



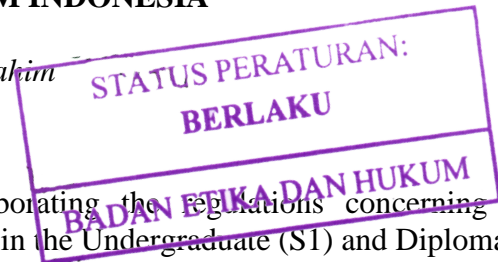
## RECTORAL REGULATION OF THE UNIVERSITAS ISLAM INDONESIA NUMBER 05/PR/REK/BPA/111/2014

### ON GUIDELINES FOR ASSESSING LEARNING OUTCOME OF STUDENTS OF UNDERGRADUATE AND DIPLOMA III PROGRAM IN THE ENVIRONMENT OF THE UNIVERSITAS ISLAM INDONESIA

*Bismillahirrahmanirrahim*

Rector of the Universitas Islam Indonesia, after:

- CONSIDERING** : a. that in the context of elaborating the regulations concerning the Implementation of Education in the Undergraduate (S1) and Diploma III (D3) programs at the Universitas Islam Indonesia, it is necessary to prepare Guidelines for the Assessment of Student Learning Outcomes at the Universitas Islam Indonesia;
- b. that based on the considerations as referred to in letter a, it is necessary to stipulate the Rector's Regulation concerning Guidelines for the Assessment of Results Student Learning at the Islamic University of Indonesia;
- OBSERVING** : 1. In view of Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education;
2. Government Regulation of the Republic of Indonesia Number 60 in 1999 on Higher Education;
3. Government Regulation of the Republic of Indonesia Number 19 in 2005 on National Education Standards and Number 32 in 2013 on Amendments to Government Regulation Bumber 19 in 2005 on National Education Standards;
4. Regulation of the Minister of National Education Number 20 of 2007 concerning Educational Assessment Standards;
5. Decree of the Minister of National Education Number 232/U/2000 concerning Guidelines for Preparation of Higher Education Curriculum and Assessment of Student Learning Outcomes;
6. UII Statute of 2009;
7. Regulation of the Universitas Islam Indonesia Number 04/PU/REK/BPA/III/2014 concerning the Implementation of Academic Activities for the Undergraduate Program (S 1) of the Universitas Islam Indonesia;
8. Regulation of the Universitas Islam Indonesia Number 05/PU/REK/BPA/III/2014 concerning the Implementation of Academic



Activities of the Diploma III (D3) Program of the Universitas Islam Indonesia;  
**NOTICE** : Results of the coordination meeting for the Academic Sector of the Universitas Islam Indonesia on May 22, 2013

**HAS DECIDED**

**TO ENACT** : **GUIDELINES FOR ASSESSING LEARNING OUTCOMES FOR STRATEGY ONE AND DIPLOMA III PROGRAM IN THE ENVIRONMENT OF UNIVERSITAS ISLAM INDONESIA**

**CHAPTER I  
GENERAL PROVISIONS**

**Article 1  
Definition**

Definitions :

1. University is The Universitas Islam Indonesia that implements Catur Dharma covers the fields of education, research, community service, and Islamic da'wah.
2. Faculties are faculties within the Universitas Islam Indonesia whose function is to coordinate academic, professional and/or vocational education in 1 (one) or a set of branches of religious science, science, technology, culture, literature, and/or certain arts which include one or several programs/ educational level
3. Program Studi (Prodi) is a study program within the Universitas Islam Indonesia as the executor of chess dharma that carries out academic education programs in undergraduate programs and diploma programs
4. Rector is the Chancellor of the Universitas Islam Indonesia
5. Dean is the Dean of the Faculty within the Universitas Islam Indonesia
6. Lecturer is a lecturer at the Universitas Islam Indonesia who functions as a professional educator and scientist with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community service
7. Academic Civitas is a unit consisting of lecturers and students within the Universitas Islam Indonesia
8. Directorate of Islamic Religious Development and Development (DPPAI) is a complementary supporting element tasked with carrying out the development and development of Islam in UII in a planned and comprehensive manner under the coordination of University Leaders
9. Directorate of Research and Community Service (DPPM) is an implementing element academic that has the task of carrying out, coordinating, monitoring and assessing the implementation of research and community service, as well as participating in building the required human resource competencies

10. Students are students who are registered at the Universitas Islam Indonesia through the Rector's Decree
11. Educational assessment guidelines are guidelines related to the mechanisms, procedures, and instruments for assessing student learning outcomes.
12. Assessment of learning outcomes is the process of collecting and processing information to determine the achievement of student learning outcomes
13. Field Experience Practice (PPL) is a student activity to apply educational and teaching theory which consists of debriefing on campus, observation, and teaching practice in designated schools under the guidance of the Civil Service Teacher and Supervisory Lecturer
14. Field Work Practice (PKL) is an activity that must be carried out by students according to the demands of the curriculum, as the application of the theory they have acquired so that they get field experience in accordance with their field
15. Field Work Lectures (KKL) are academic activities carried out in the field
16. Real Work Lecture (KKN) is a curricular program.
17. Orientation to Basic Islamic Values (ONDI) is a co-curricular program.
18. Structured assignments are activities whose results can be in the form of papers, book reports, or other forms that must be completed by students independently and/or in groups.
19. Portfolio is a collection of documents and works of students in certain works which are organized to find out the interests, learning developments and achievements of students
20. Final project is a scientific work compiled on the basis of the application of science, technology and/or art at a particular study program and level, which can be in the form of a thesis or other equivalent form.
21. Thesis is a form of academic scientific work that is prepared on the basis of literature review, field research, and/or laboratory tests in the study program at the Strata One (SI) level.
22. Quiz is a series of questions or questions designed by the lecturer as a measuring tool, or accessor, or assessor of academic ability in the cognitive, affective, and psychomotor domains, and can be done in writing or orally with the scope of certain teaching materials, and the implementation is of no duration. more than 30 minutes, and may or may not be announced in advance to students.
23. Response is a question-and-answer activity between lecturers and students about a series of questions or questions designed by the lecturer as a measuring tool, or accessor, or assessor of academic ability in the cognitive, affective, and psychomotor domains, and can be done orally with material coverage. certain lessons, as well as their implementation with a duration of not less than 60 minutes, and may or may not be announced in advance to students.
24. Performance Test is a type of test that can be in the form of a written skill test, test identification, simulation test, work pick test, and so on, where students

demonstrate their performance as a manifestation of the competencies they have mastered.

25. Observation is an assessment process carried out through observation director using tools
26. The test is a series of questions or questions that are standard or designed by the lecturer as a measuring tool, or accessor, or assessor of academic ability in the cognitive, affective, and psychomotor domains, and can be done orally with the scope of certain teaching materials, and the implementation is of duration. not less than 60 minutes, and may or may not be announced in advance to students.
27. Examination is an activity to measure student competency achievement carried out by educators and or study programs to obtain recognition for learning achievement and can be done in writing, and/or verbally and/or performance.
28. Mid-Semester Examination (UTS) is an examination conducted with the scope of material course presented in the middle of the semester.
29. Final Semester Exam (UAS) is an exam that is conducted at the end of the semester with teaching materials that have been delivered for one semester.
30. Course Outline (CO) is an outline of a learning plan that includes planning, implementation methods, and evaluation of continuous learning programs in a course.
31. Satuan Acara Perkuliahan (SAP) is a description that contains details of the subject matter. learning methods and techniques, evaluation methods and references in each meeting in a course.
32. Sahih, meaning that the assessment is based on data that reflects the ability to be measured.
33. Objective, means that the assessment is based on procedures and criteria that are clearly not influenced by the subjectivity of the rater.
34. Fair, means that the assessment is not beneficial or detrimental to students because of special needs and differences in religious, ethnic, cultural, backgrounds customs, socio-economic status, and gender.
35. Integrated, means that the assessment by educators is: an. An component inseparable of learning activities.
36. Open, means that the assessment procedure, assessment criteria, and basis for decision making can be known by interested parties.
37. Comprehensive and continuous, means that the assessment by educators covers all aspects of competence by using various appropriate assessment techniques, to monitor the development of students' abilities.
38. Systematic, means that the assessment is carried out in a planned and gradual manner by following standard steps.
39. Based on criteria, means that the assessment is based on the size of the achievement of the specified competence.

40. Accountable, means that the assessment can be accounted for, both in terms of techniques, procedures, and results.

## Article 2 **Scope**

This regulation applies to the academic community within the Universitas Islam Indonesia in relation to the assessment of student learning outcomes of the Undergraduate Program and Diploma III Program.

## Article 3 **Purpose**

This regulation is to ensure the quality of education within the University in the context of educating the nation's life and shaping the character and civilization of a dignified nation.

## Article 4 **Valuation Principle**

1. Assessment of learning outcomes is based on the principles of educating, valid, objective, fair, integrated, open, comprehensive and continuous, systematic, based on criteria, and accountable
2. Assessment can only be carried out on courses and/or practicums that meet the number of face-to-face meetings according to the credit load
3. Assessment of learning outcomes can only be done for students who take part in lectures and scheduled activities of at least 75% and 100% of the activities carried out in practicum
4. Students who have carried out all the tasks assigned by the lecturer, and take periodic, mid-semester, and end-of-semester exams are entitled to get grades in letter form.
5. Students who have attended debriefing, practice and/or field work, as well as exams, are entitled to get PPL, PKL, and/or KKN scores in letter form.
6. Students have the right to have the opportunity to improve their grades by repeating courses and/or through remediation exams Partner Universities abroad have been accredited by educational institutions in their country and have passed evaluation by the Directorate General of Higher Education, Ministry of Education National Republic of Indonesia.
7. The implementation of the remediation exam is regulated in a separate regulation.

8. The final value of learning outcomes for each course and/or practicum is the best value of all the scores obtained in that course.

## **CHAPTER II MECAHANISM AND PROCEDURE**

### **Article 5 Assessment Mechanism**

1. The assessment of student learning outcomes is carried out by individual lecturers or a team of examiners, and/or the Head of the Study Program, and/or the Director of DPPAI, and/or the Director of the DPPM
2. The assessment as referred to in paragraph 1 is carried out based on the design of the assessment strategy contained in the Course Outline and Lecture Program Unit (COSAP) and guidebooks (such as PKL, PPL, Final Project/Thesis, KKN, ONDI)
3. The results of student learning assessments are the basis for course graduation, theory closing graduation, program graduation evaluation
4. Graduation of the program is assessed based on the graduation of the theory closing graduation and the final graduation of the study
5. The final graduation of the study is based on the graduation of the theoretical closes, the graduation of the graduation examination, and the passing of the co-curricular programs which include ONDI, LKID, BTAQ, Islamic boarding schools
6. Graduation of the minimum theory closing graduation is based on the achievement of the number of credits and the passing grade of the course graduation
7. Determination of the number of credits and passing grades for course graduation is regulated by separate regulations
8. The enlightenment exam can be in the form of a thesis exam, a final assignment exam and or a comprehensive exam
9. The graduation exam is regulated separately by each program.
10. Program graduation is stated in the form of a certificate signed by the Chancellor.

### **Article 6 Assessment and Graduation Procedures**

- (1). Lecturer and/or Program Studi, DPPAI, DPPM and or other units authorized by the University carry out an assessment process in accordance with the assessment method designed in COSAP and the Guidelines.

- (2). The results of the assessment as referred to in article 5. paragraph 1 shall be submitted to the division in charge of the value at the latest within the stipulated time
- (3). The results of the assessment as referred to in article 5. paragraph 1 are used as the basis for graduation and as the basis for evaluating the learning process and curriculum implementation that must be carried out by the study program
- (4). If within the stipulated time, the results of the assessment as referred to in article 5. paragraph 1 have not been submitted, the study program has the right to give an assessment with a value of B
- (5). If the results of the assessment given by the lecturer later turn out to be higher than the assessment given by the study program as referred to in Article 5 paragraph 3, the study program must change to a higher value
- (6). The graduation procedure for closing the theory graduation is carried out based on the regulations of each faculty
- (7). The determination of program graduation is carried out by the Dean through a graduation meeting at the end of the study as outlined in the minutes and the Dean's Decree.

### **CHAPTER III ASSESSMENT METHOD**

#### Article 7

#### **Assessment Component**

- (1). The assessment components are in the form of process assessment and final result assessment.
- (2). Process assessment components can be in the form of activities, products in the form of reports/portfolios and capacity building.
- (3). The assessment component for subjects with attached practicum contains components of the value of practicum activities.
- (4). The components of the final result assessment can be in the form of a process component and a component of the achievement final of competence.
- (5). Determination of the final score is carried out by considering the weight of each component according to the competence of the subject.I.

#### Article 8

#### **Assessment Techniques**

- (1). The choice of assessment technique is adjusted to the components of the assessment and to the characteristics of the competence.
- (2). Assessment techniques are grouped into two groups, namely test and non-test.

- (3). Test assessment techniques in the form of quizzes, written tests and oral tests.
- (4). Non-test assessment techniques in the form of activity, attendance, observation of practice or performance, individual or group assignments.
- (5). Observation techniques or observations are carried out during learning and/or outside learning activities.
- (6). Assignment techniques both individually and in groups can take the form of homework and/or projects.
- (7). The evaluation of activities and learning progress of subjects is carried out periodically in the form of exams, and the implementation of structured tasks and or observations.
- (8). The implementation of structured tasks given by lecturers to students is determined by the lecturers at least 20%.
- (9). Observations are observations made by lecturers on lecture attendance and student activity in the teaching and learning process.

#### Article 9

#### **Assessment Instruments**

- (1). The learning outcome assessment instrument used meets the requirements of substance, construction and language.
- (2). Substance requirements are requirements that represent the competencies being assessed.
- (3). Construction requirements are the fulfillment of technical requirements in accordance with the form of the instrument used.
- (4). Language requirements are requirements for using language that is good and correct and communicative.

#### Article 10

#### **Examination Administration**

- (1). Mid-semester Exams (UTS), Final Semester Exams (UAS), Final Assignments/Thesis exams are held by the Examination Committee.
- (2). The Final Project/Thesis Committee is determined by the Dean.
- (3). The UTS and UAS committees are proposed by the Dean and determined by the Chancellor.



**CHAPTER IV**  
**SYSTEM, CRITERIA AND WEIGHT OF ASSESSMENT**

Article 11  
**Assessment System**

- (1). Assessment of student learning outcomes can be done using Assessment Benchmark Reference(PAP), Normal Reference Assessment (PAN) or a combination of PAP and PAN.
- (2). Determination of the scoring system as regulated in paragraph 1, is based on the suitability of the type of competence to be achieved as stated in COSAP.
- (3). The value of learning outcomes for students who have met all the requirements or elements of the assessment are stated with the letters A, A, NB, B+, B, B-, BIC, C+, C, C-, CID, D+, D, or E.
- (4). Students who do not meet the attendance requirements are declared failed and given the predicate F.
- (5). Students who have not completed the learning program according to the schedule caused by external parties (eg practical work places) at the end of semester are given T status and are not used in calculating the achievement index.
- (6). Graduation of each course is determined by the program by considering the competence of the subject and the competence of the study program
- (7). The value of E states that the student failed because he did not meet the minimum competence.
- (8). Determination of the value of learning outcomes in paragraph 3 is based on indicators of competency achievement in each subject determined by the study program.

Article 11  
**Assessment Criteria and weights**

- (1). Assessment of learning outcomes is expressed in the form of letters, each of which has a weight value as follows:

A	=	4,00	C+	=	2,25
A-	=	3,75	C	=	2,00
A/B	=	3,50	C-	=	1,75
B+	=	3,25	C/D	=	1,50
B	=	3,00	D+	=	1,25
B-	=	2,75	D	=	1,00
B/C	=	2,50	E dan F	=	0

(2). The criteria and benchmarks for assessing student learning outcomes using the PAP are stated in the following letters:

A	if the student's average score reaches 80,00 to 100
A-	if the student's average score reaches 77,50 to 79,99
A/B	if the student's average score reaches 75,00 to 77,49
B+	if the student's average score reaches 72,50 to 74,49
B	if the student's average score reaches 70,00 to 72,49
B-	if the student's average score reaches 67,50 to 69,99
B/C	if the student's average score reaches 65,00 to 67,49
C+	if the student's average score reaches 62,50 to 64,99
C	if the student's average score reaches 60,00 to 62,49
C-	if the student's average score reaches 55,00 to 59,99
C/D	if the student's average score reaches 50,00 to 54,99
D+	if the student's average score reaches 45,00 to 49,99
D	if the student's average score reaches 40,00 to 44,99
E	if the average score of students is less than 40.00

(3). Criteria and benchmarks for assessing student learning outcomes using PAN are based on the normal curve with the following conditions:

A	=	$M + 1,5.SD < X$	C+	=	$M - 0,25.SD < X; S; M$
A-	=	$M + 1,25.SD < X; S; M + 1,5.SD$	C	=	$M - 0,5.SD < X; S; M - 0,25.SD$
A/B	=	$M + 1.SD < X; S; M + 1,25.SD$	C-	=	$M - 0,75.SD < X; S; M - 0,5.SD$
B+	=	$M + 0,75.SD < X; S; M + 1.SD$	C/D	=	$M - 1.SD < X; S; M - 0,75.SD$
B	=	$M + 0,5.SD < X; S; M + 0,75.SD$	D+	=	$M - 1,25.SD < X; S; M - 1.SD$
B-	=	$M + 0,25.SD < X; S; M + 0,5.SD$	D	=	$M - 1,5.SD < X; S; M - 1,25.SD$
B/C	=	$M < X; S; M + 0,25.SD$	E	=	$X; S; M - 1,5.SD$

M is the average value of each class; X is the student's grade; SD is the standard deviation/standard deviation of each class.

### Article 13

#### **Determination of the Final Value of the Course**

- (1). Each form of measurement of student learning outcomes as regulated in Article 6 is called Process Value (NP), Mid-Semester Examination Score (NUTS), and Final Semester Examination Score (NUAS). NP is a combination of all assessment components other than NUTS and NUAS.
- (2). Each form of measurement of student learning outcomes as regulated in paragraph (1) of this article is given weights a, b, and c, the amount of which depends on the characteristics of :

$$NA = \frac{(NP.a) + (NUTS.b) + (NUAS.c)}{(a + b + c)}$$

- (3). The determination of the weight as referred to in paragraph 2 is submitted to teaching lecturer and/or study program.
- (4). A subject taught by more than one lecturer, the assessment design must be the same
- (5). The NA of each subject is stated in the form of a score recap which is authorized by the supporting lecturer

#### Article 14

#### **Practical Assessment Field Experience (PPL)**

- (1). PPL assessment is carried out by measuring through debriefing exams and performance of pedagogic, personality, professional, and social competencies
- (2). Components, subcomponents, and weighting of PPL assessments are determined by the Program Study

#### Article 15

#### **Assessment Field Work Practice (PKL)**

- (1). PKL assessment is carried out by measuring through practical performance, writing reports, and final exams or seminars on the results of street vendors.
- (2). Components, sub-components, and the weighting of street vendors are determined by the Study Program.

#### Article 16

#### **Practicum Course Assessment**

- (1). Assessment of Practicum Courses is carried out by measuring through response exams, and practicum reports, and or observations and/or performance tests.
- (2). The components, subcomponents, and weighting of the Practicum Course assessment are determined by the Study Program.

Article 17  
**Assessment of Real Work Lectures (KKN)**

- (1). The KKN assessment is carried out by measuring through a debriefing test and performance of professional, personal, and social competencies.
- (2). Components, subcomponents, and weighting of KKN scores are determined by the DPPM.

Article 18  
**Final Project, Final Project**

- (1). Assessment/Thesis Assessment is carried out based on three aspects and two stages. Three aspects include substance, report writing and presentation. Two stages include process evaluation, product evaluation and awareness.
- (2). The details of the parameters and weights as referred to in paragraph I are regulated by each study program as outlined in the final project guide.
- (3). Final Project/Thesis grades are a combination of grade components as referred to in paragraph 1 whose weighting is determined by the study program.
- (4). Final Project/Thesis Assessment is carried out by the Examiner Team who is appointed based on the Dean's Decree.
- (5). The examiner team consists of supervisors, examiners and/or guest examiners.

Article 19  
**Score Entry**

- (1). The value of student learning outcomes is entered into a database managed by the Unit Computer Technical Implementing no later than five days after receiving the grades from the lecturer or the unit providing the assessment.
- (2). Value entry must be validated by the Division Head and at least once a year re-validation is carried out by the value audit team appointed by the Dean.
- (3). The procedure and authority for changing the value is carried out in accordance with the Quality Procedure on Changes in Value.

Article 20  
**Achievement Index**

- (1). Student success is assessed by the Achievement Index (IP).
- (2). The achievement of student learning outcomes at the end of a semester is expressed by the Semester Achievement Index.

- (3). The achievement of student learning outcomes from the first semester to the last semester or a certain semester is stated by the Grade Point Average (GPA).
- (4). Semester IP and Cumulative IP are calculated by the formula:

$$IP = \frac{\sum_{i=1}^k S_i \cdot N_i}{\sum_{i=1}^k S_i}$$

i is the i-th course; S, is the weight of the i-th course credits; N, is the value of the i-th course; k : the number of courses that have been taken.

## CHAPTER V CLOSING PROVISIONS

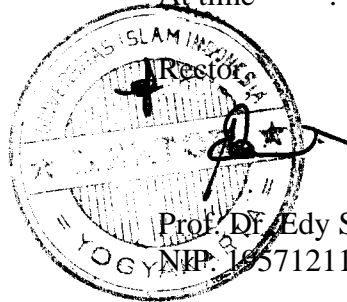
### Article 21

All provisions that existed at the time this Rector's Regulation was enacted still apply as long as they do not conflict and have not been replaced based on this Rector's Regulation

### Article 22

This Rector's Regulation shall come into force as from the date of its stipulation.

Issued in : Yogyakarta  
 At time : March 28th, 2014 M  
 26 Jumadil Ula 1435 H



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