

The background of the slide features a large, semi-transparent logo of Universitas Prof. Dr. Moestopo. The logo is circular with a gold border. Inside the border, the text "UNIVERSITAS PROF. DR. MOESTOPO" is written in red, curved letters. In the center of the logo is a green triangle containing a stylized owl wearing a black graduation cap and a yellow sash. The owl is positioned in front of a white crosshair design.

**DAFTAR DOKUMEN YANG DIPERLUKAN
DARI UNIVERSITAS, FAKULTAS/PPS, DAN PRODI**

untuk keperluan akreditasi internasional yang diselenggarakan oleh:

**Accreditation Service of International College
(ASIC)**

DAFTAR DOKUMEN UNTUK AKREDITASI INTERNASIONAL ASIC				
A - GEDUNG, KESEHATAN, DAN KESELAMATAN				
No.	List Document	Daftar Dokumen	Jenis Dokumen di Universitas	Jenis Dokumen di Prodi/Fakultas
A. 1	The University has documented tenure on its premises and D1 planning approval or equivalent (permission from the local authority to use the premises for educational purposes).	Dokumen yang menunjukkan lembaga ini diberi ijin oleh pihak berwenang untuk menyelenggarakan pendidikan tinggi		
A.1.1	Lease agreement or evidence of ownership (as applicable)	Denah lantai untuk setiap tempat yang diperiksa, antara lain ruang kelas dan fasilitas perkuliahan lain, kantor, toilet, tempat belajar mahasiswa, tempat makanan/minuman, pintu darurat	1. Floor plan Gedung Kampus I	
			2. Floor plan Gedung Kampus II	
			3. Floor plan Gedung Kampus III	
	List of all teaching rooms showing capacities and any specific teaching resources	Daftar ruang kelas beserta informasi tentang kapasitas dan perlengkapan yang tersedia	Daftar rincian luas dan penggunaan ruang di Gedung Kampus UPDM (B)	
	Lease agreement or evidence of ownership (original document)	Perjanjian sewa atau bukti kepemilikan (dokumen asli)	1. Sertifikat kepemilikan Kampus I	
			2. Sertifikat kepemilikan Kampus II	
			3. Sertifikat kepemilikan Kampus III	
A.1.2	Confirmation from the local council that the College has permission to use the premises for educational purposes.	Konfirmasi dari instansi berwenang bahwa PT ini mempunyai izin untuk menggunakan gedung/bangunan untuk kepentingan pendidikan	A Izin Bangunan	
			1. IMB Kampus I	
			2. IMB Kampus II	
			3. IMB Kampus III	
			B. Izin Pendidikan	
			1. Notaris	
	Any dedicated facilities for the preparation of food and drink meet statutory hygiene requirements.		2. Kemenristekdikti (?)	

A.4.1	Local Authority certificate showing compliance with health/sanitary regulations or satisfactory inspection reports by the Environmental Health Department or equivalent (if required).	Sertifikat dari instansi berwenang yang menunjukkan kepatuhan terhadap aturan kesehatan/sanitasi atau laporan pemeriksaan oleh Dinas Kesehatan setempat (jika makanan disiapkan di tempat)	1. Sertifikat dari Dinas Kesehatan 2. Sertifikat dari Dinkes untuk setiap kantin	
A.8	The University's health and safety measures ensure that statutory requirements are met in relation to general safety, first aid, fire precautions and safety in areas of particular hazard (e.g. science laboratories); relevant staff receive appropriate training in these aspects, and rules and procedures are properly displayed and students and staff fully briefed. (This applies to all premises owned or leased by the College.)			
A.8.1	Health and safety declaration by Principal/Owner	Maklumat Kesehatan dan Keselamatan	1. Buku manual Kesehatan, Kebersihan, dan Keselamatan (K3) UPDM (B) 2. Deklarasi Rektor mengenai K3	
A.8.2	Health and safety risk assessment, with all recommendations addressed	Penilaian resiko kesehatan dan keselamatan dengan semua rekomendasinya	Surat No. -- perihal Stratifikasi Resiko Kesehatan Kerja	
A.8.3	External fire risk assessment undertaken by an appropriately qualified organisation/person, with all recommendations met	Penilaian resiko kebakaran oleh dinas luar dengan semua rekomendasinya	Berita Acara Dinas Kebakaran dan Penanggulangan Bencana (No. --)	
A.8.4	Health and safety policy, including duty of care to students	Kebijakan kesehatan dan keselamatan termasuk tugas mengawasi mahasiswa	1. Manual Book UPDM (B) 2. Deklarasi Rektor mengenai K3	
A.8.5	Staff training records in relation to first aid, fire precautions and emergencies, and safety in areas of hazard	Catatan pelatihan pegawai dalam pemberian pertolongan pertama, kebakaran dan keadaan darurat (<i>emergency</i>), keamanan di tempat-tempat berbahaya	1. Daftar hadir pelatihan <i>first aider</i>	Mahasiswa Tagana
A.8.6	List of qualified first-aiders and their certificates; (At least one first aider should have a certificate from attending a three day course.)	Daftar petugas pemberi pertolongan dan sertifikat mereka	1. Sertifikat Pelatihan K3 2. Sertifikat Pelatihan Damkar	
A.8.7	Health and safety law poster on display	Poster tata tertib kesehatan dan keselamatan (dipampang)	1. Poster 2. Evident Photo	

A.8.8	An approved accident report book	Buku laporan kecelakaan	A. 8. 2	
A.8.9	Fire Precautions declaration (Appendix 3 to Application Form)	Maklumat Kewaspadaan Kebakaran	1. A.1. 8	
			2. Deklarasi Rektor Kewaspadaan Kebakaran	
A.8.10	Records of testing of fire detection equipment, extinguishers, alarms and emergency lighting	Catatan pengujian peralatan deteksi kebakaran, alat pemadam kebakaran, alarm, dan penerangan/lampu darurat	1. Manual Book UPDM (B)	
			2. Surat Dinas Pencegahan dan Penanggulangan Kebakaran No. ---	
A.8.11	Fire notices and emergency/fire exit signs	Tanda petunjuk peringatan kebakaran/keadaan darurat/pintu darurat	Evident Photo	
A.8.12	Records of timed fire drills (evacuation of the premises) including any hazards encountered, and remedial actions taken	Catatan latihan pemadaman kebakaran, termasuk bahaya yang dihadapi dan tindakan yang diambil	1. A.8.5	
			2. A.8.1	
			3. A.8.6	
A.8.13	Safety rules applicable to areas of hazard	Aturan keselamatan yang berlaku bagi tempat-tempat berbahaya	1. A.8.1	
			2. Evident Photo	
A.8.14	Records of portable appliance testing (PAT)	Catatan pengujian peralatan kebakaran ringan (portable)	A.8.10	
A.8.15	Gas and electrical safety certificates provided by qualified contractors.	Sertifikat keamanan gas dan listrik yang diberikan oleh kontraktor yang bersertifikat	Sertifikat LAIK Operasi	
A.8.16	Carbon monoxide detector is appropriately sited and operational.	Detektor karbon monoksida ditempatkan dengan benar dan berfungsi	Evident Photo	
			Detektor Karbon Monoksida (Laboratorium, ruang rapat, dan Aula)	
A.8.17	Fire extinguishers correctly wall or floor mounted.	Alat pemadam kebakaran ditempatkan di dinding atau lantai dengan benar	Evident Photo	
A.8.18	List of trained fire marshals.	Daftar komandan kebakaran terlatih (termasuk daftar petugas pemadam dan petugas medis harus dipampang di papan pengumuman)	Surat Keputusan Rektor No. --	

All external and internal signage is clear, comprehensive, current and accurate. (This includes College, floor and room signs; and courses, affiliations and logos on display.)

Building facilities and maintenance ensure a safe and clean environment for staff and students, with adequate lighting, heating and ventilation, and sanitary provision. (Toilets should be clean and well maintained with full hand washing and drying facilities.)

Students have access to informal study areas including IT provision where appropriate. (It is expected that there are opportunities for independent study within the College, that is quiet study areas and casual access to IT laboratories/Wi-Fi facilities. Students are expected to have free access to the internet, including e-mail.)

All staff have access to work spaces, including those which are shared (hot-desking) and IT.

Classrooms, laboratories, workshops and other specialised teaching areas provide adequate space for the numbers of students required to use them and are equipped to a level consistent with the needs of the academic programmes. (Classrooms: The number of seats should equate to at least 50% of the total student numbers and room sizes should match course numbers. IT laboratories are expected to have up-to-date computers, printers etc. with broadband access. Colleges teaching English language are expected to have supporting technology.)

DAFTAR DOKUMEN UNTUK AKREDITASI INTERNASIONAL ASIC				
B - TATAKELOLA, MANAJEMEN, DAN SDM				
No.	List Document	Daftar Dokumen	Jenis Dokumen di Universitas	Jenis Dokumen di Prodi/Fakultas
B.1	The University's staff complement (management, teaching, support) and the staffing structures are appropriate for the scale and nature of the operation.			
B.1.1	Membership and documented role of the Governing Body	Keanggotaan dan peran Badan Pengelola/Pimpinan PT	1. Surat Keputusan Yayasan No.--- 2. Statuta 3. Borang UPDM (B)	
B.1.2	Diagram of staffing structure with names (this includes management, teaching and support staff).	Diagram struktur organisasi (termasuk pimpinan, staf pengajar, dan staf pendukung	Struktur organisasi UPDM (B)	
B.1.3	Appropriate vision and mission statements	Pernyataan Visi dan Misi	Buku Rencana Strategi (Visi Misi UPDM (B))	Visi Misi Prodi/Fakultas
B.2	Internal communication amongst staff is effective. (Regular, recorded meetings of staff should take place to manage the operation of	Notulen rapat pimpinan dan staff	Tingkat Universitas	Tingkat Prodi/Fakultas
B.2.1	Minutes of staff meetings	Notulen rapat staf	Tingkat Universitas	Tingkat Prodi/Fakultas
B.3	Statutory employment requirements are met/good practice exists in terms of equal opportunities, disciplinary and grievance procedures, Employer's Liability insurance, Public Liability insurance, staff working conditions. Supporting documentation required			
B.3.1	Employer's Liability Insurance certificate	Asuransi wajib pimpinan (dokumen asli terpa	1. Bukti Pembayaran BPJS ketenagakerjaan 2. Evident Kartu BPJS	
B.3.2	Public Liability Insurance	Asuransi wajib umum	1. Bukti Pembayaran BPJS kesehatan 2. Evident Kartu BPJS	
B.3.3	Equal opportunities policy relating to employm	Kebijakan tentang kesempatan kerja yang sama	1. Surat Keputusan Yayasan No.--- 2. Buku Peraturan Kepegawaian 3. Buku Tata Kelola	
B.3.4	Written procedures for staff promotions, discipl	Prosedur tertulis untuk: Promosi pegawai Disiplin Pegawai Keluhan/pengaduan	1. Buku Peraturan Kepegawaian 2. Buku Tatakelola	
B.4	Courses and/or academic subject areas are managed by appropriately qualified and experienced staff.			
B.4.1	CVs of the relevant staff.	CV staf/dosen yang mengampu mata kuliah dan/atau mengelola program	1. Dapat dilihat di WEB View UPDM (B) oleh Dosen dan Mahasiswa 2. Eviden CV Dosen	

B.5	Classes are timetabled appropriately in terms of room sizes and their facilities, and of providing reasonable attendance schedules for students (student attendance schedules should comprise a minimum of 15 hours of organised study excluding breaks, normally scheduled over at least 2.5 days.)			
B.5.1	Current course and room timetables.	Jadwal kuliah/program dan pemakaian ruangan	1. Dapat dilihat di WEB View UPDM (B) oleh Dosen dan Mahasiswa 2. Roster	
B.5.2	Research facilities and supervision arrangements	Fasilitas riset dan pengaturan bimbingan mahasiswa	1. Buku Profil LPPM 2. Buku Panduan Penelitian dan PKM Dikti 3. Manual Prosedur Monitoring dan Evaluasi Internal LPPM 4. Daftar Laboratorium	
B.6	Written procedures exist for the production and conduct of summative and formative tests/mock examinations, course work and other assessments; which are the responsibility of the University there are arrangements for the secure storage of examination papers, students' scripts and students' work.			
B.6.1	Written procedures for the production of examination/test papers for formative tests/mock examinations;	Prosedur tertulis untuk perbanyakan soal ujian untuk UTS/UAS	Prosedur tertulis untuk perbanyakan soal ujian untuk UTS/UAS	
B.6.2	Written procedures for the conduct of assessments, including invigilation arrangements	Prosedur tertulis untuk pelaksanaan ujian termasuk cara pengawasannya	B.3.3	
B.6.3	Arrangements for the receipt and secure storage of examination/test papers and students' scripts, course work and other submitted work	Tanda terima hasil ujian mahasiswa Tata cara pengamanan soal ujian, makalah mahasiswa, dan tugas-tugas lainnya	Buku Panduan masing-masing Prodi/Fakultas (tentang ketersediaan soal, sampai dengan bab daftar penerimaan nilai)	
B.6.4	Confirmed approval of the Institution as an awarding body test/examination centre as appropriate (originals).	Perijinan sebagai penyelenggara test	Surat Ijin Badan Penyelenggara Pendidikan	
B.7	New staff receive an appropriate induction. There is an appraisal system for staff and all staff are encouraged/ supported in engaging in self-development.			
B.7.1	Staff handbook	Buku Pegangan Dosen Buku Peraturan Kepegawaian	1. Buku Panduan Dosen 2. Buku Peraturan Kepegawaian	

B.7.2	Records to show that staff have signed for their copy of the staff handbook at induction	Catatan untuk menunjukkan bahwa dosen telah menandatangani bukti penerimaan salinan buku dosen pada saat mulai bekerja	1. Daftar hadir prajabatan 2. Daftar hadir pelatihan pekerti	
B.7.3	Written staff induction programme	Daftar program prajabatan/orientasi	B.7.2 (Daftar materi yang disampaikan pada masa prajabatan dan pekerti)	
B.7.4	Documented appraisal/performance review system	Sistem penilaian/pengukuran kinerja	1. Buku Pedoman IKD 2. Buku Pedoman IKTK	
B.7.5	Staff development policy	Penilaian kinerja tahunan dilakukan secara formal	B.3.3 (Buku Peraturan Kepegawaian)	
B.7.6	Records of staff development activities.	Catatan kegiatan pengembangan pegawai	1. Daftar Tenaga Pendidikan yang Studi Lanjut 2. Daftar Dosen yang Studi Lanjut	
B.8	All teaching staff are subject to review of their teaching with a view to achieving continuous improvement of standards. Supporting documentation required:			
B.8.1	Written procedures for the observation of teaching	Prosedur tertulis untuk memantau pelaksanaan program akademik dan/atau peninjauan kegiatan akademik	B.3.3 (Buku Manual Tatakelola)	
B.8.2	Records of observation of teaching.	Catatan monitoring pelaksanaan program akademik	1. Laporan Rapat Tinjauan Manajemen Tahunan 2. Rekapitulasi BAP	B.6.3 (Buku Panduan Prodi/Fakultas)
B.8.3	Records of published papers and presentations, citations, funding awarded, successful research supervision.	Catatan penerbitan artikel dan makalah, presentasi, kutipan, penerimaan dana, bimbingan penelitian yang sukses.	1. Buku Profil LPPM 2. Daftar Penelitian Dosen 3. Web SINTAKU	
B.9	Copyright regulations are observed. S			
B.9.1	CLA Licence and/or suitable copyright notices are displayed	Maklumat tentang hak cipta di tempat photocopy dan percetakan	1. SOP Penerbitan Buku 2. Lisensi HAKI yang dimiliki UPDM (B)	
B.10	Data protection requirements are observed.			
B.10.1	Registration with the Information Commissioner's Office (ICO)	Registrasi di instansi yang melakukan pengawasan data (Kemenkumham)	Surat dari Kemenkumham	
TAMBAHAN	Formal minutes of staff meetings, which record actions agreed, designated individuals responsible for the actions, and an audit trail that these actions have been completed.	Risalah rapat staf resmi, yang mencatat tindakan yang disetujui, orang yang ditunjuk yang bertanggung jawab atas tindakan tersebut, dan jejak audit bahwa tindakan ini telah selesai.	B.2.1	

There is a designated person or persons one of those principal roles is to take responsibility for the successful delivery of the academic programme.]	Ada orang atau beberapa orang yang ditunjuk salah satu dari peran utama tersebut adalah untuk bertanggung jawab atas keberhasilan penyampaian program akademik.	B.3.3	
(Roles may include ensuring that students are properly registered with the awarding body; appropriate arrangements are made for examinations and that these are communicated clearly to students, that appropriate facilities and resources are in place; cover for absent staff is arranged; course review are arranged)	(Peran dapat mencakup memastikan bahwa siswa terdaftar dengan benar pada badan pemberi penghargaan; pengaturan yang tepat dibuat untuk ujian dan bahwa hal ini dikomunikasikan dengan jelas kepada siswa, bahwa fasilitas dan sumber daya yang sesuai tersedia, perlindungan untuk staf yang absen diatur, ulasan kursus diatur)	(Buku Tatakelola)	
Annual appraisals/performance review are formally recorded and agreed performance targets are actioned.	Penilaian tahunan/tinjauan kinerja dicatat secara formal dan target kinerja yang disepakati ditindaklanjuti	B.7.4	
There are written procedures in place for addressing issues identified in the review of the delivery of the academic programme and for monitoring improvement; and evidence to show the effective use of these procedures and if appropriate there are written procedures in place for facilitating improvements in research outputs.	Ada prosedur tertulis untuk mengatasi masalah yang diidentifikasi dalam peninjauan pengiriman program akademik dan untuk memantau peningkatan; dan bukti untuk menunjukkan penggunaan yang efektif dari prosedur ini dan jika perlu ada prosedur tertulis untuk memfasilitasi peningkatan dalam penelitian.	B.3.3 (Buku Tatakelola)	B.6.3 (Buku Panduan Prodi/Fakultas)

DAFTAR DOKUMEN UNTUK AKREDITASI INTERNASIONAL ASIC				
C - KEGIATAN PEMBELAJARAN DAN PENELITIAN				
No.	List Document	Daftar Dokumen	Jenis Dokumen di Universitas	Jenis Dokumen di Prodi/Fakultas
C.1	Pre-enrolment, students receive details of entry requirements/other criteria, fee charges and refund policy and personal documentation which has to be produced in order to complete enrolment.			
C.1.1	Pre-enrolment information.	Informasi sebelum kontrak kuliah oleh mahasiswa	1. Informasi Pra-Pendaftaran (Brosur) 2. WEB PMB UPDM (B)	3. FRS
C.1.2	Course/programme descriptions	Deskripsi mata kuliah/program		1. Kurikulum Prodi/Fakultas
C.3	Academic staff have an appropriate level of subject knowledge (normally at least a first degree or equivalent professional qualification and at an academic equivalent to the level of the course(s) being taught) and pedagogic skills as evidenced (normally) by formal qualifications. S			2. RPS Prodi
C.3.1	CVs of all teaching staff detailing: Academic, professional and teaching qualifications; Summary of academic career and other relevant employment; Recent/current self-development activities; Publications Academic papers refereed and submitted at conference Peer review citations Responsibilities within the University	CV Dosen yang menguraikan: Kualifikasi akademik, profesional, dan pengajaran Riwayat karir akademik dan tugas-tugas lain yang relevan Kegiatan pengembangan diri saat ini Publikasi Makalah/artikel yang terujuk dan dikirim ke seminar Review sejawat/daftar kutipan Tanggung jawab dalam institusi		
C.4	The delivery of courses is conducted in ways which facilitate student learning, success and active participation, and is supported by appropriately equipped teaching facilities. (Classroom observation by inspectors will assess the effectiveness of course delivery, including the recognition by staff of the needs of non-native speakers.) S			
C.4.1	Sample lesson plans relating to the course description;	Contoh SAP/silabus yang memuat deskripsi mata kuliah, kurikulum, dan hasil belajar		RPS Prodi
C.4.2	Written procedures for teachers on providing feedback on students' work	Prosedur tertulis bagi dosen tentang pemberian umpan balik terhadap tugas mahasiswa	Buku Panduan Pengelolaan Pembelajaran	
C.4.3	Samples of marked student work.	Contoh tugas mahasiswa yang sudah diperiksa		Tugas mahasiswa yang sudah dinilai
C.5.1	The institution's plans for research activities	Roadmap penelitian PT/departemen/prodi	Buku Renstra LPPM UPDM (B)	

C.5.2	Procedure for assessing the viability of research proposals including the selection of supervisors	Prosedur untuk menilai kelayakan proposal penelitian termasuk penetapan pembimbing	1. Buku Panduan PPKM 2. B.7.1 (Buku Panduan Dosen)	
C.5.3	Evidence of appropriate direction, feedback, and critical input to research students	Bukti tentang arahan, umpan balik dan masukan bagi penelitian mahasiswa		Berita acara bimbingan tugas akhir dan kartu bimbingan yang telah terisi dari masing-masing prodi/fakultas
C.5.4	Evidence of activities engagement between the institution's research work and the commercial sector	Bukti tentang keterlibatan aktif PT dalam program penelitian bersama dengan sektor komersial	1. Surat Perjanjian Kontrak Penelitian/PKM dengan DIKTI dan LPPM	2. Surat Perjanjian Kontrak Penelitian/PKM dengan DIKTI dan LPPM (Tingkat prodi/fakultas)
C.6	The institution library, which can be online, provides copies of set texts and supporting texts, journals and relevant research publications. Guidance is provided on the use of public and electronic libraries, including the inter-library loan scheme. Guidance on further study and careers guidance is available in the University	Perpustakaan untuk database online, ketersediaan buku teks, jurnal, hasil riset. Pedoman bagaimana menggunakan perpustakaan elektronik (open library). Terdapat informasi untuk studi lanjut dan karir.	Buku Panduan E-library	
TAMBAHAN	The majority of teaching staff have a formal pedagogic qualification (at the minimum level of Preparation for Teaching in the Lifelong Learning Sector (PTLLS)).	C.3 - Sertifikat SERDOS dan Pekerti	SERDOS dan Pekerti	
	Delivery of the academic programme may be deemed be commendable through the use of appropriate teaching and learning approaches, the effective use of teaching and learning support materials and equipment ((this may include a learning and teaching platform, such as Blackboard), and high quality, comprehensive hand-out materials, and very positive feedback from students on the effectiveness of delivery	C.4 - KKNi C.4 - E-Learning	1. KKNi 2. Buku Panduan E-Learning	
	There is a carefully structured system of research supervision, including regular, documented meetings/contacts between supervisors and students	Ada sistem pengawasan penelitian yang terstruktur dengan cermat, termasuk pertemuan/kontak teratur dan terdokumentasi antara pengawas dan siswa	1. C.5.2 (Buku Panduan PPKM)	2. C.5.3 (Berita acara bimbingan dari setiap prodi/fakultas)

DAFTAR DOKUMEN UNTUK AKREDITASI INTERNASIONAL ASIC				
D - PENJAMINAN DAN PENINGKATAN MUTU				
No.	List Document	Daftar Dokumen	Jenis Dokumen di Universitas	Jenis Dokumen di Prodi/Fakultas
D.1	The Univeristy undertakes an annual course review which includes formal input from students and staff.			
D.1.1	Written procedures for conducting course review	Prosedur tertulis untuk melakukan audit akademik	B.3.3 (Buku Tatakelola)	
D.1.2	Records of course review meetings which include action points.	Catatan pertemuan audit akademik yang berisi langkah-langkah tindakan	1. B.8.2 (Buku Rapat Tinjauan Manajemen)	2. Notulensi rapat kurikulum Prodi/Fakultas 3. Laporan UPM prodi/fakultas
D.2	As part of the course review process, the University monitors students' academic development and pass/completion rates, and analyses examination results to identify trends and inconsistencies.	Notulen yang menunjukkan bahwa tindakan yang efektif diambil sebagai hasil dari proses audit akademik	D.1.1 & D.1.2	
D.2.1	Student examination results from awarding bodies	Hasil ujian mahasiswa	1. Hasil ujian di anjungan mahasiswa	2. Data nilai mahasiswa masing-masing prodi/fakultas
D.2.2	Written analyses of student performance by course and cohort. Written report by supervisors on research activities.	Analisis tertulis terhadap kinerja mahasiswa menurut mata kuliah. Laporan tertulis dari pembimbing skripsi mahasiswa.		Berita acara bimbingan tugas akhir dan kartu bimbingan yang telah terisi dari masing-masing prodi/fakultas.
D.3	As part of the course review process, mechanisms exist for students to provide feedback on courses and their delivery, such as: questionnaires assessing individual staff performance, course delivery and academic/welfare support; and/or representation on course committees and/or staff/student liaison groups.			
D.3.1	Examples of completed feedback questionnaires	Contoh angket umpan balik mahasiswa yang telah terisi	1. Contoh kuesioner yang telah diisi mahasiswa 2. Contoh kuesioner dapat diakses di anjungan	
D.3.2	Records of relevant meetings involving students.	Rekaman pertemuan terkait yang melibatkan siswa	Notulensi rapat dengan ORMAWA (Tingkat Universitas)	Notulensi rapat dengan ORMAWA (Tingkat Prodi/Fakultas)
D.4	The University has written procedures to improve and enhance the quality of its teaching and learning and relevant records.			
D.4.1	Written procedures which cover course delivery, formative assessment, monitoring student progress	Prosedur tertulis mengenai: Pelaksanaan dan review perkuliahan/program Ujian normatif Monitoring kemajuan mahasiswa	1. B.3.3 (Buku Tatakelola) 2. Buku Panduan Dosen	3. Prosedur bimbingan masing-masing prodi/fakultas 4. Prosedur review perkuliahan prodi/fakultas 5. Prosedur Ujian prodi/fakultas

		Monitoring kemajuan mahasiswa dalam penulisan skripsi		
D.4.2	Records of completion, retention rates, completion rates, pass rates and attendance rates.	Catatan: Angka ketidaklulusan Angka penyelesaian kuliah Angka kelulusan Jumlah kehadiran mahasiswa		B.6.3 (Buku UPM Prodi/Fakultas)
D.5	For internal courses (see definition in Area of Operation F) the College has written procedures for curriculum development and course design; and the academic level of internal courses is consistent with equivalent courses in UK universities, FE colleges or professional/awarding bodies.			
D.5.1	Written procedures for course/programme design and curriculum development	Prosedur tertulis perencanaan mata kuliah/program dan pengembangan kurikulum	B.3.3. (Buku Tata Kelola)	
D.5.2	Records of relevant course development meetings	Catatan rapat tentang pengembangan mata kuliah/program		Berita Acara rapat pengembangan kurikulum prodi/fakultas
D.5.3	Course descriptions, including outline of curriculum, learning outcomes, teaching approaches and assessment details	Deskripsi mata kuliah/program, termasuk: Rincian tentang kurikulum Hasil belajar (learning Outcome) Pendekatan dalam pembelajaran Prosedur penilaian		C.2.1 1. Buku kurikulum prodi/fakultas 2. RPS prodi/fakultas
D.5.4	Course approval documentation	Dokumentasi pengesahan mata kuliah/program	SK Kurikulum	
D.5.5	Evidence of external validation, including the involvement of external advisors or examiners from internationally recognised universities or relevant industrial, commercial or business companies.	Bukti validasi eksternal, yang menunjukkan keterlibatan penguji luar dari PT yang bereputasi internasional atau lembaga-lembaga komersial atau bisnis	1. Buku Kurikulum 2. SK Kurikulum	
T.D.1	Formal minutes of course review meetings show that effective action is taken as a result of the course review process.	Risalah rapat tinjauan akademik formal menunjukkan bahwa tindakan efektif diambil sebagai hasil dari proses peninjauan akademik	B.8.2 (Buku Rapat Tinjauan Manajemen)	

T.D.2	Statistical analysis is made of examination results, making comparisons across modules assessed at a given time and with earlier results, together with evidence of any action taken OR cohort analyses are made showing the progression of all students who enrol on each course at a given time and gain a formal award.	Analisis statistik dibuat dari hasil pemeriksaan, membuat perbandingan lintas modul dinilai pada waktu tertentu dan dengan hasil sebelumnya bersama dengan bukti setiap tindakan yang diambil ATAU analisis kohort dilakukan untuk menunjukkan perkembangan dari semua siswa yang mendaftar pada setiap kursus pada waktu tertentu dan mendapatkan penghargaan formal.	1. B.8.2 (Buku Rapat Tinjauan Manajemen)	2. B.6.3 (Buku Panduan UPM prodi/fakultas)
T.D.3	There is documented evidence to show that effective action is taken in response to student feedback.	Ada bukti yang terdokumentasi untuk menunjukkan bahwa tindakan efektif diambil sebagai tanggapan umpan balik siswa	1. B.8.2 (Buku Rapat Tinjauan Manajemen) 2. B.3.3 (Buku Tata Kelola)	

DAFTAR DOKUMEN UNTUK AKREDITASI INTERNASIONAL ASIC				
E - KESEJAHTERAAN MAHASISWA				
No.	List Document	Daftar Dokumen	Jenis Dokumen di Universitas	Jenis Dokumen di Prodi/Fakultas
E.1	International students receive advice/information and assistance in relation to living in the UK, including living costs, police registration, registration for NHS treatment, banking, travel cards etc.			
E.1.1	Pre-arrival information for international students; Ext. The Institution provides both of the following: an effective meet and greet service, particularly for international students, assistance in finding accommodation.	Informasi prakedatangan untuk siswa domestik dan internasional. Ext. Lembaga menyediakan kedua hal berikut: layanan bertemu dan menyapa yang efektif, terutama untuk siswa internasional; bantuan dalam mencari akomodasi	Buku Panduan Mahasiswa	
E.3.1	Written student induction programme	Pedoman program orientasi mahasiswa internasional	Buku Panduan Kemahasiswaan	
E.3.2	Student Handbook	Buku Pedoman Mahasiswa	Buku Panduan Kemahasiswaan	
E.3.3	Records to show that students have signed confirming receipt of their copy of the Student Handbook at induction.	Bukti bahwa mahasiswa sudah menerima Buku Pedoman Mahasiswa pada saat orientasi	Daftar hadir PKKMB	
E.4.1	Child protection policy (under 16 y.o)	Kebijakan perlindungan anak di bawah 16 tahun)	Buku Panduan Kemahasiswaan	
E.4.2	Staff list recording police checks (under 18 y.o)	Catatan kepolisian (di bawah 18 tahun)	Buku Panduan Kemahasiswaan	
E.4.3	Staff list recording enhanced police checks (under 18 y.o plus personal tutoring/mentoring system)	Catatan kepolisian (di bawah 18 tahun) dan sistem tutor/bimbingan pribadi)	Buku Panduan Kemahasiswaan	
E.5.1	Disability strategy, which must include advice to students with special learning, medical or physical needs with the Institution cannot support to seek guidance from appropriate identified bodies.	Kebijakan disabilitas, yang harus memuat informasi bagi mahasiswa yang mempunyai kesulitan belajar, kebutuhan medis atau fisik khusus yang tidak dapat dibantu oleh PT sehingga PT harus mencari atau menunjuk badan atau organisasi yang tepat.	1. Permenristekdikti No. 44 2015 Pasal 37 2. SK Rektor UPDM (B)	
E.5.2	Written documentation where students have the opportunity to declare special learning, medical or physical needs, including the Institution application form.	Dokumen tertulis tentang kesempatan bagi mahasiswa untuk menyampaikan informasi tentang kebutuhan belajar, medis atau fisik khusus mereka, termasuk adanya application form	Form Pengajuan Fasilitas Bagi Mahasiswa yang Berkebutuhan Khusus	
E.6	Any homestay arrangements are satisfactory in terms of selection and monitoring of providers and compliance with current legislation. Written guidance is given to students and providers.			

E.6.1	Written guidance to homestay students and providers, including a recommendation that all adults living in the homestay are police checked	Panduan bagi mahasiswa tentang tempat kost dan penyedia tempat kost, termasuk rekomendasi pemeriksaan polisi bagi mahasiswa	Buku Panduan Kemahasiswaan	
E.6.2	Records of homestay inspections by the institution including compliance with legislation.	Catatan tentang pemeriksaan tempat kost oleh lembaga yang mencakup kepatuhan terhadap peraturan yang berlaku	Buku Panduan Kemahasiswaan	
E.7.1	Written student complaints and grievance procedure	Prosedur tertulis pengajuan keluhan dan pengaduan mahasiswa	B.3.3 Buku Tata Kelola	

DAFTAR DOKUMEN UNTUK AKREDITASI INTERNASIONAL ASIC				
F - IJASAH DAN GELAR				
No.	List Document	Daftar Dokumen	Jenis Dokumen di Universitas	Jenis Dokumen di Prodi/Fakultas
F.1.1	Course summary (Appendix 4 to the Application Form) for each approved external course/programme	Ringkasan kursus/program (Lampiran 4 pada Formulir Aplikasi) untuk setiap kursus/program eksternal yang disetujui	SK Kurikulum	SK Kurikulum (Pengesahan kurikulum prodi/fakultas)
F.1.2	Confirmation of franchise and/or other collaborative arrangements such as articulation and progression with UK universities, signed by a person empowered with the necessary authority (originals)	Konfirmasi tentang proses kerja sama/franchise dengan PT internasional	1. Buku Pedoman Kerja Sama 2. Daftar Kerja Sama internasional	
F.1.3	Confirmed centre status of recognised awarding bodies (originals);	Status pusat yang dikonfirmasi dari badan pemberi penghargaan yang diakui (asli)	1. Sertifikat Akreditasi BAN-PT 2. SK Sertifikat Akreditasi BAN-PT	
F.1.4	Evidence to confirm that awards made by overseas universities and other institutions are genuine in that the awarding body is formally recognised in its own country and has approval to offer qualifications overseas.	Bukti yang menunjukkan bahwa ijasah yang dikeluarkan oleh PT luar negeri dan institusi lain itu asli dan lembaga tersebut diakui di negaranya sendiri serta memiliki ijin untuk memberikan gelar di luar negeri.	Surat Penyetaraan Ijasah Luar Negeri oleh Kemnristekdikti	
F.1.5	Written evidence that students are registered with the awarding body	Bukti tertulis bahwa mahasiswa terdaftar di lembaga pemberi gelar/ijazah	1. Dapat dilihat di anjungan Ijasah.ristekdikti.co.id 2. Eviden 3. Forlap Dikti	
F.1.6	Written evidence that the awarding body follows quality assurance procedures in its collaborative relationship with the College.	Bukti tertulis bahwa lembaga pemberi gelar itu mengikuti prosedur penjaminan mutu dalam kerjasamanya dengan PT ini	1. SK Kemenristekdikti No. 399 Tahun 2017 2. Lampiran Keputusan Menristek Dikti No. 257/2017	
F.2.1	Course/programme summary (Appendix 2 to the Appliation Form) for each internal course/programme	Rangkuman mata kuliah/program untuk setiap mata kuliah/program internal	1. C.1.2 (Buku Kurikulum) 2. C.1.2 (RPS prodi/fakultas)	Buku kurikulum dan RPS
F.2.2	Award certificates for each internal course/programme.	Sertifikat validasi untuk setiap mata kuliah/program.	F.1. (SK Kurikulum)	
F.2.3	Documentation confirming educational institution or awarding body recognition of the institution's internal courses/programmes (originals).	Dokumen tentang pengakuan lembaga lain terhadap mata kuliah/program PT (asli)	F.1.3 (SK BAN-PT)	
F.3.1	Written guidance for staff on the scheduling and content of formative assessment (all courses) and summative assessment (internal courses) nad the ongoing assessment of Research activities	Pedoman tertulis bagi dosen tentang penjadwalan dan isi: Tes formatif (tugas, quiz, diskusi per pertemuan) Tes sumatif (UTS, UAS)	Buku Pedoman Akademik	

		Penilaian kegiatan penelitian/skripsi		
F.3.2	Written summative assessment regulations for internal courses/programmes (where the summative assessment is not provided by the validating body)	Peraturan tertulis tentang tes sumatif untuk mata kuliah/program internal dimana tes sumatif ini tidak diberikan oleh lembaga lain	Buku Pedoman Akademik	
F.4.1	Written guidance on academic misconduct	Pedoman tertulis tentang penyimpangan/pelanggaran akademik	Buku Pedoman Akademik	

DAFTAR DOKUMEN UNTUK AKREDITASI INTERNASIONAL ASIC				
G - PEMASARAN DAN PENERIMAAN MAHASISWA BARU				
No.	List Document	Daftar Dokumen	Jenis Dokumen di Universitas	Jenis Dokumen di Prodi/Fakultas
G.1	All staff and education representatives/agents adopt an honest, ethical approach in the marketing of the College and its courses and in the recruitment of students. An appropriate infrastructure exists for dealing with student enquiries.			
G.1.1	Ethics policy in relation to: the marketing of the College; the recruitment of students; the ethical practice of staff and agents	Kebijakan etika dalam kaitannya dengan pemasaran PT; penerimaan mahasiswa baru; etika dosen dan agen	Buku Tata Kelola Buku Panduan Dosen	
G.1.2	Written administrative procedures/process diagram for processing student enquiries.	Prosedur administrasi tertulis untuk mengolah permohonan informasi kemahasiswaan	Buku Kegiatan Kemahasiswaan	
G.2.1	Written criteria for the appointment of agents	Kriteria penunjukkan agen	Kriteria SMA/SMK/ sederajat yang menjadi target pasar UPDM (B)	
G.2.2	Written briefing documents for agents	Petunjuk Teknis bagi agen	Notulensi rapat	
G.2.3	Copy of agent agreement	Salinan Perjanjian dengan agen	Surat Perjanjian dengan SMA	
G.2.4	List of active agents and their contact details (t	Daftar agen aktif dan keterangan lengkapnya (harus ada satu file untuk setiap agen)	Data agen (guru BK SMA)	
G.2.5	Evidence of monitoring the performance of agents such as: record of agents' student recruitment data; student satisfaction questionnaires. Procedures for dealing with unprofessional and unethical agents.	Bukti monitoring kinerja agen: Rekaman data rekrutmen mahasiswa oleh agen Angket kepuasan mahasiswa	Data pendaftar	
G.3.1	The Institution website will be viewed and continuously monitored by ASIC	Website	www.moestopo.ac.id Screenshot	
G.3.2	Institution prospectus (where applicable)	Brosur/selebaran	Brosur dan selebaran	
G.3.3	Approvals/licences for the use of images used on the website and hard copy literature;	Ijin/lisensi untuk menggunakan gambar pada website dan literatur hard copy		
G.3.4	Sample advertisements and other marketing literature where applicable.	Contoh iklan dan literature pemasaran lain jika ada	Iklan di koran	
G.4.1	Written academic admission requirements; (on course summary, Appendix 2 to Application Form)	Persyaratan tertulis tentang penerimaan mahasiswa baru	Buku Pedoman Akademik pmb.moestopo.ac.id	

G.4.2	Written English language admission requirements; (on course summary, Appendix 2 to Application Form)	Persyaratan tertulis tentang penerimaan mahasiswa baru dalam bahasa Inggris atau bahasa pembelajaran lain	Instruksi persyaratan penerimaan (Panduan PMB & Panduan Mahasiswa Asing)	
G.4.3	The Institution's equal opportunities policy in relation to student selection.	Kebijakan PT tentang kesempatan yang sama dalam seleksi mahasiswa	Buku Tata Kelola Statuta UPDM (B)	

DAFTAR DOKUMEN UNTUK AKREDITASI INTERNASIONAL ASIC				
H - MANAJEMEN SISTEM DAN KEPATUHAN TERHADAP PERATURAN IMIGRASI				
No.	List Document	Daftar Dokumen	Jenis Dokumen di Universitas	Jenis Dokumen di Prodi/Fakultas
H.1.1	Student application form	Application Form mahasiswa	Buku Panduan Mahasiswa Asing Eviden WEB http://ijinbelajar.dikti.go.id	
H.1.2	Written administrative procedures for processing applications/process diagram	Prosedur tertulis tentang pengajuan aplikasi	1. Buku Panduan Mahasiswa Asing 2. Prosedur PMB untuk Mahasiswa Asing	
H.1.3	Sample unconditional offer letter or visa letter	Contoh surat penawaran dan bisa (jika ada)	Surat KITAS	
H.1.4	Written administrative procedures/process diagram for monitoring the number of offers made, and accepted	Prosedur tertulis untuk memantau jumlah surat visa yang dikeluarkan dan yang diterima (jika ada)		
H.1.5	Confirmation of students' academic qualifications and relevant language competence prior to joining the course (in student files)	Konfirmasi tentang kualifikasi akademik dan kemampuan bahasa mahasiswa sebelum mengikuti perkuliahan (dalam arsip mahasiswa)	Sertifikat/hasil seleksi	
H.1.6	Written administrative procedures/process diagram for checking the student's financial status	Prosedur tertulis untuk memeriksa status keuangan mahasiswa	Buku Panduan Mahasiswa Asing	
H.1.7	Enrolment form	Formulir pendaftaran	Form Pendaftaran	
H.1.8	Written administrative procedures/process diagram for student admission and enrolment	Prosedur tertulis tentang pendaftaran dan penerimaan mahasiswa	Buku Tata Kelola	
H.1.9	Written administrative procedures/process diagram for handling deposits, fee payments and refunds and for maintaining records of these transactions	Prosedur tertulis untuk menyimpan deposit/uang jaminan, pembayaran dan pengembalian uang kuliah dan untuk mencatat semua transaksi ini	Buku Panduan Mahasiswa Asing	
H.1.10	Institution policy for the refund of deposits (where relevant)	Kebijakan PT untuk pengembalian (refund) deposit	Buku Panduan Mahasiswa Asing	
H.1.11	A list of all students showing: course; date of first enrolment in the College; date of enrolment on current course; nationality; plus, sight of passport and visa details.	Daftar mahasiswa yang menunjukkan: Perkuliahan, tanggal pendaftaran pertama di PT, tanggal pendaftaran pada mata kuliah, kebangsaan, keterangan tentang paspor dan visa (jika perlu)	Kalender Akademik, Paspor dan Visa	
H.2.1	Written administrative procedures/process diagram for creating and maintaining student files	Prosedur administrasi tertulis untuk membuat dan menyimpan arsip mahasiswa	Buku Panduan Mahasiswa Asing	
H.2.2	Examination of a sample of student files	Pemeriksaan contoh arsip mahasiswa	Arsip Mahasiswa Asing	
H.2.3	Evidence of a self-service system for students to update their personal details or a change of circumstance form; an historical record of contact details should be kept.	Bukti sistem layanan diri bagi mahasiswa untuk memperbaharui informasi personal mereka	1. Buku Panduan Mahasiswa Asing 2. Eviden WEB http://ijinbelajar.dikti.go.id	

H.3.1	Written administrative procedures/process diagram for investigating a no show and reporting to immigration authorities	Prosedur tertulis untuk menyelidiki pembatalan kuliah dan melaporkannya ke imigrasi	Buku Panduan Mahasiswa Asing	
H.3.2	Sample letter to immigration authorities informing aof a no show	Contoh surat ke pihak imigrasi yang memberitahukan pembatalan kuliah	Buku Panduan Mahasiswa Asing	
H.4.1	Written administrative procedures/process diagram for recording and monitoring student attendance; procedures should cover punctuality and monitoring the extent of lateness for classes	Prosedur tertulis untuk mencatat dan memantau kehadiran mahasiswa	Buku Panduan Mahasiswa Asing Rekapitulasi Absen	
H.4.2	Completed student attendance registers	Catatan kehadiran mahasiswa yang sudah lengkap	DHMD	
H.4.3	Sample records of cumulative attendance.	Contoh catatan jumlah kehadiran	DHMD	
H.5.1	Written administrative procedures/process diagram for dealing with withdrawals and deferrals and reporting to immigration authorities	Prosedur tertulis untuk menangani ketidakhadiran mahasiswa dan pelaporannya ke pihak imigrasi (jika perlu)	Buku Panduan Mahasiswa Asing	
H.5.2	Sample warning letters to students regarding	Contoh surat peringatan bagi mahasiswa yang sering bolos	Buku Panduan Mahasiswa Asing	
H.5.3	Sample letter to immigration authorities advising that a student's registration has been cancelled due to unsatisfactory attendance	Contoh surat pemberitahuan ke imigrasi bahwa registrasi seorang mahasiswa dibatalkan karena jumlah kehadirannya yang rendah	Buku Panduan Mahasiswa Asing	
H.6.1	Sample student assessment records	Contoh catatan/rekaman penilaian mahasiswa	Transkrip nilai	
H.6.2	Student files incorporating academic progress report	Arsip mahasiswa yang berisi catatan kemajuan akademik	Transkrip nilai	
H.6.3	Written administrative procedures/process diagram for dealing with withdrawals and deferrals and reporting to immigration authorities	Prosedur tertulis untuk menangani kemajuan akademik mahasiswa yang tidak memuaskan dan melaporkannya ke imigrasi (jika perlu)	Buku Panduan Mahasiswa Asing	
H.6.4	Sample warning letters to students regarding	Contoh surat peringatan bagi mahasiswa yang kemajuannya tidak memuaskan	Buku Panduan Mahasiswa Asing	
H.6.5	Sample letter to immigration authorities that a student is unlikely to gain the qualification in the expected time	Contoh surat pemberitahuan ke pihak imigrasi bahwa seorang mahasiswa tidak mungkin menyelesaikan studi dalam waktu yang ditetapkan	Surat Pengantar dari UPDM (B) sebagai sponsor untuk pengajuan KITAS	
H.7.1	Written administrative procedures/process diagram for dealing with withdrawals and deferrals and reporting to immigration authorities	Prosedur tertulis tentang pengunduran diri sukarela dan cuti kuliah dan pelaporan ke imigrasi (jika perlu)	Buku Panduan Mahasiswa Asing	
H.7.2	Sample letter to immigration authorities regarding withdrawals and deferrals	Contoh surat ke pihak imigrasi tentang pengunduran diri dan cuti kuliah	Buku Panduan Mahasiswa Asing	

H.8.1	Written staff appointment procedures/process diagram, job descriptions and appointment criteria	Prosedur tertulis tentang pengangkatan staf, deskripsi kerja dan kriteria pengangkatan staf untuk pengelolaan mahasiswa internasional	Buku Tata Kelola	
H.8.2	Sample job advertisements	Contoh iklan lowongan kerja	Iklan lowongan kerja UPDM (B)	
H.8.3	Sample contracts for management, academic and support staff	Contoh kontrak bagi staf manajemen, staf akademik dan staf pendukung	SK Penugasan/Surat Kontrak	
H.8.4	Written evidence that staff qualifications have been verified	Bukti tertulis bahwa kelengkapan persyaratan staf telah diteliti	Sertifikat Pekerti & PraJab	
H.8.5	A list of all staff (including owners and directors) showing their visa status and written evidence of verification that staff have the right to work in the country	Daftar staf yang menunjukkan status visa mereka (jika ada) dan bukti pemeriksaan tertulis bahwa staf berhak untuk bekerja di lembaga ini	Bukti visa	
H.9.1	Written administrative procedures/process diagram for creating and maintaining staff files	Prosedur tertulis untuk membuat dan menyimpan arsip staf	Buku Tata Kelola	
H.9.2	Examination of a sample of staff files	Pemeriksaan contoh arsip staf	Dokumen Staf	
H.9.3	Evidence of a self-service system for staff to update their personal details or a change of circumstance form; an historical record of contact details should be kept.	Bukti sistem layanan mandiri bagi staf untuk memperbaharui informasi personal mereka	Layanan Sister-PDDIKTI	
H.10	The Institution has systems in place for notifying ASIC and Immigration authorities of change of premises or extension of existing premises.	Prosedur tertulis untuk memberitahu dinas pendidikan setempat dan pihak imigrasi (jika perlu) apabila terdapat perubahan Aturan (Statuta)	SOP Pelaporan Periodik ke Imigrasi	