




Quality Policy

School of Postgraduate Studies
UNIVERSITAS PENDIDIKAN INDONESIA

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		Revise	: 01
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**QUALITY POLICY
School of Postgraduate Studies UPI**

1. Improving the Quality of the Education Process to Produce Professional and Competitive Graduates
2. Improving the Quality of Research, Community Service, and Scientific Publications
3. Improving the Quality of Human Resources
4. Comply with applicable laws and regulations in carrying out the education process
5. Make Continual Improvements to the Process, Service and Effectiveness of the Implementation of the Quality Management System.

**QUALITY GUARANTEE SYSTEM
School of Postgraduate Studies UPI**

Quality control at the university level is carried out by the UPI Quality Assurance Unit (SPM), whereas in each unit for each activity carried out it is carried out by the Quality Control Unit (SKM) in the relevant work unit, and at the level of the study program carried out by the Quality Control Cluster (GKM). Quality control is directed at the achievement of predetermined quality standards or targets and continuous quality improvement.

Internally, academic quality assurance in the Graduate School is coordinated / facilitated by SKM. SKM is responsible for coordinating with SPM UPI in carrying out Internal Quality Audit (AMI). In the financial sector, quality assurance is carried out directly by the Internal Audit Unit (SAI). Externally, academic quality assurance at the UPI Graduate School is carried out by the National Accreditation Board for Higher Education (BAN-PT) and / or other competent institutions, such as the Asian University Network Quality Assurance (AUNQA), and the ISO Quality Management System.

Some quality standards have been used as a reference for implementing quality at UPs SPs:

1. UPI 2015 Quality Assurance Guide
2. UPI 2017 Postgraduate Quality Manual
3. UPI 2016 Quality Standards
4. UPI Academic Quality Internal Audit Guidelines
5. ISO 9001: 2015 Quality Management System
6. Higher Education Quality Assurance System

The quality assurance results are reported and documented by the UPI Graduate School to be used as an evaluation material for the following year's quality activities (available: AMI Report 2012-2019).

The quality policy in the Graduate School is in line with the objectives of the UPI quality policy, which is to plan, achieve, maintain, and improve the standards or quality objectives of the UPI Graduate School in a sustainable manner, and to satisfy stakeholders. In the long term, UPI quality assurance is carried out to realize the UPI SPs vision.

To achieve the objectives of quality assurance, UPI designs and implements a quality assurance strategy that refers to the quality assurance guidelines set by the Directorate General of Higher Education, the Ministry of Education and Culture. UPI quality assurance is coordinated by the UPI Rector through the Quality Assurance Unit (SPM). The UPI quality assurance strategy is as described below:

- (1) Developing the UPI quality assurance system and its implementation tools;
- (2) Building and or increasing the commitment of UPI leaders and all work units to carry out quality assurance for each activity that is carried out in accordance with the UPI quality assurance system and its implementation model;
- (3) Setting UPI quality targets or quality standards and work units within the UPI environment for each quality period;
- (4) Designing the organization and mechanism of UPI quality assurance work and implementing it consistently;
- (5) Identifying the unit of activity for each quality item at each stage in the UPI business process, as well as determining the activities whose quality is guaranteed;

UPI determines and formulates its quality standards through a systemic analysis of the components of the higher education implementation system that includes inputs, processes, outputs, and impacts.

Quality assurance activities at UPI are carried out with reference to the University's quality guidelines. This guideline was formulated based on MWA Decree No.001 / TAP / MWA UPI / 2009 concerning Charter of Chapter XI concerning Internal Auditors, External Auditors, and Quality Assurance. Article 101 in this decree affirms:

- (1) University leaders carry out quality assurance to meet applicable national and / or international standards.
- (2) Quality assurance is carried out on an ongoing basis by all units of the academic, administrative, business, and supporting elements of the University under the coordination of the Quality Assurance Unit (SPM).
- (3) The institutional arrangements, main tasks, functions and authority of SPM as referred to in paragraph (2) shall be regulated by Rector's Regulation.
- (4) The success of quality assurance is stated among others in the value of accreditation and absorption of graduates by stakeholders.
- (5) Accreditation is mandatory for every element of academic implementation carried out by the relevant accreditation body, both nationally and internationally.


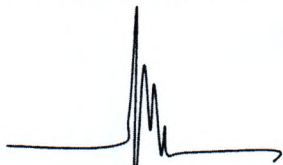
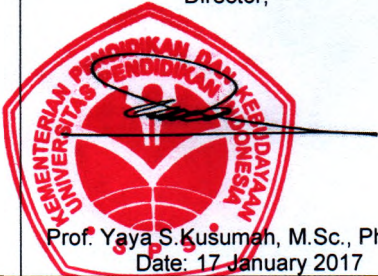
Furthermore, the provisions regarding UPI quality assurance are carried out through the following process or activity stages:

- (1) Prepare quality standards or targets as outlined in the UPI quality plan for each quality period. The preparation of these quality standards or targets is based on UPI's strategic plan;

- (2) Each work unit prepares the quality standard of the relevant work unit and the standard or quality target of each activity for each quality item in each quality period;
- (3) Each work unit prepares an activity mechanism for each unit of activity as outlined in a standard operational procedure;
- (4) Each work unit carries out quality assurance of the activities it carries out by carrying out standard operational procedures for those activities;
- (5) Each work unit carries out quality control of the activities carried out by evaluating or measuring the results of activities with the specified quality standards or targets. The results of these evaluation or measurement activities are then followed up with continuous quality improvement measures;
- (6) Carry out quality evaluations for each quality period that are focused on auditing the implementation of the quality assurance system and auditing the level of achievement of UPI standards or quality targets and or work units within the UPI environment. This quality audit activity was carried out by UPI's Internal Audit Unit (SAI).

Quality assurance at SPs refers to the quality assurance system and the tools for implementing the UPI quality assurance system. The Director of SPs forms the Quality Control Unit (SKM) and appoints the chair, secretary and staff. The SKM tasks are as follows.

- a. compiling the quality standards of work units and together with the Quality Control Cluster (GKM) the Study Program prepares quality standards for each activity;
- b. coordinating, facilitating, and motivating QCC to develop Standard Operating Procedures (POB) for each activity that is held;
- c. together with GKM motivating the implementers of the activities to carry out their activities in accordance with the POB activities;
- d. carry out evaluation or measurement of the quality achieved by the Graduate School and motivate the implementer of the activity or QCC to carry out an evaluation or measurement of the quality of the results of the activity, as well as carrying out continuous quality improvement measures; and
- e. report periodically the implementation of work unit quality assurance for each quality period.

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