SUMMARY OF ANNEX 1: QA HANDBOOK

Universitas Pendidikan Indonesia in its quality assurance process refers to the [Regulation of the Minister of Education, Culture, Research, and Technology on Quality Assurance No. 53 of 2023](). This regulation integrates the Quality Assurance System, National Higher Education Standards, and Accreditation. Within it, every higher education institution is obligated to have internal and external quality assurance systems.

UPI has 4 instruments for the completeness of its internal quality assurance system, namely:

1. [Quality Policy](), containing documents that outline the institution's commitment to the quality of education, research, community service, and governance;

2. [Quality Standards](), containing derivative documents from the National Higher Education Standards developed according to the context and characteristics of the institution. UPI's quality standards are also derived from the [National Standards and Higher Education Accreditation Pocket Book](). Quality Standards encompass education, research, and community service standards, as well as other supporting standards such as human resources, finance, and facilities and infrastructure;

3. [Quality Manual](), containing operational guidelines for implementing the internal quality assurance system. This manual explains the quality assurance organizational structure, roles and responsibilities of related units, the PPEPP cycle, monitoring and evaluation mechanisms, and the quality documentation system; and

4. [Quality Forms](), containing standard documentation tools used in quality system implementation. These forms include instruments for standard setting, implementation monitoring, evaluation reports, audit reports, and follow-up action plans.