DOCUMENT

MONITORING AND EVALUATION

ON THE FOLLOW-UP OF THE 2025 INTERNAL QUALITY AUDIT FINDINGS

INTERNAL QUALITY ASSURANCE

SYSTEM

DIPONEGORO UNIVERSITY

IDENTITY SHEET

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	QUALITY STANDARDS SPMI – STUDY PROGRAM (*Quality Standards*)	Revision: 0 Page: -

IMPLEMENTATION REPORT MONITORING AND EVALUATION ON THE FOLLOW-UP OF INTERNAL QUALITY AUDIT FINDINGS FOR THE YEAR 2025

INTERNAL QUALITY ASSURANCE SYSTEM DIPONEGORO UNIVERSITY Faculty of Psychology

FOREWORD

We give all praise and thanks to God Almighty for His abundant grace and blessings, so that this *Template for Monitoring and Evaluation (Monev)* of *the Follow-up Action Plan (RTL) resulting from the 2025 Internal Quality Audit (AMI)* of *Diponegoro University* can be compiled and submitted to all work units.

Monitoring and Evaluation of the 2025 RTL is carried out with the aim of assessing the level of implementation of the work program that has been planned as a follow-up to the findings and recommendations of the AMI results. Through this activity, it is hoped that the achievements of the follow-up, the obstacles encountered, and input for the continuous improvement of the internal quality assurance system at Diponegoro University can be obtained.

This document is compiled as an official *template* to be used in the implementation of the 2025 RTL Monev. This template contains format guidelines and evaluation aspects that must be reported by work units so that the Monev process can be carried out in a standardized, effective, and integrated manner.

We express our appreciation and gratitude to all parties who have contributed to the preparation of this document. We sincerely hope that this template can be utilized to the fullest to support efforts to enhance the quality culture at Diponegoro University.

Semarang, March 24, 2025
Head of the SPMI Center,

Dr. Ir. Naniek Utami Handayani, S.Si., M.T.

GUIDELINES FOR FILLING OUT THE MONITORING AND EVALUATION TEMPLATE FOR THE 2025 UNDIP AMI OUTCOMES

Introduction

As part of the internal quality assurance cycle, Diponegoro University applies the PPEPP principle (Establishment, Implementation, Evaluation, Control, and Improvement) to ensure that all academic and non-academic activities are carried out in accordance with established standards.

The principle within SPMI is PPEPP, namely Determination, Implementation, Evaluation, Control, and Improvement of standards. Internal Quality Audit (AMI) is part of the Evaluation stage in PPEPP. The results of the evaluation of the implementation carried out with AMI consist of 2 categories of findings, namely: (i) Positive findings and (ii) Negative findings.

Of these two findings, negative findings in particular must be followed up in the form of a management review meeting (RTM). Positive findings are results that can be used as best practices for other study programs, so that their achievements are expected to increase. Findings in the negative category can be resolved at the study program level, or resolved jointly with management at the UPPS and/or relevant faculty, and/or at the university level, using the appropriate mechanisms.

AMI results may include negative findings, such as non-conformities, weaknesses, or opportunities for improvement that must be addressed promptly.

To ensure the effectiveness of these follow-up actions:

- An Action Plan (RTL) must be developed for each negative finding.
- Monitoring and Evaluation (Monev) of the implementation of the RTL is conducted to ensure that the work program is carried out as planned.
- Review and discussion of the Monev results on the RTL will be conducted at the Management Review Meeting (MRM) in the following year, for data-based strategic decision-making.

For negative findings, it can be proposed to be resolved at the Faculty level, based on the minutes of the meeting at the study program level and then proposed to be discussed in the Faculty.

For negative findings to be resolved at the university level, the following mechanism will be implemented:

(1) The Rector/Vice Rector/relevant Directorate sets the schedule and agenda in accordance with the Internal Quality Audit report

(2) A meeting to discuss follow-up actions on findings, documented in the form of meeting minutes, and the results of follow-up actions.

Instructions for Filling Out the Template

This document is prepared to assist work units in filling out *the RTL Monitoring and Evaluation Template,* which consists of the following main columns:

No	Component	Explanation
1	Negative Findings	Write down negative findings based on AMI results. Briefly but clearly describe the main findings that require follow-up.
2	Follow-up Plan (Work Program)	Explain the specific action plan that will be implemented to address the findings. This plan must be SMART (Specific, Measurable, Achievable, Relevant, Time-bound).
3	Completion Target	Determine when the work program is planned to be completed. The completion date or month must be clear to facilitate evaluation.
4	PIC (Person In Charge)	State the name of the work unit or individual responsible for implementing the follow-up. The PIC is responsible for progress and reporting.
5	Status	Enter the current status of the RTL implementation, with the following options: ▪ **Not Started** → Not yet started ▪ **In Progress** → In Progress / Underway ▪ **Completed** → Achieved / Already Completed ▪ **Not Completed (due to [reason])** → Not Achieved (due to [reason]) ▪ **Cancelled** → Cancelled (if necessary, e.g., because the work program is no longer relevant)

Important Notes

- Each template must be filled out objectively and based on actual conditions in the field.
- Work units are required to monitor the implementation of RTL periodically and update the implementation status until completion.

- The results of the monitoring and evaluation will be used as material in the Management Review Meeting (MRM) for decision-making on quality improvement.
- If there are obstacles in the implementation of RTL, please include them in the additional remarks column (if available) or report them separately.

Closing

This RTL Monitoring and Evaluation is an important part of Universitas Diponegoro's commitment to maintaining and improving a culture of quality in a sustainable manner. We expect all work units to actively participate in this process to achieve the established quality standards.

Faculty : PSYCHOLOGY
Year of Implementation AMI : 2024
Year of Implementation of RTL Monitoring and Evaluation : 2025

No.	Negative Findings	Follow-up Plan (Work Program)	Completion Target	PIC (Person In Charge)	Status (Not Started / In Progress / Completed / Not Completed / Cancelled)	Reason	Follow-up
Program: Bachelor of Psychology							
1	Average annual educational operational funding per student (Educational Operational Costs, Score: 0.87)	Requires verification by the finance department and relevant parties, such as the education administration and cooperation department	Coordinate with the University	WD 2 and Human Resources Supervisor - Finance	completed		1. Increase revenue from RGA (Undip psychological services) 2. Efficiency and fund management
2	Average PkM funds per lecturer (PkM DTPS Funds, Score: 1.28)	Establishing collaboration opportunities with other institutions to enhance PkM potential	Socialization of the community service funding program	PPM Coordinator	completed		The program, through the faculty, develops international collaborations for community service activities (e.g.,

							IOM) and provides workshops for lecturers to apply for university and national community service funding grants
3	Community service activities (PkM DTPS) relevant to the program's field of study over the past three years (Community Service Activities, Score: 2.47) The number of PkM is below the standard (foreign funding sources >2% of the number of lecturers; domestic funding sources >10% of the number of lecturers)	Establishing collaboration opportunities with other institutions to enhance PkM potential and conducting training to improve faculty competencies	Socialization of the community service funding program	Community Service Program Coordinator	completed		Programs through faculties develop international cooperation for community service activities (example: IOM)
4	Graduates with competency and professional certification (Graduate Competency Certification, Score: 2.00)	Optimization of the Undip Bachelor of Psychology pipeline -> Undip Bachelor of General Psychology profession through the delivery of information in teaching and mentoring	There is a special unit for competency testing. Next year, a Bachelor's Degree in Psychology will be opened, providing a new scheme for graduates to fulfill this requirement	WD2	completed		1. The establishment of the professional program is currently in the stage of submitting academic and non-academic documents to the

							University Senate 2. Conducting free training and competency testing for final-year students under the scheme of Psychology assistants and HR staff
5	Job field alignment (Score: 2.94)	The Faculty Team (Lecturers and Staff) conducted a workshop on improving IKU 1, related to alumni data collection	The Faculty Team (Lecturers and Staff) proactively contacted alumni for data collection	WD 1	Completed		1. Diversification of internship programs for link & match (including a 1-month independent internship, a structured internship in the 6th semester, and a ministry internship) 2. Providing soft skills training for students, integrated into coursework or outside of coursework
	Student Scientific Publications (Score: 2.95)	The faculty conducts scientific writing training for lecturers	In addition to training and	WD 1	Completed		1. Faculty policy to involve at least

6		and students and provides rewards for publications according to their level to encourage scientific publication	rewards, faculty members are encouraged to always involve students in scientific publications				2 students in submitting research funding proposals for faculty members 2. Conversion of reputable international publications by students into theses 3. Organizing writing hours and manuscript clinics for faculty members
Study Program: Master's							
1	Assessment of partner satisfaction (Score: 3.00)	Development of satisfaction assessment instruments for partners	Consultation with faculty members specializing in psychometrics	Head of Program	completed		The program together with quality assurance has developed a satisfaction survey for partners in tri dharma activities
2	Number of LK & GB faculty members (Academic Position DTPS, Score: 2.20)	1. Development of faculty career maps; 2. Coaching for promotion to LK and GB; 3. Assigning faculty to attend scientific writing training	Monitoring and mentoring	WD II	Completed		Increase in the number of LK by 2025
3	Tracer study, Graduate traceability, Graduate user satisfaction (Score: 0)	Developing a separate survey	Alumni gathering or ben connect	WD I	completed		1. Expand the tracer study by strengthening the involvement of

							academic advisors (outside the tracer team) to contact alumni 2. Strengthen the role of alumni associations in organizing gatherings and promoting the importance of completing tracer studies

Note: *) choose one

Semarang, November 19, 2025
Dean of the Faculty of Psychology

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							alumni untuk mengadakan gathering dan sosialisasi pentingnya mengisi tracer study

Keterangan: *) pilih salah satu

Semarang, 19 November 2025
Dekan Fakultas Psikologi

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Monitoring dan Evaluasi atas Tindak Lanjut AMI Tahun 2025

Monitoring and Evaluation of AMI Follow-up in 2025

Document Number:

No	University / Faculty	Document No.
1	RTL Faculty of Law Monitoring and Evaluation	Monev_RTL-AMI.2024/UN7.FH/PJ/III/2025
2	RTL Monitoring and Evaluation, Faculty of Economics and Business	Monev_RTL-AMI.2024/UN7.FEB/PJ/III/2025
3	RTL Monitoring and Evaluation, Faculty of Engineering	Monev_RTL-AMI.2024/UN7.FT/PJ/III/2025
4	RTL Monitoring and Evaluation, Faculty of Medicine	RTL Monitoring and Evaluation-AMI.2024/UN7.FK/PJ/III/2025
5	RTL Monitoring and Evaluation, Faculty of Animal Science and Agriculture	RTL Monitoring and Evaluation-AMI.2024/UN7.FPP/PJ/III/2025
6	RTL Monitoring and Evaluation, Faculty of Cultural Sciences	Monev_RTL-AMI.2024/UN7.FIB/PJ/III/2025
7	RTL Monitoring and Evaluation, Faculty of Social and Political Sciences	Monev_RTL-AMI.2024/UN7.FISIP/PJ/III/2025
8	RTL Monitoring and Evaluation, Faculty of Science and Mathematics	RTL Monitoring and Evaluation-AMI.2024/UN7.FSM/PJ/III/2025
9	RTL Monitoring and Evaluation, Faculty of Public Health	RTL Monitoring and Evaluation-AMI.2024/UN7.FKM/PJ/III/2025
10	RTL Monitoring and Evaluation, Faculty of Fisheries and Marine Sciences	RTL Monitoring and Evaluation-AMI.2024/UN7.FPIK/PJ/III/2025
11	RTL Monitoring and Evaluation, Faculty of Psychology	Monev_RTL-AMI.2024/UN7.FPSI/PJ/III/2025
12	RTL Monitoring and Evaluation of the Graduate School	RTL Monitoring and Evaluation-AMI.2024/UN7.SPS/PJ/III/2025
13	RTL Monitoring and Evaluation for Vocational Schools	RTL Monitoring and Evaluation-AMI.2024/UN7.SV/PJ/III/2025