

UNESA DISABILITY INCLUSION METRIC (UDIM) MANUAL

Document Filling Instructions

1. Read the UDIM manual carefully.
2. If your University has received email containing the token then you need to verified it soon and the account will be directly activated. Meanwhile if your University has not received a token, then you need to contact: unesa-dim@unesa.ac.id or whatsapp: <https://wa.me/+6281333840370?text=>
3. After the account is active, fill in the organizational identity wholly and correctly.
4. There are ten indicators divided into 43 sub-indicators. Each indicator has its weight. Each organization is required to fill in 5 indicators according to interest as follows.
 - a. 1st indicator: Leader
 - b. 2nd indicator: The strategic plan
 - c. 3rd indicator: Special policy for disability organizations
 - d. 6th indicator: facilities and infrastructural
 - e. 7th indicator: reasonable accommodation
5. Filling in the indicators must include evidence as explained in the explanation for each sub-indicator. Evidence can be in the form of documents and links.
6. Filling is carried out according to the available period

Definition Term

1. Report activity is report written results implementation activities that include name activities, dates, and places implementation, list of participants, agenda of activities, results from the activity, follow-up activities, and documentation (photo).
2. The policy written is policies signed by the leadership.
3. SK is a Decree which is also a part of the policy written.
4. Media coverage is coverage in the mass media that is easily accessed by the public, proven by screenshots about the news/link news/videos.

1st Indicator	LEADER	
Rating Weight	12	
Definition A leader is a person/s in charge of the highest management in an organization/institution. The leader covers the chairman and their representatives at the same management level. Leader, for example, includes the Chancellor and his representatives, the director, and his representatives, etc.		
Sub-Indicator 1.1. Leaders give full support for the disability inclusion, internally or publicly. 1.2. Disability inclusion policy is reviewed by the senate/top-level management every year, and there is an effort to improve it. 1.3. A special commission was formed with primary duties for the disability inclusion through the decision of the highest leadership.		
Sub-Indicator Explanation and Criteria		
1.1. Leaders give full support for the disability inclusion, internally or publicly. Full support for disability inclusion is all forms of conscious and structured efforts to ensure that persons with disabilities in organizations can participate and develop optimally in the organization. Internal support can be in the form of policies and their implementation, and public support can be in the form of exposure outside the organization regarding efforts to support disability inclusion Evidence: Written Policy, activity reports, and mass media coverage		
0.5 No support explicitly	1 There is full support that can be proven internally or just externally	1.5 There is full support that can be proven internally and externally.
1.2. Disability inclusion policy is reviewed by the senate/top-level management every year, and there is an effort to improve it. The disability inclusion policy is a whole document issued by the organization and signed by the leadership for implementation. Disability inclusion policy in preparation and evaluation involves supervision from the organization leader. Evidence: Policy review activity report, improvement report		
0.5 The disability inclusion policy is available but did not review by the Senate.	1 The Senate reviews the disability inclusion policy, but there is no effort for improvement.	1.5 The disability inclusion policy was reviewed by the senate, and there is an effort for improvement.
1.3. There is a special commission formed with primary duties for the disability inclusion A special commission is a special team outside an organization's structure that has a specific aim to support the inclusion of disabilities. Evidence: Establishment decree of the special commission, activity report		
0.5 There is only a general commission	1 There is a special commission, but there is no proof of activity	1.5 There is a special commission, and there is proof of activity.
2nd Indicator	THE STRATEGIC PLAN	

Rating Weight		5
Definition A strategic plan is the main planning document and it's the first referral in the organization.		
Sub-Indicator 2.1 Commitment to the disability inclusion is stated in the main part of the organization's strategic plan 2.2 There are disability data in the Strategic Plan 2.3 Allocation of funds for inclusion disability could be traced		
Sub-Indicator Explanation and Criteria		
2.1 Commitment to the inclusion of disability is stated in the main part of the organization's strategic plan The main part of the Strategic Plan states an effort to support the commitment to the disability inclusion. Evidence: the strategic plan documents already validated		
0.5 strategic plan only states support for disability inclusion	1 There is a commitment but stated implicitly	1.5 There is a commitment that stated explicitly
2.2 There are disability data in Strategic Plan Disability data shows the number of persons with disability and their demographics in the organization. Definition of disability refers to the legal definition of each country. An example in Indonesia is based on law No. 8 of 2016 concerning disability Evidence: the strategic plan documents already authorized; definition of disability based on national law		
0.5 Only stated there is individual disability	1 Disability data is only stated in numbers	1.5 Disability data consist of numbers and demographic variables.
2.3 Allocation of funds for disability inclusion could be traced The allocation of funds is the amount of funding to be issued for supporting disability inclusion in percentage or actual details. Evidence: Documents the Strategic Plan already Validated		
0.5 The allocation of funds is not stated explicitly	1 The allocation of funds is stated in detail for disability inclusion in universal design	1.5 The allocation of funds is stated in detail for disability inclusion in universal design and special fund for disability

3rd indicator		SPECIAL POLICY FOR DISABILITY INCLUSION	
Rating Weight		8	
Definition Special policies for disability inclusion are special rules drawn up by central management or unit management that support the fulfillment of disability inclusion in the organization.			
Sub-Indicator 3.1 There is a special policy for the dissemination of disability inclusion and it is implemented in the organization 3.2 There are periodic reports on the existence of disability inclusion which are published to the public or to interested parties 3.3 There are guidelines for disability inclusion in every routine running program			
Sub-Indicator Explanation and Criteria			
3.1 There is a special policy for the dissemination of disability inclusion and it is implemented in the organization A special policy for disseminating disability inclusion is a special rule drawn up regarding the implementation of the socialization of disability inclusion efforts in the organization Evidence: Policy documents, reports on socialization activities			
0.5 Socialization is carried out without a policy basis and does not have a regular schedule	1 The socialization is carried out according to the policy but the implementation is inconsistent	1.5 Socialization is carried out according to policies with consistent implementation	
3.2 There are periodic reports on the existence of disability inclusion socialization which are published to the public or to interested parties Periodic reports or publications are efforts to deliver disability inclusion socialization activities to internal and external parties who have not had the opportunity to participate in socialization and as a form of organizational accountability Evidence: publication			
0.5 Reports only circulated in small groups	1 Reports are published but not regularly	1.5 Reports are published regularly	
3.3 Disability inclusion guidelines are general guidelines that regulate the fulfillment of accessibility in the implementation of every routine activity in the organization Evidence: activity documents, activity reports			
0.5 Disability-friendly routine programs only take place on a small scale	1 Routine running programs are already disability-friendly but do not have any guidelines	1.5 The routine running programs are already disability-friendly and have inclusion guidelines	

4th Indicator	INSTITUTIONAL	
Rating Weight	15	
Definition Institutional refers to the existence of a particular unit at the central level and reaches down to the units to the lowest level in an organization/university		
Sub-Indicator 4.1 Have a special education/inclusive education study program 4.2 Universities have a Disability Service Unit (DSU) 4.3 DSU reaches all lines/levels of organization/university 4.4 DSU organizes an annual forum involving components of the academic community 4.5 DSU consists of a multidisciplinary team including special education experts, doctors, psychologists, and student volunteers		
Sub-Indicator Explanation and Criteria		
4.1 Have a special education/inclusive education study program Already stated clearly Evidence: study program establishment document/certificate		
0.5 Does not have a special education /inclusive educationstudy program	1 Already have a special education/inclusive education study program	1.5 Already have a special education/inclusive education study program and it plays an important role in supporting disability inclusion
4.2 Universities have a Disability Service Unit (DSU) DSU is a special unit at the central level, responsible for ensuring inclusive services for persons with disabilities in an organization/university. DSU can have different names with a similar purpose. Evidence: Establishment document, documents regarding DSU		
0.5 DSU is not yet established as a special unit	1 DSU had already established	1.5 DSU had already established and has operated actively
4.3 Disability Service Unit (DSU) reaches all lines/levels of organization/university DSU has been recognized and plays an active role in supporting inclusive services for persons with disabilities in all units Evidence: activity report		
0.5 The existence of DSU is rarely known	1 The existence of DSU is known	1.5 The existence of DSU is known and plays an active role in all sector

<p>4.4 DSU organizes an annual forum involving components of the academic community The annual forum is a routine activity organized by DSU to socialize the role and accountability of DSU activities in supporting disability inclusion Evidence: activity report</p>		
<p>0.5 Annual forum not regularly held</p>	<p>1 Annual forums are held regularly but not explicitly</p>	<p>1.5 Annual forums are held regularly and explicitly</p>
<p>4.5 DSU consists of a multidisciplinary team including special education experts, doctors, psychologists, and student volunteers, and students’ organizations. Evidence: DSU establishment document, legalized/published DSU membership structure</p>		
<p>0.5 DSU does not yet have a multidisciplinary team</p>	<p>1 DSU have a multidisciplinary team</p>	<p>1.5 DSU have a multidisciplinary team, and it has been published</p>

5th indicator	COOPERATION WITH DISABILITY ORGANIZATIONS	
Rating Weight	10	
Definition Cooperation is an agreement to carry out collaborative activities with organizations of persons with disabilities (OPD) which is marked by the joint signing of the cooperation document.		
Sub-Indicator 5.1 Have cooperation with regional, national and international organizations of persons with disabilities (OPD) 5.2 A schedule of regular consultations with OPD is available 5.3 Regularly consult with OPDs to ensure disability inclusion 5.4 Implementing disability stigma eradication activities with OPD		
Sub-Indicator Explanation and Criteria		
5.1 Have cooperation with regional, national and international organizations of persons with disabilities (OPD) Already clear Evidence: Cooperation Script/MoU		
0.5 Only has cooperation at the regional level	1 Already have cooperation at the national level	1.5 Already have cooperation at the international level
5.2 A schedule of regular consultations with OPD is available There is a schedule of consultations with OPD partners. The schedule includes the date and agenda of activities that are prepared at the beginning of the year or in advance. Evidence: consultation schedule document		
0.5 No regular consultation schedule	1 There are only regular consultation schedules	1.5 There is a schedule of regular consultations and a specific agenda of events
5.3 Regularly consult with organizations of persons with disabilities (OPD) to ensure disability inclusion Routine means carried out according to the schedule Evidence: activity report		
0.5 Consultation activities are rarely carried out	1 Consultation activities are carried out according to schedule but not consistently done	1.5 Consultation activities are carried out according to a consistent schedule
5.4 Implementing disability stigma eradication activities with OPD Stigma removal activities can be in the form of socialization, forums and other activities that reach the public. Evidence: activity report		

0.5 Stigma removal activities are not yet explicit.	1 Stigma removal activities are already explicit.	1.5 Stigma removal activities are already explicit, and it has been published
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6th indicator	FACILITIES AND INFRASTRUCTURE	
Rating Weight	12	
Definition Facilities and infrastructures are whole physical resources available in the organization		
Sub- Indicator		
6.1 There are policies with the explanation that the infrastructure or facilities to be built or purchased have taken the accessibility factor into account.		
6.2 The procurement process of facilities and infrastructure has considered the accessibility factor		
6.3 Procurement of facilities and infrastructure has taken into account the proportion of persons with disabilities		
6.4 Procurement of facilities and infrastructure would be provided by companies with a disability-friendly policy		
6.5 Accessibility in the organization is provided in accordance with the regulations in each country, in Indonesia using the Regulation of the Minister of Infrastructure, Number 30/PRT/M/2006		
6.6 Accessibility monitoring of facilities and infrastructures is carried out at least once in 5 years		
6.7 Accessibility and accommodation in organizing routine organizational events are available		
6.8 Accessibility guidelines are available and are regularly reviewed		
Sub-Indicator Explanation and Criteria		
6.1 There are policies with the explanation that the infrastructure or facilities to be built or purchased have taken the accessibility factor into account. Policies are special rules related to infrastructure development and the purchase of facilities that are friendly to persons with disabilities. Accessibility infrastructure and facilities are infrastructure and facilities that have met international accessibility standards. Evidence: Policy manuscript/SOP		
0.5 The policy text only explains the flow of procurement of facilities and infrastructure	1 There is policy but not yet Specific	1.5 There is already a specific policy
6.2 The process of procuring facilities and infrastructure has taken into account the accessibility factor The process of procuring facilities and infrastructure has taken into account the ease of access for persons with disabilities and involved persons with disabilities in the planning process. Evidence: Activity report		
0.5 The procurement process does not accommodate accessibility factors and does not involve persons	1 The procurement process only considers several accessibility factors and limited involvement of	1.5 The procurement process has considered accessibility factors comprehensively

with disabilities in its planning	persons with disabilities in its planning	and involved persons with disabilities in its planning
<p>6.3 Procurement of facilities and infrastructure has taken into account the proportion of persons with disabilities</p> <p>The procurement process for facilities and infrastructure has been adjusted to the proportion of both persons with disabilities who are members of the organization and the general public</p> <p>Evidence: report activity</p>		
<p>0.5</p> <p>The procurement process does not take into account the proportion of both persons with disabilities who are members of the organization and the general public</p>	<p>1</p> <p>The procurement process takes into account the proportion of persons with disabilities who are members of the organization but have not fully accommodated the general public</p>	<p>1.5</p> <p>The procurement process is in accordance with the proportion of both persons with disabilities who are members of the organization and the general public</p>
<p>6.4 Procurement of facilities and infrastructure will be provided by companies that have adopted disability-friendly policies</p> <p>Disability-friendly companies are companies that meet accessibility standards</p> <p>Evidence: report activity</p>		
<p>0.5</p> <p>Procurement in the company that sells a number of product friendly disability</p>	<p>1</p> <p>Already conducted though not whole companies are disability-friendly</p>	<p>1.5</p> <p>Dominant with disability-friendly companies</p>
<p>6.5 Accessibility available in accordance with regulations in each country</p> <p>Accessibility follows standards in each country.</p> <p>Evidence: documentation</p>		
<p>0.5</p> <p>Accessibility only in one area</p>	<p>1</p> <p>Accessibility only is in the building center and some faculty</p>	<p>1.5</p> <p>Accessibility is in the building center and whole faculty</p>
<p>6.6 Accessibility monitoring carried out at least once in 5 years</p> <p>Monitoring is an effort of checking accessibility condition internally and/or externally at least once in 5 years</p> <p>Evidence: monitoring report</p>		
<p>0.5</p> <p>Monitoring is not yet structurally held</p>	<p>1</p> <p>Monitoring is carried out internally</p>	<p>1.5</p> <p>Monitoring is carried out internally and externally</p>
<p>6.7 Accessibility and accommodation factors in organizing routine organizational events are available</p> <p>Routine events are mandatory activities that must be followed by all members of the organization</p> <p>Evidence: report activity</p>		
0.5	1	1.5

Routine events do not meet the accessibility and accommodating factors	Some routine events have met the accessibility and accommodating factors	All routine events have met the accessibility and accommodating factors
<p>6.8 Accessibility guidelines are available and are regularly reviewed Guidelines are specific guidance regarding the accessibility of events that are developed by the organization itself and through a process of regular review. Evidence: guide accessibility</p>		
<p>0.5 Accessibility specific guidelines not yet available</p>	<p>1 Accessibility specific guidelines available but are not regularly reviewed</p>	<p>1.5 Accessibility specific guidelines already available and are regularly reviewed</p>

7th indicator	REASONABLE ACCOMMODATION	
Rating Weight	10	
Definition Reasonable accommodation is all forms of effort given to persons with disabilities so that they can function optimally in the organization. Accommodation can be divided into accommodation for facility's needs, accommodation for psychological assistance and accommodation for self-development.		
Sub-Indicator 7.1 Reasonable accommodation policy has been implemented including the funding scheme 7.2 The process of providing adequate accommodation, has been based on demand and satisfaction is measured 7.3 There is a disability awareness program for all members of the organization		
Sub - Indicator Explanation and Criteria		
7.1 Adequate accommodation policy has been implemented including the funding scheme Existing policies regarding Reasonable accommodation at the highest level or units have been implemented. Funding schemes are also planned, used and monitored on an ongoing basis. Evidence: Written policy, activity reports, budget cost plans		
0.5 There is no proper accommodation policy and/or there is no proper accommodation implementation	1 There is a reasonable accommodation policy, it has been proven that it has been partially implemented but the funding scheme has not been proven	1.5 There is a reasonable accommodation policy, proven to have been fully implemented and with a proven funding scheme
7.2 The process of providing reasonable accommodation, has been based on demand and satisfaction is measured There is a system for providing reasonable accommodation according to the requests of persons with disabilities and satisfaction with the system is measured. Evidence: Documentation system, satisfaction report		
0.5 Application for reasonable accommodation is not systemized	1 There is a reasonable accommodation system	1.5 There is a proper accommodation system and a report on satisfaction
7.3 There is a disability awareness program for all members of the organization Disability awareness programs can be through promotions, forums, or special discussions related to disability awareness. Evidence: report activity		
0.5 The program is still in the planning stage	1 It has been implemented but has not reached all members of the organization.	1.5 It has been implemented, and has reached all members of the organization.

8th indicator	STUDENTS AND EMPLOYEES	
Rating Weight	6	
Definition University students are active students in higher education and employees are all active teaching and educational staff in higher education		
Sub- Indicator 8.1 There are efforts to recruit employees from persons with disabilities 8.2 Proportion of employees with disabilities 8.3 Employees with disabilities have the same job satisfaction as other employees 8.4 There is a capacity building program for employees in providing services for persons with disabilities 8.5 Recruitment of students with disabilities and special pathways for disabilities 8.6 Proportion of students with disabilities		
Sub - Indicator Explanation and Criteria		
8.1 There are efforts to recruit employees from persons with disabilities There are special lines and special formations for the recruitment of disabled employees Evidence: Policy manuscripts, activity reports		
0.5 There is no special tracks and special formation for the recruitment of disabled employees	1 There is a special formation but the recruitment tracks are not yet specific	1.5 There are special formations and special recruitment tracks
8.2 Proportion of employees with disabilities Proportion of employees with disabilities to the total number of employees in universities Proof: Counting sheets		
0.5 0.1 % -1 %	1 1 % -2%	1.5 >2%
8.3 Employees with disabilities have the same job satisfaction as other employees Job satisfaction is a collection of indicators that are assessed in a measurable and routine manner, with the results of satisfaction being analyzed. Evidence: job satisfaction report		
0.5 Job satisfaction exists but has not been measured	1 Job satisfaction has been measured and shows good results	1.5 Job satisfaction has been measured, shows good results and is carried out regularly
8.4 There is an employee capacity building program in providing services for persons with disabilities Employee capacity development programs can be in the form of conducting seminars, workshops or conferences related to services for disabilities. Evidence: report activity		
0.5 The development program is still in the planning stage	1 Has been implemented incidentally	1.5 It's been done regularly
8.5 Recruitment of students with disabilities and special pathways for disabilities		

Accessible student recruitment is a recruitment process that can accommodate applicants with disabilities to participate in the entire recruitment process

Evidence: policy texts, and activity reports

0.5 Recruitment still uses the general pattern	1 There is already a special path but no recruitment adjustments	1.5 There is already a special path and there has been a recruitment adjustment
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8.6 Proportion of students with disabilities
Proportion of students with disabilities to the total number of students in higher education

Proof: counting sheet

0.5 0.1 %-1 %	Well 1 % - 2%	1.5 >2%
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9th indicator	EDUCATION	
Rating Weight	10	
Definition Education is a learning process in the classroom		
Sub-Indicator 9.1 Formulation flexibility of Graduate Competencies/Learning Outcomes of Graduates 9.2 Flexibility of processes, learning materials and evaluation 9.3 Compulsory inclusive education courses in teacher training programs/The concept of inclusive education are included in every course 9.4 The study program has students with disabilities.		
Sub-Indicator Explanation and Criteria		
9.1 Flexibility in the formulation of Graduate Competencies/Learning Outcomes of Graduates Flexibility is the ease of making changes in part or all of the graduate competencies or graduate learning outcomes that are supported by policies Evidence: Policy sheet/SOP		
0.5 Changes in Graduate Competencies/Learning Outcomes Graduates are not specific to students with disabilities	1 Changes were made to Graduate Competencies/Learning Outcomes Graduates only in some courses and have not received policy support	1.5 Changes were made to Graduate Competencies/Learning Outcomes Graduates in most courses and received policy support
9.2 Flexibility of processes, learning materials and evaluation The flexibility of the process, learning materials and evaluation is the ease of adaptation in the implementation of the learning process, adaptation of learning materials and evaluations supported by policies. Proof: SOP		
0.5 Adaptation of processes, learning materials and evaluations are not specific to students with disabilities	1 Process adaptations, learning materials and evaluations have only been carried out for some courses and have not received policy support	1.5 Process adaptations, learning materials and evaluations are carried out in most courses and receive policy support
9.3 Compulsory inclusive education courses in teacher training programs and/or the concept of inclusive education are included in every course The concept of inclusive education can include studies on disability, and inclusive education Evidence: Semester Lesson Plan		
0.5 There are topics in several courses that discuss inclusive education	1 There are topics in many courses that discuss inclusive education	1.5 Inclusive education courses are mandatory in teacher training programs, and/or the concept of inclusive

		education is included in every course
<p>9.4 The study program has students with disabilities. The proportion of study programs that have active students with disabilities</p> <p>Evidence: count sheet</p>		
<p>0.5 10 % - 20 %</p>	<p>1 21 % - 30 %</p>	<p>1.5 > 31 %</p>

10th indicator	RESEARCH AND COMMUNITY SERVICE	
Rating Weight	12	
Definition Research is an effort to solve problems using research principles, while community service is the application of research results to help solve problems directly in the community.		
Sub-Indicator 10.1 Research/community service on the topic of disability has been widely carried out, especially for the development of disability-friendly campuses 10.2 Journal-based publications on disability topics with a reputable database 10.3 Actively engage in disability inclusion campaigns and advocacy around universities 10.4 Sustainability of research and community service		
Sub-Indicator Explanation and Criteria		
10.1 Research/community service on the topic of disability has been widely carried out, especially for the development of disability-friendly campuses It is clear Evidence: List of research and community service		
0.5 There is only research or community service	1 There is research and community service but in general it does not focus on developing disability-friendly campus	1.5 There is research and community service that generally focuses on developing disability-friendly campuses
10.2 Journal-based publications on disability topics with a reputable database Reputable databases are Scopus and WoS with rating years for the last 5 years. Proof: publication link		
0.5 Research publication has not yet published in journals with the reputable database	1 Research publication in general has been already published in journals with the reputable database	1.5 Almost all of research publication has been already published in journals with the reputable database
10.3 Engage actively in disability inclusion campaigns and advocacy around universities Disability inclusion campaigns and advocacy are all activities carried out to support disability inclusion carried out outside the organization through collaboration with other parties Evidence: activity report		
0.5 Campaign and advocacy are still internal	1 Campaigns and advocacy have been done internally and externally.	1.5 Campaigns and advocacy have been done internally, externally, and cooperating with other parties

10.4 Sustainability of research and community service

Evidence: activity report

<p>0.5 Activities are followed up with monitoring.</p>	<p>1 Activities are followed up with dissemination</p>	<p>1.5 Activities are followed up with dissemination and have been published</p>
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