review of the scientific knowledge and body of knowledge of the proposed study program. (Write the page link that can be accessed during evaluation).

8. Justification of the KKNI level and proposed higher education program (Bachelor's, Professional, Specialist, Sub-Specialist, Master's and Doctoral).

9. Explain the position of the proposed study program in the constellation of existing types of education (Decree of the Directorate General of Higher Education on Names of Study Programs). In the event that there is no existing study program, there is no need to provide an explanation, accompanied by an example description as follows:

LEVEL OF PROGRAM NAME STUDIES		ATTACHMENT
PROPOSED	HAS BEEN THERE	
Bachelor	Applied Bachelor	Differentiating Learning Achievements between Bachelor and Master applied
Bachelor	Bachelor of Applied Diploma Three	Differentiator Learning Outcomes between Bachelors with an applied Bachelor and Diploma Three
Masters	Applied Masters	Differentiating Learning Achievements between Masters and Applied Masters
Doctor	Applied Doctorate	Differences in Learning Achievements between Doctorates and Applied Doctorates

## CHAPTER IV

### Study Program Closing Flow

The flow of closing the study program is as follows:

1. The Study Program Management Unit (UPPS) formed a team to prepare a feasibility study for closing the Study Program (Prodi), which was outlined in the Study Program Closing Proposal
2. The feasibility study document must at least include:
  - a. Current study program data/profile, consisting of: **(i) Number of active students, (ii) Number of Lecturers according to home based, (iii) Number of educational staff (Tendik), (iv) Valid accreditation scores, (v) end of accreditation period, (vi) proof of scan/print screen data on Higher Education Database (PD Dikti).**
  - b. Impact on the quality of academic and non-academic performance at both study program, UPPS and UNESA levels;
  - c. Transition plans for completion of studies for students who are still active;
  - d. The impact and solutions of relocation on human resources for both lecturers and related staff; And
  - e. Impact and solutions on the use of related study program facilities and infrastructure.
3. The Quality Assurance Institute (LPM) evaluates the feasibility of the proposal to close the study program in question.
4. Based on recommendations from the LPM, the feasibility documents for closing the study program are submitted to the Head of Higher Education (Rector).
5. The Rector asked the University Academic Senate (SAU) to give consideration to the results of the evaluation and verification of the reasons for closing the Study Program, if the LPM has stated that it is appropriate to close the Study Program.
6. SAU carries out studies, evaluations and verification of study program closure proposals proposed by the Rector.
7. If SAU approves the proposal to close the relevant study program, then SAU issues a letter of approval and/recommendation for closing the study program in question to the Rector.
8. Based on the SAU approval letter and/or recommendation, the Rector reports and requests approval for the closure of the relevant study program to the MWA.
9. Based on the MWA's approval, the Rector issued a decision letter to close the study program in question.
10. The Rector conveyed the closure of the study program to the Ministry of Education, Culture, Research and Technology (Kemendikbud Ristek).
11. The Rector forwards all documents on proposals for closing related study programs that have been declared feasible by LPM, and letters of approval and/or recommendations from SAU, along with letters of approval from MWA, to BAN PT / LAM PT.

**Proposal Templates Closing of Study Program**

**CLOSURE PROPOSAL STUDY PROGRAM**



<b>STUDY PROGRAM NAME</b>	
<b>LEVEL EDUCATION</b>	

**SURABAYA STATE**

**UNIVERSITY YEAR**



**IDENTITY PROGRAM STUDIES NEW WHICH PROPOSED\*)**

ProgramStudies :  
.....  
.....  
.....

Current Accreditation Rating  
applies  
:  
No. Accreditation  
decreecaccording to BAN PT.  
Final accreditation deadline  
.....

Program Management UnitStudies : .....  
.....

CollegeTall : .....  
.....

Name of College LeaderTall .....  
.....  
:  
.....  
.....

Address : .....  
.....

NumberTelephone : .....  
.....

Phone numberHandheld : .....  
.....

Electronic Mail Address (e-mail) : .....  
.....

College Contact PersonTall : .....  
.....

Address :  
.....  
.....  
.....

Telephone/Phone NumberHandheld : .....  
.....

Electronic Mail Address (e-mail) : .....  
.....

\*)The study program identity must be filled in completely

LETTERHEAD

Number : .....

INTEGRITY PACT CLOSING NEW STUDY PROGRAM

Which signed below,

Name : (College Leader)  
Position : (Rector/Chairman)\*  
Address : (College Address *Tall*)  
Tel/Facs : (Telephone Number, Mobile Phone, *and Facsimile*)  
AddressEmail: (email address)

Declare responsibility for the correctness of the data and information contained in all documents used for the proposal to close the Study Program

.....(type the name of the study program that will be closed) at the Sepuluh Nopember Institute of Technology and are willing subject to criminal sanctions based on Article 242 paragraph

(1) in conjunction with paragraph (3) of the Criminal Code if there are incorrect data and information in the proposal document.

Surabaya, month of  
year (Name Position)

Signed & Stamped

(Full name)

\*) Cross out what is not needed

**IDENTITY OF THE CLOSING PROPOSAL DRAFTING TEAM  
PRODI**

Name:

NIDN:

Job Title:

Filling Date:

Signature

:

Name:

NIDN:

Job Title:

Filling Date:

Signature

:

Name:

NIDN:

Job Title:

Filling Date:

Signature

:

List of Study Programs at the Study Program Management Unit (UPPS)

No.	Type Program	Name of Study Program	Program Accreditation Studies			Number of students when T.S <sup>4)</sup>
			Status/Rank	No. and Date. SK	Date. Expired	
1	2	3	4	5	6	7
1						
2						
3						
<b>Amount</b>						

Information:

- 1) Attach a copy of the Establishment Decree College.
- 2) Attach a copy of the Decision Letter Opening of Study Program.
- 3) Attach a copy Latest Study Program Accreditation Decree.
- 4) Fill in the number of active students in each PS during TS.

## 1. Profile Lecturer

Write down the data on Permanent Lecturers at the University Height assigned as course teacher in an Accredited Study Program (DTPS) at the time of TS by following the format in Table 3.a.1) below.

Table 1) Permanent University Lecturers assigned to teach courses in accredited Study Programs

No.	Name	NIDN/NIDK	Post Education Bachelor <sup>1)</sup>		Field Skill <sup>2)</sup>	Suitability with PS Core Competencies <sup>3)</sup>	Department of Academic Affairs	Courses taught at PS which will be closed <sup>4)</sup>	Year of implementation of PS <sup>5)</sup>	Suitability Field of Expertise with Subjects Taught <sup>5)</sup>	Subjects taught in PS Other <sup>6)</sup>
			Magister/ Magister Applied/ Special	Doctor / Applied Doctorate n/ Specialis							
1	2	3	4		5	6	7	8	9	10	11
1								-			
2											
3											
4											
5											
6											
7											
8											
...											
<b>1</b>	<b>NDT =</b>					<b>NDTPS =</b>					

1) Closure of the study program

NDT = Number of Permanent University Lecturers assigned to teach courses in the Study Program which is proposed to be closed

NDTPS = Number of Permanent University Lecturers who are assigned to teach courses with areas of expertise that are in line with the core competencies of the proposed study program to be closed.

- 1) Fill in the name of the study program in postgraduate education (Masters/Applied Masters and/or Applied Doctorate/Doctorate) that you have attended.
  - 2) Fill in the areas of expertise according to postgraduate education that are relevant to the courses being taught.
  - 3) Filled with tick V if the area of expertise matches the core competency of the proposed study program is closed.
  - 4) Fill in the name of the courses taught in the proposed study program which will be closed at TS-2 to TS.
  - 5) Fill in with a tick mark V if the area of expertise is in accordance with the course being taught.
  - 6) Fill in the names of courses taught in other study programs during TS-2 to TS.
-

**2. Education Personnel Data**

No.	Tendik's name	NIP	Education	Work Unit Name /Lab
1	2	3	4	5
1				
2				
3				
4				
5				
6				
7				
8				
...				
<b>1</b>	<b>NDT =</b>			

**3. Proof of Study Program Profile Data from PD Dikti (print screen)**

Attach proof of data in PD Dikti (print screen)

**4. Impact on the quality of academic and non-academic performance at both UPPS and UNESA levels**

Describe the impact on the quality of academic and non-academic performance at the UPPS and UNESA levels by the closure of the study program

Provide an explanation for alumni continuity in administrative processes related to the Study Program, for example, for management:

1. Certificate and/or incomplete transcripts
2. Diploma legalization process and / transcript

Provide the full name and address of the contact person who is responsible for serving alumni.

Name	
NIP	
Address	
ID card no	
No. tel can be contacted	



**5. Completion transition plan active student studies**

Write it down transition plans for completion of student studies that are currently still active

**6. Resource relocation plan human (Lecturers and Staff)**

Write down lecturer

relocations Write down

teacher relocations

**7. Impact and solutions of relocation on resources human beings, both lecturers and related educational staff;**

**8. Impact and solutions on utilization related production facilities and infrastructure.**

---

**CHAPTE  
R IV  
CLOSING**

Opening and closing of new study programs at Bachelor's, Master's, Doctor's and professional education levels is based on government regulations and legal entity university regulations. It is hoped that this guidebook can serve as a guide for opening and closing new study programs at the Bachelor's, Master's, Doctoral and Professional Education levels in accordance with higher education quality standards and taking into account the sustainability of study programs and the needs of a dynamic and global labor market.

It is hoped that this guidebook can serve as a guide for preparing tennis instructions, SOPs and scheduling applications for adding new study programs, changing names and closing study programs in accordance with the Strategic Plan of PTNBH State University of Surabaya.

---

**Attachment**

---