



**LP3M QUALITY ASSURANCE
CENTER
PADANG STATE UNIVERSITY**

REPORT

**INTERNAL QUALITY AUDIT
Academic Affairs
Padang State University**



**INSTITUTE FOR DEVELOPMENT, LEARNING, AND QUALITY ASSURANCE
QUALITY ASSURANCE CENTER
UNIVERSITAS NEGERI PADANG
2020**

EXECUTIVE SUMMARY

The Internal Quality Audit (AMI) activity is one form of the Internal Quality Assurance System (SPMI) *Evaluation* process, which consists of the PPEPP Cycle (*Determination, Implementation, Evaluation, Control, and Improvement*) which must be carried out in accordance with Permenristekdikti No. 62 of 2016 concerning the Higher Education Internal Quality Assurance System. Other evaluation activities that have been carried out by UNP Guests are Learning Monitoring in the 4th to 5th week of each semester and Learning Satisfaction Assessment which has been carried out on-line each semester to students.

The internal quality audit of Padang State University is carried out by the Quality Assurance Center of the Learning Development and Quality Assurance Institute (LP3M) of Padang State University. The Quality Assurance Center of Padang State University currently has

174 Internal Quality Auditors. Some of these auditors are also currently serving in various important positions in UNP SOTK or are busy with other activities, so that only 68 auditors can be assigned to the Internal Quality Audit (AMI) activities on November 16-18, 2020.

The implementation of AMI in 2020 is more focused and more complete than the previous AMI implementation. Directed in the sense that the standards to be audited already refer to the standards that should be applied in the process of implementing the study program. Then the assigned auditors have reached 68 people, with audit competencies that have begun to be standardized. In addition, the Auditi have been notified a month before the audit, allowing the Auditi to prepare various documents needed as audit evidence. LP3M coordination with Faculty leaders and Postgraduate Directors has been improved, both through coordination with the Dean and WD-1 of each existing Faculty. The audit implementation uses form 1, namely the audit check list sheet (for auditi), form 2, namely the audit work program, form 3, namely audit notes, form 4, namely a summary of conditions, form 5 description of conditions, and form 6 audit report from the Faculty to the University. At the end of this AMI activity, a "*close meeting*" was held with the faculty leaders.

The audit results showed that of the 101 study programs audited, there were 17 findings of **non-conformity (KTS) / Minor** and 174 **Observations (OB) / suggestions**. Of all the KTS findings, suggestions / recommendations for follow-up and improvement have been submitted by the Auditor to the Auditi through notes on form-5 submitted during the close meeting. Of all the non-conformities that are important notes are that there are still several study programs that do not have a decision letter (**SK) for determining / changing the curriculum**, even though in the accreditation assessment matrix it is a significant finding in the accreditation assessment. In addition, there are still study programs that have not carried out monitoring and evaluation of the curriculum.

implementation of lectures, such as RPS, SAP, lecture contracts, student attendance lists, and lecture notes / limits. There are also study programs that do not have thesis guidelines, practicum guides/modules and the like. Especially for the lecture attendance list and lecture boundaries, we have taken it from the on-line attendance, and verified the lecturers whose on-line attendance list is minimal. We do this because of the possibility of an unfilled attendance list due to the presence of lecturers who are categorized as Gatek, or the section class in question canceled the lecture.

It is hoped that the results of this internal quality audit will be input and correction material for each study program to carry out a better study program governance process in accordance with the key performance index (KPI), study program governance in accordance with UNP SPMI policies, and study program governance in accordance with the BAN-PT accreditation assessment matrix. We need to say, in accordance with BAN PT policy with IAPT 3.0 and IAPS 4.0 Criteria, requiring each College and Study Program to conduct annual Self Evaluation (LED) and LKPT / LKPS, then the implementation of AMI has become a necessity that must be a common concern.

The summary of the findings of Non-Conformity (KTS) from the Internal Quality Audit of Universitas Negeri Padang in 2020, as described in Table 1.

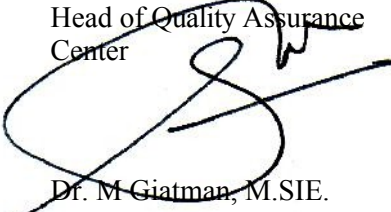
Table 1. Nonconformity Findings (KTS) of Audit Results.

No.	Study Program	Findings	Recommendation	Follow-up
FACULTY OF LANGUAGE AND ARTS				
1	Dance Education Program	Found in the Dance Education Study Program a number of attendance lists that have not been signed in accordance with Standard 5.3.1.a.	The study program coordinator checks the lecture attendance list every one month once	Signed on November 18th 2020
FACULTY OF EDUCATION SCIENCE				
1	Professional Counselor Study Program S-1	1. No Academic Guidance Documents were found for students in the S-1 Professional Counselor Study Program in accordance with the guidance standards. 2. No Thesis / Thesis / Dissertation guideline documents were found in the S-1 Professional Counselor Study Program in accordance with required standard	Study Program Assign PA Lecturers to make notes academic advising Writing Guidelines Created Thesis	Improve in 2019/2020 In the drafting process
2	S-1 Education Administration Study Program	No legal evidence was found (Decree on Curriculum Setting) in the S-1 Education Administration Study Program in accordance with the standards that are required	Decree on Curriculum Determination made by Leader	Repair Month January 2020

3	S1 Guidance Counseling Study Program	No legal evidence was found (Decree on Curriculum Setting) in the Undergraduate Guidance Counseling Study Program in accordance with the required standards.	That a Decree on Curriculum Determination be made by the Chairperson	
No.	Study Program	Findings	Recommendation	Follow-up
FACULTY OF ENGINEERING				
1	Automotive Engineering Education Program	Not found in the Automotiv Education Study Program legal evidence (Decree on Curriculum Setting) in accordance with the required standards	That a Decree on Curriculum Determination be made by the Chairperson	Year 2020
2	Building Engineering Education Program	Not found in the Building Engineering Education Study Program legal evidence (Decree on Curriculum Setting) in accordance with the required standards	That a Decree on Curriculum Determination be made by the Chairperson	Year 2020
FACULTY OF SPORTS SCIENCE				
1	Physical Education Health and Recreation Study Program	1. Tracer-study data was found in 2016, 2017, and 2018 on-line in the Physical Education Health and Recreation Study Program but it is still empty, and has not been managed properly in accordance with standard 3.2.	1. Conducted socialization to be filled in by alumni. 2. Assign personnel to manage tracer studies in PS 3. Need to pick up the ball and be budgeted in RKAKL	Report preparation in progress
		2. Not found in the Physical Education Health and Health Study Program legal evidence (Decree on Curriculum Setting) in accordance with with the required standard	That a Decree on Curriculum Determination be made by Leader	Improve in 2020
2	Coaching Education Program	1. Not found in the Education and Training Study Program Vision and Mission Document of the Study Program in accordance with the provisions of the Standards 1.1. and 1.2	Prepared and documented Vision, Mission and Process documents drafting	Improve in 2020
		2. Not found in the Coaching Education Study Program lecture material documents for all courses, so it is not in accordance with quality standard 5.3	Prodi to document all lecture documents that are held at Study program concerned	Improve in 2020

		3. Not found in the Coaching Education Study Program academic guidance report documents, so it is not in accordance with the academic guidance standard 5...	The head of the study program asks the academic advisor and students to make a guidance report. academic	Improve in 2020
3	PO Study Program (S2)	Not found in the Master of Sports Education Study Program The alumni tracer-study document, so it is not in accordance with standard 3...	For Study Programs to carry out Tracer activities Study and	Improve in 2020
No.	Study Program	Findings	Recommendation	Follow-up
			documenting an all the process	
4	D3 Nursing Study Program	Not found in D3 Nursing Study Program legal evidence (Decree on Curriculum Setting) in accordance with the required standards	Need for better administrative organization by organizing files into folders that are in accordance with BAN PT standard	Improve in 2020
FACULTY OF ECONOMICS				
1	Master of Management Program	No data documents on the waiting period for graduates were found in the S2 Management Study Program, so it is not in accordance with the required quality standards.	To discuss and follow up on the tracer study. already done	Improve in 2020
ACADEMIC				
1	Education Science Program	Not found in the S3 Education Science Study Program, the curriculum ratification document by the UNP Senate is not in accordance with Standard 1.2.	Padang State University issued SOPs and decrees on the determination of curriculum changes	Improve in 2020
2	TP Study Program	Not yet found in the Educational Technology Study Program, the TP Curriculum review decree after last year's audit, so it is not in accordance with standard 1.2	Padang State University issued SOPs and decrees on the determination of curriculum changes	Improve in 2020

Head of Quality Assurance
Center



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INTRODUCTION

Praise be to God Almighty that this "Internal Quality Audit Report of Universitas Negeri Padang 2020" can be completed. This report was prepared as an audit report by the Internal Quality Audit Team based on the LP3M Chairperson's Task Letter Number 1849/UN35.14/KP/2020 dated November 12, 2020 concerning the Appointment of Auditors for Academic Audit Implementation.

Based on the audit results, there are several conditions, all of which have received responses from the Study Program and Department. We hope that these conditions can be followed up immediately so as to improve quality and performance.

Our appreciation goes to the auditi who have been cooperative in the implementation of this audit activity. Our gratitude goes to all parties who have helped the implementation of the activity.

Padang, December 2020
Quality Assurance
Center

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CHAPTER I

INTRODUCTION

1.1. Background Background

Public demand for the quality of higher education is now increasingly becoming a race for every higher education institution to improve academic quality and services. The government also strengthens this by issuing various laws and regulations, namely Law Number 20 of 2003 concerning the national education system, Law Number 14 of 2005 concerning Teachers and Lecturers, Law Number 12 of 2012 concerning Higher Education, Permestekditi Number 44 of 2015 concerning National Higher Education Standards, Permestekdikti Number 62 of 2016 concerning the Higher Education Internal Quality Assurance System and Permenristekdikti Number 55 of 2017 concerning Teacher Education Standards. The government also mandates the strengthening of quality control to UNP which is stated in Government Regulation No. 74 of 2012 concerning the establishment of UNP as a Public Service Agency.

Universitas Negeri Padang is a state university that continues to strive to improve quality both in terms of academic quality and administrative services for the academic community itself. This is also related to one of UNP's missions, namely organizing quality education in the fields of education, science, technology, sports and arts based on moral values, religion and devotion to God Almighty. Responding to this condition, it is appropriate for Padang State University to develop a quality assurance system and carry out internal control by carrying out academic quality audits. Related to improving the quality of educational inputs, processes and outputs as well as developing an academic quality assurance system at UNP, an internal academic audit is needed. Academic internal audit activities are a form of monitoring and evaluation carried out on the achievements and targets that have been set.

This activity is related to the five-year Strategic Plan program, especially in the UNP education and student affairs work plan on the work program to improve the quality of input, process and output of education and the development of an academic quality assurance system. The target of this work program is to improve academic quality and quality assurance.

1.2. Destination Checkup

1. Examine the compliance of Department-level internal academic quality assurance with academic policies, quality standards and objectives, Faculty and Institute-level internal quality manuals.
2. Examine the suitability of the direction and implementation of internal academic quality assurance at the Study Program / Department level to academic policies, quality standards and objectives, and internal quality manuals at the Faculty and University levels.
3. Examine the certainty that graduates have the competencies as determined by the Study Program.
4. To ensure consistency of curriculum elaboration with the competencies of the Study Program / Department.

5. To ensure compliance with the implementation of the learning process in the Study Program / Department, with the SOPs and Work Instructions of the Study Program / Department.
6. To ensure the consistency of the implementation of the learning process of the Study Program / Department towards the achievement of the competencies of graduates of the Study Program / Department.

1.3. Scope Checkup

a. Target of Inspection

Reliability of the Internal Control System over the administration of the academic field in the Study Program / Department.

b. Period Examined

Even semester academic implementation for the July-December 2019 and January-June 2020 Semester periods.

1.4. Legal Basis/Rules Used

1. Law No. 20 of 2013 on the National Education System
2. Law No. 12/2012 on Higher Education.
3. Law Number 14 of 2005 on Teachers and Lecturers,
4. Pemristekditi Number 44 of 2015 concerning National Higher Education Standards,
5. Pemrsitekdikti Number 62 of 2016 concerning the Higher Education Internal Quality Assurance System.
6. Government Regulation No. 74 of 2012 concerning the establishment of UNP as a Public Service Agency.
7. Government Regulation No. 61/1999 dated June 24, 1999 on the Determination of State Universities as Legal Entities.
8. Rector Decree No. 3494/UN35/KP/2017 concerning UNP SPMI Documents.

1.5. Limitations Check

1. All information about the academic management of study programs / departments for the July-December 2019 and January-June 2020 semesters, especially related to Standard-1, standard-3, standard-5, and standard-7 of BAN PT.
2. Audit includes procedures designed to provide reasonable assurance in the detection of nonconformities in academic operations that affect UNP's academic quality services.

1.6. Methods Checkup

The inspection activity begins with an audience as an initial visit with the leadership and sections related to academic activities in the Study Program / Department / Faculty. Then document inspection and field review are carried out. Especially for lecture attendance data and teaching material limits per week taken through the on-line attendance system, which is then verified data for lecturers / departments found that the attendance rate does not meet the attendance requirements. Data and information are then analyzed until the results are obtained. Discussion is conducted for verification as well as to obtain responses and follow-up commitments from auditors.

1.7. Stages Checkup

The implementation of audit activities begins with administrative preparations made by the UNP Quality Assurance Center. The auditor team then conducts audit planning, preliminary surveys, *desk evaluations*, visitations, preparation of findings and recommendations to the preparation of reports. System Audits were carried out in the July-December 2019 and January-June 2020 Semesters, and Field Audits were held on November 16-18, 2020 (schedule attached). The follow-up stage of the audit results and the evaluation stage of the audit activities are carried out by the relevant auditors.

1.8. Team Organization Audit

Organizers

NO	NAME	Position
1	Prof. Ganefri, Ph.D.	Director
2	Dr. Edwin Musdi, M.Pd.	Person in Charge
3	Prof. Dr. M. Giatman, MSIE.	Chair
4	Dr. Kasmita, S.Pd, M.Si	Vice Chairman
5	Irma Yulia Basri, S.Pd, M.Eng	Member
6	Risdenovia, S.Pd., M.Pd.	Member
7	Yosefrizal, S.Kom, M.Kom.	Member
8	Drs. Afriyedi.	Member
9	Afriani, M.Pd.	Member

Auditor

No.	Name	Position
1	Dr. Wirdati, S.Ag, M.Ag Mira Hasti Hasmira, SH, M.Si	Auditor
2	Hera Hastuti, S.Pd, M.Pd Hidayati, SKM, M.M.Kes.	Auditor
3	Drs. Tulus Handra Kadir, M.Pd Malta Nelisa, S.Sos, M.Hum	Auditor
4	Dra. Fitri Eriyanti, M.Pd, Ph.D. Dilla Angraina, S.Si., M.Pd.	Auditor
5	Prof. Dr. Megaiswari Biran M.Pd Dra. Zuwirna, M.Pd, Ph.D.	Auditor
6	Ilmiyati Rahmy Jasril, S.Pd., M.Pd.T. Jukepsa Andas, S.Si, M.T.	Auditor
7	Prof. Dr. Bafirman HB, M.Kes. AIFO Dr. Khairuddin, M.Kes, AIFO	Auditor
8	Dr. Kasmita, S.Pd, M.Si Irma Yulia Basri, S.Pd, M.Eng	Auditor
9	Rismareni Pransiska, S.S., M.Pd. Rinaldi, S.Psi, M.Si	Auditor
10	Resti Fevria, S.TP, MP dr. Elsa Yuniarti, S.ked., M.Biomed., AIFO-K	Auditor
11	Prof. Dr. Solfema, M.Pd Serli Marlina, S.Pd, M.Pd	Auditor
12	Dr. Asrul Huda, S.Kom., M.Kom Primawati, S.Si., M.Si	Auditor
13	Ali Basrah Pulungan, ST, MT Muvi Yandra, S.Pd, M.Pd.T	Auditor
14	Drs.Iskandar G.Rani, M.Pd Annisa Prita Melinda, S.T, M.T.	Auditor
15	Oktaviani, ST, MT Wawan Purwanto, S.Pd., M.T, Ph.D.	Auditor
16	Prof. Dr. M. Giatman, MSIE Dr. Dadan Suryana, M.Pd.	Auditor
17	Dr. Fadhilah, S.Pd., M.Si Titi Sriwahyuni, S.Pd, M.Eng	Auditor
18	Yolandafitri Zulvia, SE, M.Si Muthia Roza Linda, SE, M.M.	Auditor
19	Sandra Dewi, AMK, S.Pd., M.Kes. Alimuddin, S.Or., M.Or	Auditor
20	Dr. Argantos, M.Pd Arie Asnaldi, S.Pd, M.Pd	Auditor
21	Rita Syofyan, S.Pd, M.Pd.E Vanica Serly, SE, M.Si	Auditor
22	Dra. Minora Longgom Nasution, M.Pd Tuti Lestari, S.Si, M.Si	Auditor
23	Dr. Armiami, M.Pd Hesty Parbuntari, M.Sc	Auditor
24	Dra. Helendra, MS Mirna, S.Pd., M.Pd.	Auditor

No.	Name	Position
25	Dra. Iryani, M.S Dr. Syuraini, M.Pd.	Auditor
26	Sri Zulfia Novrita, S.Pd, M.Si Dra. Adriani, M.Pd	Auditor
27	Dra. Helma, M.Si Ananda Putra, S.Si, M.Si, Ph.D.	Auditor
28	Hijriyantomi Suyuthie, S.Ip., MM Dr. Akmal, SH, M.Si	Auditor
29	Renol Afrizon, S.Pd., M.Pd. Desriyeni, S.Sos, M.I.Kom	Auditor
30	Dr. Sukardi, MT Damai Yani, S.Hum, M.Hum	Auditor
31	Drs. Syahril, M.Pd, Ph.D Umar Kalmar Nizar, S.Si, M.Si, Ph.D.	Auditor
32	Dr. Zul Amri, M.Ed Yulianti Rashid, S.Pd, M.Pd	Auditor
33	Budhi Oktavia, S.Si, M. Si, Ph.D. Yuninda Tria Ningsih, S.Psi, M.Psi	Auditor
34	Dr. Syahrizal, SE, M.Si Yati Aisya Rani, S.Pd, M.Pd	Auditor

CHAP TER II EXAMINATION RESULT

2.1. General Description of Audit Results

2.1.1 Quality Audit General Description

Audit or examination in a broad sense means evaluation of an organization, system, process, or product. Audits are conducted by competent, objective, and impartial parties, called auditors. The purpose of an audit is to verify that the subject of the audit has been completed or is running in accordance with approved and accepted standards, regulations, and practices. In the business world, we are also familiar with the term financial statement audit which is usually carried out by a public accountant to assess how fair or how appropriate the presentation of these financial statements is made by the company with reference to generally accepted accounting principles.

Especially for the Internal Quality Assurance System Audit, Audit activities are the implementation of one of the PPEPP system cycles (*Determination, Implementation, Evaluation, Control, and Improvement*), namely the Evaluation that must be carried out. Evaluation can be done in three forms, namely Monitoring and Evaluation, Assessment, and Internal Quality Audit.

Monitoring and Evaluation is carried out during the activity, with the aim of knowing the extent to which the system has been running properly, and if operational problems are found, they can be immediately adjusted and corrected without waiting for the activity to be completed.

Assessment, is the process of measurement and assessment in order to determine the results of a program/activity, to be used as material for analysis for future planning.

Internal Quality Audit, conducted after the activity is completed, with the aim of ensuring the system is running in accordance with the plan or requirements that have been previously set. In the internal quality audit system, three types of findings are recognized, namely:

- a. Major Finding (Conformity), if there is a significant mismatch between the implementation of the system and the predetermined requirements, so that the mismatch causes the system to be disrupted and cannot be accounted for. Major findings will result in the system being discontinued.
- b. *Minor Finding (Non-Conformity) / Non-conformity (KTS)*, which is the deviation of a part / sub-system with predetermined requirements, can interfere with the perfection of the results and needs to be corrected, and the system can still run.
- c. *Observation (OB)*, which is a recommendation given by the Auditor in order to improve the system. Observations are not related to deviations in system implementation. Observations can be raised because of the thought of improving the system.

The quality of the system, and can also come from the *best practices* of a unit that has successfully improved its results.


As for the three types of findings obtained in Internal Quality Audit activities, the aim is to make improvements and improvements to the system being reviewed, and not to find fault, so that each audit finding must be verified again if there is any doubt. Unlike the External Audit which aims to gain recognition of the audited system, usually by providing a letter of recognition in the form of a Certificate or Accreditation. The SPMI External Audit System is carried out by BAN PT or LAM PT in the form of Study Program Accreditation and Higher Education Accreditation (IAPT).

2.1.2 Explanation of the Implementation of Internal Quality Audit of Padang State University Audits carried out at Padang State University are carried out to determine the compliance of study programs in carrying out the learning process.

2.2. Full Audit Results and Audit Notes

Below are the complete audit results and audit notes:

**INTERNAL QUALITY AUDIT FORM
OF UNIVERSITAS NEGERI PADANG**
Summary of Audit Conditions

	QUALITY ASSURANCE CENTER LP3M UNIVERSITAS NEGERI PADANG	Form: 07
	Rectorate Bergonjong 3rd Floor Padang State University, Jalan Prof. Dr. Hamka Air Tawar Padang	
INTERNAL QUALITY AUDIT FORM Summary of Audit Conditions		

Audiiti				Criteria					
Study Program Coordinator				BAN-PT Standards 1, 3, 5, and 7					
Location		Scope		Audit Date					
Padang State University		Academic Year 2018/2019		July 23-25, 2019					
Deputy Audiiti		Auditor Chairman		Auditor Member					
Distribution		Audiiti	x	Auditor	0	LPM	x	Archive	x

No. Conditio n	Condition Description	Category (OB/KTS)
FACULTY OF LANGUAGE AND ARTS		
Indonesian Language and Literature Education Study Program		
1	The average ratio of lecturers to students is 1:38 (5.4.1.a)	OB
Indonesian Literature Study Program		
2	5.1.4 Module and practicum implementation document (no specific objectives yet) that must be achieved)	OB
Library and Information Science Program		
3	Assignment of Academic Supervisors exceeds the maximum limit (even 1 lecturers for more than 70 students), because lecturers teach in two study programs, namely PII and IPK.	OB
English Education Study Program		
4	A list of elective courses and the number of students taking them is presented. per semester	OB
5	In the preparation of the vision, mission, and objectives of the document, user involvement has not been complete.	OB
Dance Education Program		
6	Lecture monitoring documentation is quite good, but there are still some lecture boundaries that have not been signed by the lecturer. Course.	OB
7	Found in the Dance Education Study Program a number of attendance lists that have not been signed in accordance with Standard 5.3.1.a.	KTS
Indonesian Language Education Study Program S2		
8	No documents on the preparation of lecture materials were found, because the material lectures are prepared by each lecturer (item 5.3.1.b).	OB

9	No documents were found on lecturer-student academic interaction activities. Interaction is done incidentally and by lecturers with students both in class or in the thesis guidance process (item 5.7.4).	OB
10	No list of lecturers' research involving students was found preparing the final project (item 7.1.2)	OB
No. Condition	Condition Description	Category (OB/KTS)
11	There is a list of community services that involve students, however not supported by manuscripts / physical evidence of service reports. This is because the report is kept by the lecturer concerned (point 7.2.1).	OB
12	The student handbook is still using 2015, needs to be reprinted.	OB
English Education Study Program S2		
13	Visioning has not involved stakeholders: users, associations, alumni, and students (item 1.b).	OB
14	Community service activities have not involved students (point 7.2.2).	OB
Language Studies Program (S3)		
15	The preparation of the vision, mission, and objectives of the study program has not yet involved stakeholders interests, associations, and students (point 1.1.b).	OB
16	There is no list of lecturers' research involving doctoral students preparing the final project because student dissertations are generally carried out individually (point 7.1.2).	OB
17	There is no list of community service activities involving doctoral students (item 7.2.2).	OB
Number of OBs		16
Number of KTS		1
FACULTY OF EDUCATION SCIENCE		
EDUCATION ADMINISTRATION PROGRAM S-3		
1	There is no alumni data because this study program is a new study program and there is no alumni data yet graduates.	OB
GUIDANCE AND COUNSELING PROGRAM S-3		
2	There is no alumni data yet because this program is a new program and there are no graduates yet.	OB
BASIC EDUCATION PROGRAM S-2		
3	No OB and KTS were found because this study program has just completed the Accreditation report from BAN-PT with an A grade. This study program has carried out the process according to standards 1, 3, 5, and 7.	
EDUCATION ADMINISTRATION PROGRAM S-2		
4	The RPS document and the assessment list that assigns weights to tasks are mostly in the hands of lecturers who teach courses (not archived in the department).	OB
5	The test documents and RPS are mostly in the hands of the lecturers who teach the course. There are some lecturers who think that the test is confidential.	OB
EARLY CHILDHOOD EDUCATION PROGRAM S-2		
6	Standard 3 has no data yet because it was introduced in 2017.	OB
COUNSELING GUIDANCE PROGRAM S-2		
7	Implemented according to standards 1, 3, 5, and 7	
COUNSELOR PROFESSION S-1		

8	Documents on the appointment of academic supervisors (1 lecturer with a maximum of 20 people) student).	KTS
9	Documentation of guidelines for thesis/dissertation.	OB
10	Document on the Determination of the Supervisor of the Thesis / Thesis / Dissertation.	OB
11	Documents for guiding transcription / thesis / dissertation.	KTS
EDUCATION ADMINISTRATION S-1		
12	There is no decree on curriculum change	KTS
13	Based on the Decree of the Dean of FIP, the ratio of academic supervisors to students is on average 1: 32	OB
14	The list of mentoring lecturers is not yet complete with specific expertise	OB
15	There has been no report on community service activities that are	OB
No. Condition	Condition Description	Category (OB/KTS)
	demonstrating the behavior of scholarship	
GUIDANCE AND COUNSELING S-1		
16	There is no decree on curriculum change	KTS
17	There has not yet been a handover contributed by alumni	OB
18	Based on the Decree of the Dean of FIP, the ratio of academic supervisors to students is as follows 1:32 average	OB
EDUCATION TECHNOLOGY S-1		
19	Monitoring lectures related to online ABSEN there are 3 lecturers who are incomplete entry but manual attendance is complete.	OB
OUT-OF-SCHOOL EDUCATION S-1		
20	Monitoring lectures related to online ABSEN there are 3 lecturers who have not yet completed entering but the manual ABSENANCE is complete 16 times the meeting	OB
EARLY CHILDHOOD EDUCATION TEACHER EDUCATION. S-1		
21	Some RPS for the academic year July-December 2018 and January-June 2019, does not yet contain the weight of the assessment.	OB
22	Documentation on practicum implementation (SOP) is not yet complete	OB
23	There are some lecturers who have not completed the attendance list manually. or online attendance.	OB
24	There are several courses that are not found in the document, both UTS and UAS.	OB
25	Documents regarding the schedule of scientific activities have not all been properly documented, such as invitations and attendance lists.	OB
26	Documents regarding community service (intellectual behavior) have not all been well documented. Such as certificates and activity reports.	OB
ELEMENTARY SCHOOL TEACHER EDUCATION. S-1		
27	There are some lecturers who have not completed the online attendance list. but the manual attendance is complete.	OB
28	Some RPS have not yet issued the weight of the assessment in lectures	OB
PSYCHOLOGY		
29	The RPS format used for the July-December 2018 semester and January-June 2019, still using the old format (has not met the RPS standards required by the Ministry of Education and Culture).	OB
30	80% of PA lecturers guide more than 20 students, this is because the number of active lecturers with the number of students is not comparable. 1:20.	OB
Number of OBs		24

Number of KTS		4
FACULTY OF MATHEMATICS AND NATURAL SCIENCES		
Chemistry Education Program		
1	There is no decree on the Vision-Mission Study Program Compilation Team yet	OB
2	Number of academic guidance per PA lecturer more than 20 students	OB
3	There is no list of student involvement in lecturer research	OB
4	There is no list of student involvement in lecturer service	OB
Science Education Program		
5	There is no decree on the Vision-Mission Study Program Compilation Team yet	OB
6	There is no Decree on the Determination of the Vision-Mission of the Study Program	OB
7	There is no scientific activity schedule yet	OB
Chemistry Study Program		
8	There are no documents (minutes, invitations and attendance lists) of the curriculum review.	OB
No. Condition	Condition Description	Category (OB/KTS)
9	There is no decree on the Vision-Mission Study Program Compilation Team yet	OB
10	There is no Decree on the Determination of the Vision-Mission of the Study Program	OB
11	Not all lecturers have filled out academic guidance cards	OB
12	There is no scientific activity schedule yet	OB
13	There is no list of student involvement in lecturer service	OB
Mathematics Education Program		
14	The preparation of lecture materials does not take into account input from other lecturers or from graduate users.	OB
15	Efforts to track and record graduate data (Tracer Study) The results have not been recorded comprehensively.	OB
Biology Education Program		
16	RPS compliance with lecture boundary notes is partially unsynchronized	OB
17	Documents have not been archived in one place	OB
Physics Education Program		
18	It is still found that some lecture materials at the lecture boundary are not the same with the material in the RPS	OB
Statistics Study Program		
19	In the RPS, the lecturer has given an assessment weight to each item. assessment (UTS, UAS, Assignments, etc.), but the weight of the assessment does not match the value input in the lecturer portal.	OB
20	Discrepancies between RPS and lecture limits in courses	OB
21	Course reports are only available online	OB
D3 Statistics Study Program		
22	There is no decree on curriculum establishment from the dean	OB
23	There is no curriculum change decree yet	OB
24	There are still questions that are not given weight. Absence of lectures for the January-June 2020 semester does not exist, only in the form of online absences.	OB
Mathematics Study Program		
25	No curriculum validation by the rector	OB
Physics Study Program		
26	There are still exam question documents that have not been equipped with instructions	OB

	Operations such as question instructions, scoring weight, and exam type	
Biology Study Program		
27	The level of difficulty of the questions is not identified because there are subjects that are not there is a weight of 50%	OB
28	The RPS document and the assessment list document give weight to questions and assignments but the questions have not been weighted.	OB
Mathematics Education Study Program S2		
29	Graduate tracking and recording documents related to alumni data in particular "fundraising" has not yet taken place.	OB
30	RPS documents are not yet uniform with SN - Dikti	OB
31	The thesis guideline document still uses the Guideline Writing Guidelines Final Project Postgraduate Program, Padang State University	OB
32	The document listing the names of supervisors and their expertise is still integrated with the S-I Mathematics Education Study Program	OB
Physics Master's Program		
33	The RPS format is not yet in accordance with the SN- Dikti RPS format	OB
34	Learning tools, including UTS and UAS exam questions do not yet exist Hardcopy.	OB
Biology Education Study Program S2		
<i>No. Condition</i>	<i>Condition Description</i>	<i>Category (OB/KTS)</i>
35	The RPS format is not yet uniform in accordance with the SN-Dikti RPS format	OB
36	Learning tools, including UTS and UAS exam questions do not yet exist equipped with hardcopy	OB
Chemistry Education Study Program S2		
37	Tracking and recording of graduates related to alumni data, especially "raising funds" has not been done yet.	OB
38	The thesis guideline document still uses the guideline writing guidelines Final Project Postgraduate Program, Padang State University.	OB
Physics Education Study Program S2		
39	The format of the RPS should be suggested to be uniform according to the SN-Dikti RPS format.	OB
40	Learning tools, including UTS and UAS exam questions should also be equipped with hardcopies.	OB
Number of OBs		40
Number of KTS		0
FACULTY OF SOCIAL SCIENCES		
Master's Program in Pancasila and Citizenship Education		
1	Not yet optimizing graduate tracking and recording documents for; a. Learning improvement, b. Fundraising, c. Employment information, d. Building networks	OB
Master of Public Administration Program		
2	Still using the old vision, mission, and goals and planning conducting re-evaluation in accordance with the development of the latest vision, mission and objectives of UNP.	OB
3	Alumni tracking has been done manually and will be done online and planned as an input for utilization in the fields of; learning process, fundraising, job information and building network	OB

Geography Education Master Program		
4	Still using the old vision, mission and objectives and are planning to re-evaluate in accordance with the development of UNP's vision, mission and objectives. Latest	OB
5	Alumni tracking has been carried out but not yet optimal and the results will be discussed. planned as input for utilization in the areas of; learning process, fundraising, job information and networking.	OB
Geography Education Study Program		
-		
Pancasila and Citizenship Education Program		
6	Each RPS has not yet stated how the assessment system, for example the weight of the assignment (Practice, homework or paper)	OB
7	PA guidance cards exist, there are only a few lecturers who do not fill them in and There are also those who fill in the date column with something like January to June 2019.	OB
8	PA guidance card activities, there are some counseling activities that are lacking of 3 in one semester	OB
History Education Program		
9	There are several course RPS that have not included the composition of the assessment	OB
10	Between the RPS and the implementation of lectures (lecture limits) are not the same	OB
Remote Sensing Technology Program		
11	There are several RPS courses in the January June 2019 semester where the contract lectures, RPS, lecture limits have not been signed completely	OB
12	There are some RPS that are not written in accordance with the lecture limits	OB
No. Condition	Condition Description	Category (OB/KTS)
State Administration Science Program		
-		
Islamic Religious Education Study Program		
13	Standard 3 (alumni tracer) does not yet exist because the study program was only established in 2017.	OB
14	Some criteria in standard 5 such as [the provision of thesis guidance, scheduling the final project does not yet exist because the study program has not yet carried out the thesis examination (new students enter semester 5), the first batch in this study program TM 2017	OB
Geography Study Program		
15	There is a lecture contract not signed by the lecturer, student and chairman of the department	OB
16	Student attendance is not signed by Lecturer per week	OB
Sociology-Antropology Education Program		
-		
Number of OBs		16
Number of KTS		0
FACULTY OF ENGINEERING		
Electronics Engineering Education Program		
1	No invitation, attendance and minutes documents were found during the Visioning process, Mission, as it is submitted to the treasury as financial accountability	OB
3	No academic mentoring report document found	

4	There are no documents on invitations, attendance and minutes of the drafting team's results curriculum, only the drafting team was found	OB
5	No curriculum review documents were found for the last 5 years. well-documented	OB
Electronics Engineering Study Program (D-3)		
6	There is no document of stakeholders involved in visioning, mission, and objectives of the study program	OB
7	There is no document of curriculum development meetings/activities	OB
8	Not all RPS are available in the study program office because RPS are brought by respective lecturers	OB
Informatics Engineering Education Program		
9	Documents (meeting minutes) of curriculum adjustments in accordance with developments Science and technology and needs are incomplete.	OB
10	Academic guidance report documents are not yet organized	OB
Building Engineering Education Program		
11	There is no decree on the implementation of the curriculum	KTS
12	Academic advising is only done face-to-face and online without a card. guidance	OB
13	There are scientific activities that have been budgeted but the timeline of scientific activities not yet available	OB
Civil Engineering Study Program (S1)		
14	Standard 1 1.b Not yet separate attendance list and decree by activity	OB
15	Standard 3 3.3.1. There is no tracer study document yet because it has not produced graduates	OB
Civil Engineering Study Program (D3)		
16	Documents should be accompanied by a printout	OB
17	Some do not include assessment weighting	OB
Electrical Engineering Education Program		
18	Standard 3	OB
No. Condition	Condition Description	Category (OB/KTS)
	3.3.2.a There is no hard copy yet 3.3.2.b There is no hard copy yet	
19	Standard 5 5.5.1.a Still separate from the documents.	OB
20	5.7.2, 5.7.3, 5.7.4 and 5.7.5 Not yet well organized	OB
21	Standard 7 7.1.1 through 7.2.2	OB
Industrial Engineering Study Program (D4)		
22	Standard 1 No invitation available	OB
23	Standard 3 Only 30% of graduates work according to their field of expertise.	OB
Electrical Engineering Study Program (D3)		
24	Document stakeholders involved in visioning: users, associations and alumni are implemented, but there is no documentary evidence yet	OB
25	Meeting documents (invitation, attendance list, and meeting minutes) preparation no curriculum yet	OB

Mechanical Engineering Study Program S1		
26	Document of stakeholders involved in the preparation of the mission and mission statement in Standard 1 no 1.B only lecturers only	OB
27	The academic guidance documents in Standard 5 No. 4.1.b, 4.1.c, 4.2 are missing submitted to Prodi by lecturers / students	OB
28	The scientific activity schedule document in Standard 5 no 5.7.3 does not yet exist	OB
S1 Mechanical Engineering Study Program		
29	Standard 7 Research has not involved students Community service has not involved students	OB
D3 Mechanical Engineering Study Program		
30	Standard 1 Has not involved students in making the vision and mission	OB
31	Standard 3 3.3.1.c The results of the tracer study still merge with S1	OB
32	Standard 5 5.7.4 No final project guidance document yet	OB
33	5.7.5 Community service documents, scholarship behavior has not been Retrieved	OB
Automotive Engineering Education Program		
34	There is no decree on the implementation of the curriculum	KTS
35	The formulation of the vision and mission has been carried out by involving all stakeholders. interests but decree, meeting minutes, attendance list, etc. were not found.	OB
36	Scientific activities are only managed with faculty and students	OB
37	There is already an RPS but it is still in the old format	OB
D3 Automotive Engineering Study Program		
38	Documents on the stakeholders involved in the development of the mechanism and program in Standard 1 no 1.B are missing users, associations and alumni.	OB
39	There is no document to adjust the curriculum according to the development of science and technology and the needs of Standard 5 No. 5.2.b.	OB
40	Scientific activity schedule document in Standard 5 no 5.7.3 does not yet exist	OB
Master of Technology Education Program		
41	Standard 1.	OB
<i>No. Condition</i>	<i>Condition Description</i>	<i>Category (OB/KTS)</i>
	No hard copy yet Stakeholder documents are only prepared by lecturers	
42	Standard 3 3.3.2.a There is no hard copy yet 3.3.2.b There is no hard copy yet	OB
Electrical Engineering Education Study Program S3		
43	Standard 1. No hard copy yet Stakeholder documents are only prepared by lecturers	OB
Mining Engineering (D3)		
44	Standard 1 Not involving students in the creation of the Vision and Mission	OB
45	Standard 3 3.3.1 Not listed the year the tracer study was conducted	OB
Number of OBs		43

Number of KTS		2
FACULTY OF SPORTS SCIENCE		
Penjaskesrek Study Program		
1	The Vision, Mission and Goals document of the Study Program is contained in the 2015 reditation form. There is no document on the process of formulating vision, mission and objectives. Meeting invitations, meeting minutes, attendance list of vision and mission meetings are not available. shown.	OB
2	There are no documents showing any user involvement, Association, Alumni, Lecturers, Students, and Education Personnel in the formulation of the vision and mission of the study program	OB
3	From the list of course grades in the January-June 2019 semester, the lecturer has given a weighting to the assessment of assignments $\geq 20\%$ but it is not visible in the syllabus or RPS.	OB
4	Curriculum renewal is based on the agreement of the study program association, internal and external input. Documentation in the form of invitations and attendance lists but evidence of undocumented meeting minutes	KTS
5	The Graduate Tracking and Recording (Tracer Sudy) document is only new at data collection stage and not yet processed	KTS
Sports coaching education program		
6	The document on stakeholders involved in visioning has not been prepared yet Available	KTS
7	Documentation of the use of alumni tracking results has not been documented. both	OB
8	The Graduate Tracking and Recording (Tracer Sudy) document is only new at data collection stage and not yet processed	OB
9	Curriculum preparation documents are not well documented	OB
10	The curriculum review document for the last 5 years has not been documented with good (no external stakeholder engagement)	OB
11	The document for the preparation of lecture materials for all courses has not yet been developed. Available	KTS
12	Academic guidance report document is not yet available	KTS
Sports Science Program		
13	The Sports Science Study Program held an activity to develop a vision, mission, and objectives of the study program. However, the documents available are not complete	OB
14	The Sport Science Study Program has conducted a tracer study. However recap the results of recording graduates for the improvement of the learning process,	OB
No. Condition	Condition Description	Category (OB/KTS)
	fundraising, job information, and the waiting period for graduates do not yet exist.	
Sports Education Study Program (S2)		
15	The Vision, Mission and Goals of the Study Program document is contained in the 2016 accreditation boring. There is no document on the process of formulating vision, mission and goals. Meeting invitations, meeting minutes, attendance lists of vision and mission meetings cannot be shown. So there are no documents that show the involvement of users, associations, alumni, lecturers, students, and staff. Education in the formulation of vision and miss iprodi	OB
16	There is no <i>tracer study</i> activity that uses a questionnaire.	KTS

D3 Nursing Study Program		
17	3.3.1.b Data on the number of alumni has not been properly recorded, it is recommended to recap every graduation period for easy tracking.	OB
18	5.1.1.b No decree authorizing the 2014 Curriculum was found. is currently still being implemented.	KTS
Number of OBs		10
Number of KTS		7
FACULTY OF ECONOMICS		
D3 Accounting Study Program		
1.	Some test and final exam questions <i>do not have</i> score scoring/weighting.	OB
D3 Trade Management Study Program		
2	Some UTS and UAS questions <i>do not yet have</i> score scoring / score weighting	OB
D3 Tax Management Study Program		
3	<i>The</i> status of stakeholders involved in creating a vision for the Diploma III Tax Management Study Program <i>has not been described</i> , such as users, associations, lecturers, and education personnel as requested in Standard 1 Stakeholder Documents.	OB
Economics Education Study Program S1		

Economics Study Program S1		

Management Study Program S1		
4	The ratio of PA lecturers to students being supervised <i>is still not ideal</i> (1 : 30)	KTS
Accounting Study Program S1		
5	Alumni data already exists, the results of the tracer study have <i>not been informed</i> to alumni	OB
Master of Economics Education Program		
6	There is an intensive effort to track graduates and the data has been recorded. comprehensively. Equipped with written documents, <i>there is a need to increase the quantity of</i> respondents.	OB
Master of Management Program		
7	The <i>Final Project Exam scheduling plan document does not exist</i> because the exam is carried out if someone registers for the thesis exam, then the schedule is determined. This condition makes it difficult for study programs to prepare schedules because if the schedule has been prepared but there are no students who register, it is also useless. This is supported by the rector's regulation No. 9/2018 concerning Task regulations Students' end that exams are conducted throughout the semester.	OB
Master of Economics Program		
8	Physical evidence such as meeting minutes, attendance list in the Document creation process	OB
No. Condition	Condition Description	Category (OB/KTS)
	The vision and mission involving user stakeholders, (associations, alumni, lecturers, students) <i>are still not systematically organized.</i>	

9	Tracer study documents can be said to be about 85% complete, (there is already a questionnaire questionnaire <i>in the</i> form of sheets, <i>not yet systematically arranged, the length of the waiting period for alumni is also not visible</i>)	OB
10	Syllabus format, attendance list, lecture boundaries <i>do not yet have a uniform format</i> and are not unified per course	OB
Doctoral Program in Environmental and Development Studies S3		
11	Alumni involvement in determining the vision and mission was not carried out because there were no graduates at the time of the vision and mission development.	OB
12	Standard 3 has not been carried out because the study program only accepted students in September 2016 so until now 2019 <i>there have been no graduates.</i>	OB
13	<i>There is no final exam list yet</i> because <i>we are</i> waiting for the accreditation result of the study program.	OB
Number of OBs		12
Number of KTS		1
ACADEMIC		
S3 Education Science Study Program		
1	Not found in the S3 Education Science Study Program curriculum ratification documents by the UNP Senate, is not in accordance with Standard 1.2.	KTS
Social Studies Program		
1	Documents on the preparation of vision and mission, stakeholders involved in making the vision (users, associations, alumni, lecturers, students and education staff), and objectives of the study program are complete. Social Studies Program has just received a superior accreditation score (Rank A)	OB
2	Tracking and recording of graduates (<i>tracer study</i>) until the end of 2018 graduates is complete, and for 2019 graduates, graduate recording is underway. Alumni data is utilized for the learning process, fundraising, and information. employment and the establishment of networks among alumni and study programs	OB
Education Technology Program		
3	There is no decree on the review of the TP Curriculum after last year's audit	KTS
4	Workshop documents have not yet been collected as the workshop continues until July 30.	OB
Number of OBs		3
Number of KTS		2
FACULTY OF TOURISM AND HOSPITALITY		
PKK Study Program		
1	The vision and mission preparation document is not equipped with a decree stipulating the vision and mission.	OB
2	The tracer study document has not been processed properly and has not been done online.	OB
3	The curriculum preparation document has not been accompanied by a decree stipulating the Prodi curriculum by the Dean	OB
4	The PA lecturer assignment document is in place, but the number of students per lecturer is > 20 people.	OB
Catering Program		
5	Alumni fundraising is not yet well documented	OB
6	The alumni network is not yet well documented	OB
Fashion Management Program		
7	Alumni fundraising is not yet well documented	OB
No. Conditio	Condition Description	Category (OB/KTS)

<i>n</i>		
8	The alumni network is not yet well documented	OB
Hospitality Management Program		
9	Each academic supervisor has more than 50 students to supervise	OB
Cosmetology and Beauty Education Program		
10	Each academic supervisor has more than 50 students to supervise	OB
Number of OBs		10
Number of KTS		
Total OB		10
Total KTS		0

CHAPT ER III CONCLUSION

The implementation of the 2020 internal quality audit is more focused and more complete than the previous internal quality audit. Directed in the sense that the standards to be audited already refer to the standards that should be applied in the process of implementing the study program. Then the assigned auditors have reached 68 people, with audit competencies that have begun to be standardized. Auditi have prepared themselves for the audit because they have received an advance notification letter through a letter sent from LP3M addressed to the Deputy Dean I for the Nine Faculties within Padang State University.

The audit uses form 1, namely the audit check list sheet (for auditors), form 2, namely the audit work program, form 3, namely audit notes, form 4, namely a summary of conditions, form 5 description of conditions, and form 6 audit report results.

The audit results show that of the 101 study programs audited, there were 17 Observe (OB)/Minor findings 174. However, of all the findings, recommendations have been given and follow-up for improvement agreed between the auditor and the auditi. Of all the non-conformities that are important notes are that no study program has a decision letter for curriculum review and change, even though in the accreditation assessment matrix it is a significant finding in accreditation assessment, then there are still study programs that have not carried out monitoring and evaluation of RPS, SAP, lecture contracts, student attendance lists, and lecture notes / limits, then there are still study programs that do not have thesis guides, practicum guides / modules.

It is hoped that the results of this internal quality audit will be input and correction material for each study program to carry out a better study program governance process in accordance with the key performance index (KPI), study program governance in accordance with UNP SPMI policies, and study program governance in accordance with the BAN-PT accreditation assessment matrix.

APPENDIX

Form 1. Checklist of Study Programs Based on BAN PT

	QUALITY ASSURANCE CENTER LP3M UNIVERSITAS NEGERI PADANG	No: KKA-S.....-01
	3rd Floor Rectorate Padang State University, Jalan Prof. Dr. Hamka Air Tawar Padang	
INTERNAL QUALITY AUDIT FORM Document Completeness		

Auditi				Audit Stage					
				BAN PT Standard					
Location		Scope		Audit Date					
Faculty		July-December 2019 and January-June 2020	 2020					
Deputy Auditi		Auditor Chairman		Auditor Member					
Distribution		Auditi	x	Auditor	0	KAI	x	Archive	x

No.	Aspects	√	x	Docu ment Name	Description
	Standard 1				
1	Vision Document				
	A. Visioning Document				
	B. Owner's document interests involved in visioning				
	a. -User				
	b. -Association				
	c. -Alumni				
	d. -Lecturer				
	e. -Student				
	f. -Educational Personnel				
2	Mission Document				
3	Document Purpose				
	Standard 3				
3.3.1.a	a. Doc. Tracking and recording of graduates (Tracer Study)				
3.3.1.b	a. Alumni Data Use of tracking results for improvement: (1) learning process, (2) fundraising, (3) job information,				

No.	Aspects	√	×	Document Name	Description
	(4) building networks				
3.3.1.c	a. Alumni Tracer Study				
3.3.2	a. Graduate Waiting Period Data				
3.3.3	a. Percentage of Alumni Data who work in accordance with the field expertise				
	Standard 5				
5.1.1.a	<ul style="list-style-type: none"> • Curriculum Documents • Curriculum preparation documents (meetings, curriculum formulation) • CP Document 				
5.1.1.b	Curriculum development document				
5.1.2.a	Curriculum structure document				
5.1.2.b	The RPS document and the assessment list document that gives weight to assignments (practice, homework or paper)				
5.1.2.c	Document list of RPS/syllabus of the course (which contains course description)				
5.1.3	Document of elective course list and student list who program elective courses				
5.1.4	Module and practicum implementation documents				
5.2.a	Curriculum review document for the last 5 years (invitation, attendance list, minutes, conclusion)				
5.2.b	Document Adjustment of curriculum in accordance with development of science and technology and needs				
5.3.1.a	Lecture monitoring document (lecture minutes) <ul style="list-style-type: none"> - Student attendance - Lecturer attendance - Lecture material (Online check by GPM then auditor confirms) with physical evidence of low attendance)				
5.3.1.b	Lecture material preparation document				
5.3.2	Exam question document and RPS				
5.4.1.a	Academic Supervisor Determination Document (1 lecturer maximum 20 students) (Diploma and Bachelor only)				
5.4.1.b	Academic Guidance Report Document (Diploma Only and Bachelor)				
5.4.1.c	Academic Guidance Report Document (guidance card academic: ≥3 guidance meetings) (Diploma and Bachelor only)				
5.4.2	Academic Guidance Report Document (guidance card academic:effectiveness) (Diploma and Bachelor only)				
5.5.1.a	Thesis/Dissertation guideline document				
5.5.1.b	Thesis/Thesis/Dissertation Supervisor Determination				

	Document				
5.5.1.c	Thesis/Dissertation guidance book document				
No.	Aspects	√	×	Docu ment Name	Description
5.5.1.d	Document listing the names of supervisors and his expertise				
5.5.2	Documents of thesis title submission list and list judicium				
5.6.	Document efforts to improve the learning system				
5.7.1	Strategic Plan document (policies related to academic atmosphere)				
5.7.2	Document listing facilities and infrastructure and funds academic-related operations				
5.7.3	Scientific activity schedule document				
5.7.4	Documents of lecturer-student academic interaction activities				
5.7.5	Community service documents (behavior scholarship)				
5.7.6	Final Project Exam Scheduling Document				
	Standard 7				
7.1.1	List of lecturers' research for the last 3 years (2015, 2016, and 2017)				
7.1.2	List of lecturers' research involving students menyusuntugasakhir				
7.1.3	List of scientific articles produced by permanent lecturers at study program for the last 3 years				
7.1.4	List of lecturers' works that obtained IPR in 3 last year				
7.2.1	The number of community service activities (PkM) carried out by permanent lecturers whose fields of expertise are equal to PS in the last three years				
7.2.2	List of community service activities that engaging students				

Form 3. Audit Notes

	LP3M QUALITY ASSURANCE CENTER PADANG STATE UNIVERSITY	No: 03
	Rectorate Bergonjong 3rd Floor Padang State University, Jalan Prof. Dr. Hamka Air Tawar Padang	
INTERNAL QUALITY AUDIT FORM Audit Notes		

Auditi	Standard	
Date	Location	Auditor

Note	Document	Date/Rev

Condition Summary

	QUALITY ASSURANCE CENTER LP3M UNIVERSITAS NEGERI PADANG	No: KKA-S.....-04
	Rectorate Bergonjong 3rd Floor Padang State University, Jalan Prof. Dr. Hamka Air Tawar Padang	
INTERNAL QUALITY AUDIT FORM Summary of Audit Conditions		

Auditi				Criteria					
Study Program				Standard B.1 SPMI					
Location		Scope		Audit Date					
Campus		Academic year					
Deputy Auditi		Auditor Chairman		Auditor Member					
.....				1. 2.					
Distribution		Auditi	x	Auditor	0	LPM	x	Archive	x
<i>NoKon disi</i>	<i>Condition Description</i>							<i>Category (OB/KTS)</i>	
1									
2									
3									
4									
5									
6									
7									
Dst									

Place of Approval					
Auditi Leader		ttd	Chief Auditor		ttd
Reviewed by :					
Audit Quality Assurance				Ttd	

Condition Description

	QUALITY ASSURANCE CENTER LP3M UNIVERSITAS NEGERI PADANG	No: KKA-S.....-05
	Rectorate Bergonjong 3rd Floor Padang State University, Jalan Prof. Dr. Hamka Air Tawar Padang	
INTERNAL QUALITY AUDIT FORM Description of Audit Findings		

Audi				Criteria					
Study Program				Standard B.1 SPMI					
Location		Scope		Audit Date					
Faculty		Academic year					
Deputy Audi		Auditor Chairman		Auditor Member					
				1. 2.					
Distribution		Audi	x	Auditor	0	PPM	x	Archive	x

Description of Findings	
Criteria	
Root Cause	
As a result of	
Recommendation	
Audi Response	
Improvement Plan	
Repair Schedule	<i>Person in Charge</i>
Prevention Plan	
Preventive Schedule	<i>Person in Charge</i>

Place of Approval				
Audi Leader		Signature ttd	Chief Auditor	Signature Ttd
Reviewed by :				
Audit Quality Assurance		Signature Ttd		
MANAGEMENT REVIEW MEETING RECOMMENDATIONS				
RECOMMENDATIONS		ACTION		PERSON IN CHARGE

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FOLLOW-UP RESULTS

A. Action:

B. Evidence

C. TL Auditor:

1.....ttd

2.....ttd