EDUCATIONAL DEVELOPMENT AND QUALITY ASSURANCE INSTITUTION

UNIVERSITAS RIAU

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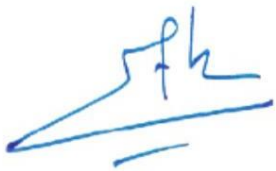
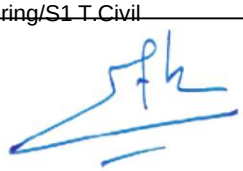
FORM
No: 3

INTERNAL QUALITY AUDIT REPORT
STUDY PROGRAM

Faculty	: Economics and Business	**Auditee's Signature**  Rahmita Budiartiningsih, SE., M.Hum
Audition	: S1 Development Economics Study Program	
Team Leader	:	
Auditors	Dr. Yelmida A., MSi	**Signature of the Chair of the Auditor Team**
Member Auditors	: 1. Dr. NS. Misrawati., M.Kep., Sp. Matt 2. 3. Benny Hamdi Rhoma, ST., MT	
Year Academic	: **2021-2022**	

INTERNAL QUALITY AUDIT REPORT

I. Introduction

Faculty Name	Economics and Business		
Name of Department/Study Program	S1 Development Economics Study Program		
Address	Binawidya Campus Km 12.5 UNRI Panam		
Name of Head of Study Program	Rahmita Budiartiningsih, SE., M. Hum Tel. : +62 812-7531-780		
Audit Date	11-25-2022		
Chief Auditor	Dr. Yelmida A., MSi	Faculty/Prodi: Engineering/D3T.Chemistry	
Auditor Member	Dr. NS. Misrawati., M.Kep., Sp. Matt Benny Hamdi Rhoma, ST., MT	Faculty/Prodi: Nursing/S1 Nursing Faculty/Prodi: Engineering/S1 T.Civil	
Signature Chief Auditor		Sign Hand Koprodi:	

II. AUDITING OBJECTIVES:

Put a ÿ mark according to what you have done.

a. Ensure whether the findings/corrective action plans are in the year's Audit Cycle previously followed up.	
b. Ensure compliance with the direction and implementation of quality assurance for the Study Program regarding Faculty Academic Documents and Faculty Quality Documents	ÿ
c. Map the readiness of the Study Program in implementing the Accreditation program d.	ÿ
Ensuring the smooth implementation of Study Program management e. Map	ÿ
opportunities to improve the quality of Study Programs *f. Other*	ÿ
purposes, please specify:	

III. SCOPE OF AUDIT:

A. Quality Policy

B. National Education Standards items consisting of:

C. Standard 5: Curriculum

a. The curriculum adopts OBE with *Project-Base* and *Case-Base Study.*

b. The curriculum reflects educational goals, learning outcomes, balance between knowledge, skills, and competencies that graduates wish to achieve and fulfill the requirements national accreditation.

c. Information and curriculum descriptions for each Study Program are available on the Website Study Program and always updated.

d. The curriculum is updated regularly. Each Study Program has a mechanism for curriculum development and renewal.

e. *Course material/* subject portfolio is available in the respective Study Program subject.

Standard 6: Academic Activities 6.1. Lectures

a. Academic activities are carried out for 16 (including the number of lecture meetings and exams) weeks/ semesters and are in accordance with the academic calendar published to the entire *Academic Community.*

b. Information on the academic calendar, curriculum, syllabus and SAP for each course is available on the Study Program Website and is always updated.

c. Standards, guidelines and procedures for preparation, implementation and evaluation of lectures are socialized to lecturers, education staff and students and are available on the Study Program Website and are always updated.

d. Accuracy and appropriateness of the use of lecture time (based on the academic calendar and published schedule) > 90%.

e. Students must attend lectures and have a minimum attendance percentage of students in lectures is 75%.

f. Monitoring of lecture implementation is carried out regularly through Lecture Minutes (BAP).

g. Lectures are held well and according to plan so that course objectives and *course outcomes* are achieved. The percentage of students who said they were satisfied with the lectures they had undergone was 75%.

h. For continuous improvement in lectures *(continuous improvement),* there is a mechanism for providing regular student feedback. The feedback results are used by the lecturer to evaluate the lectures described in the course *portfolio .*

i. For Masters/S3 programs, the number of class participants is adjusted to capacity and student intake in the Study Program and the efficiency and effectiveness of program implementation.

j. Parallel lectures are carried out coherently

6.2. Assessment

a. There is a *Learning Outcome* (LO) mapping for courses that is clearly published, with indicators of the availability of a roadmap between courses and graduate competencies.

b. Assessment for all courses is carried out fairly, using multiple components and in accordance with the expected *learning outcomes .*

c. The assessment criteria and assessments are clearly published.

d. Information about procedures, graduation criteria and assessment regulations is available on the Study Program Website and is implemented consistently.

e. The results of the assessment are communicated to students for *feedback* on study progress.

f. Exam scores are announced according to schedule.

Standard 9: Quality Assurance

a. Each Study Program has a Quality Assurance Group (GPM) which will refer to the Faculty Quality Assurance Unit (SPMF). SMPF refers to the University level SPMI which is managed by the LPPMP Quality Assurance Center (PJM). SPMI is used as a basis for assessment for study programs and faculties.

b. SPMI within the Study Program environment is implemented by GPM.

c. SPMI is disseminated to the entire Study Program community on a regular basis.

d. SPMI training on Study Program Management is carried out at least once every year.

e. Evaluation of the Study Program is carried out at least once every year.

IV. AUDIT SCHEDULE:

No.	Hours	Audit Activities
	14.00-14.10	Opening & Meeting with Coordinator of Study Programs
1	14.10-15.15	Implementation of audits
2 3	15.15 -15.30	Presentation of Findings & Closing

V. AUDIT FINDINGS:

1. Non-conformity:

Quality Items (Audit Scope)	KTS/OB Initial Auditor		Statement
Standard 5 Curriculum	-	-	-
Standard 6 Activity Academic	KTS	YMD	The accuracy and appropriateness of the use of lecture time is not visible. In lecture absences there is no visible time for entering and leaving lectures
	KTS	YMD	The study program has not yet made regular lecture implementation reports in the form of Lecture Minutes (BAP).
Standard 9 Quality assurance	-	-	-

Improvement suggestions:

No	Field	Excess	Improvement Opportunities
1	Standard 6 Activity Academic	The study program has a website as a medium for conveying information and mapping *learning outcomes* for courses. Student attendance in lectures > 75%	1. Lecturers need to make Lecture Minutes (BAP) for each course 2. Lecturers need to include lecture entry and exit times

VI. AUDIT CONCLUSION

The audit team concluded:

1. The available study program documents are complete enough to support the implementation of the Guarantee System Internal Quality ☑ Yes ☐ No ☐ Others, please specify:

2. The documentation system is good enough and structured to support system implementation Internal Quality Assurance. ☑ Yes ☐ No ☐ Others, please specify:

3. The Study Program has implemented an Internal Quality Assurance System consistently and continuously. ☑ Yes ☐ No ☐ Others, please specify:

4. The findings in this audit period are: : ( ) (Major), (☑ (Minor), ( ) (☐ Observation)

5. The Study Program shows its commitment to the implementation of the Internal Quality Assurance System for achieving *stakeholder satisfaction.* ☑ Yes ☐ No ☐ Others, please specify:

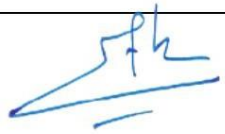
6. The study program is determined to complete quality documents in accordance with Universitas Riau AMI form to support the implementation of the Internal Quality Assurance System. ☑ Yes ☐ No ☐ Others, specify: percent of year

VII. AUDIT ATTACHMENT:

LIST OF ATTENDEES

INTERNAL QUALITY AUDIT (AMI)
CYCLE: II Year: 2022

Faculty : Economics and Business
Study program : S1 Development Economics
Date and time : Friday / 11-25-2022
Auditors :
1.Dr. Yelmida A., MSi (Chair)
2. Dr. NS. Misrawati., M.Kep., Sp. Matt. (Member)
3. Benny Hamdi Rhoma, ST., MT. (Member)

No.	Name	Position	Signature
1.	Dr. Yusni Maulida SE, Msi	head of program	
2.	Nobel Aqualdo, SE, M.Ec	Department Secretary	
3.	Rahmita Budiartiningsih SE, M.Hum	Study Program Coordinator	
4	Mardiana, SE, M.Sc	SPMF	
5	Ando Fahda Aulia, SE, ME, MBA (IB), PhD GPM		
6	Cut Endang Kurniasih, SE, M.Si	Curriculum Team	
7.	Dr. Yelmida A., MSi	Chief Auditor	
8.	Dr. NS. Misrawati., M.Kep., Sp. Matt	Auditor Member	
9.	Benny Hamdi Rhoma, ST., MT	Auditor Member	

Pekanbaru, 11-25-2022
Chair of the Audit Team

(Dr. Yelmida A., MSi)

	FORM	No. Document	FO-UNRI-PJM-QP-7502-01
		Valid from 12 December 2021	
	A LIST OF QUESTIONS	Revision 01	
		Page	1 of 4

Date and time : Friday/25-11-2022 Auditee :14.00 Auditor : FEB/ S1 Development Economics Study Program
O'clock : S1 Development Economics a. Head of Quality
Faculty/Prodi Policy b. SNP Member: Curriculum :Dr. Yelmida A., M.Si
Audit Scope :Dr. NS. Misrawati., M.Kep., Sp. Matt
c. Member : Benny Hamdi Rhoma, ST., MT

Academic Activities
Quality assurance

No	Reference (Quality Items)	Question	Observation Results (Audit Notes)	S	TS		Notes
1.	Curriculum	Does the RPS written by the lecturer follow the University's standard format?	The RPS written by the lecturer follows the format	ÿ			
2.	Curriculum	Has the study program evaluated and updated the curriculum regularly every 4 or 5 years?	Curriculum evaluation already carried out periodically	ÿ			
3.	Curriculum	Does the study program curriculum updating activity involve internal and external stakeholders?	The study program always involves internal and external stakeholders (associations)	ÿ			
4.	Curriculum	Is the curriculum reviewed by experts in the study program and associations?	The curriculum is reviewed by experts in the study program and associations	ÿ			
5.	Curriculum	Does the study program have a curriculum map?	There is	ÿ			
6.	Curriculum	Does the curriculum structure in the map contain connections between courses and graduate learning outcomes?	It already contains connections between courses and graduate learning outcomes	ÿ			
7.	Curriculum	Does the study program use tracer study results in curriculum development?	Always,	ÿ			
8.	Curriculum	Does the study program have a curriculum SOP?	Yes, according to SOP UNRI	ÿ			
9.	Activity Academic	Does the study program have its own website?	The study program already has its own website	ÿ			

10.	Activity Academic	Is all information about lecture activities delivered on the study program website?	Everything is delivered on the website	ÿ		
11.	Activity Academic	Are lectures held 16 times/semester?	All done 16 times	ÿ		
12.	Activity Academic	Is information on the academic calendar, curriculum, RPS and RP for each course available at Study program website	All information is on the website	ÿ		
13.	Activity Academic	Is the accuracy and appropriateness of the use of lecture time >90%	Lectures match >90%	ÿ		
14.	Activity Academic	Does the percentage of student attendance in lectures reach the minimum limit of 75%?	Minimum student attendance is 75%	ÿ		
15.	Activity Academic	Is the accuracy and appropriateness of the use of lecture time according to standards?	Time usage is according to standards	ÿ		
16.	Activity Academic	Is there a study program that monitors the implementation of lectures? regularly via Event News Lectures (BAP)	Lecture monitoring is always carried out by the study program through lecture attendance	ÿ		
17.	Activity Academic	Are lectures organized well so that the objectives of each course are achieved?	Lectures has been well organized	ÿ		
18.	Activity Academic	Does each lecturer carry out lecture evaluations? outlined in *the portfolio* subject	Not all lecturers make portfolios	ÿ		
19.	Activity Academic	Are there parallel classes, are lectures carried out coherently?	Parallel class lectures implemented in a coherent manner	ÿ		
20.	Activity Academic	Is mapping available? *Learning Outcome* (LO) towards subject	It has been reflected in the RPS	ÿ		

21.	Activity Academic	Is the assessment of all courses carried out fairly and in accordance with *learning ?* expected *outcome* Is the	Assessment done fairly	ÿ		
22.	Activity Academic	assessment criteria the assessment is published with clear.	It's been published clearly.	ÿ		
23.	Activity Academic	Are the graduation procedures and criteria and assessment regulations available on the Website?	All available on the website	ÿ		
24.	Activity Academic	What are the results of the assessment? informed to students for *feedback* on study progress	There are some the lecturer conveys the results of the assessment	ÿ		
25.	Activity Academic	Have test scores announced on schedule	According to the schedule on the portal	ÿ		
26.	Guarantee Quality	Does the study program (PS) have a Quality Control Group (GPM)?	The study program has a team GPM that has been proven by SK Dean	ÿ		
27.	Guarantee Quality	Is the Internal Quality Assurance System (SPMI) in PS implemented by GPM?	GPM has carried out SPMI by following the SPMI schedule University, not yet special implementation program from the study program	ÿ		
28.	Guarantee Quality	Is SPMI socialized to all PS communities on a regular basis?	SPMI has been socialized to the entire PS community at department/ Study Program meetings	ÿ		

29.	Guarantee Quality	Is SPMI training for PS Management carried out at least once a year?	SPMI training for PS management following SPMI's invitation University, there is no special training from Faculty/Department/ Study Program	ÿ		
30.	Guarantee Quality	Is PS evaluation carried out at least once a year?	PS evaluation follows the monev/ audit activity schedule from SPMI University	ÿ		
31.	Guarantee Quality	Are there any further activities from the Faculty Quality Assurance System (SPMF) in connection with the PS evaluation carried out by GPM?	There are further activities from SPMF regarding PS evaluation as indicated by reports and documentation	ÿ		
32.	Guarantee Quality	Are there any Follow-up Plan activities from management in connection with the analysis of SPMI results?	There is implementation of activities Action Plan Continued from Management with respect to analysis SPMI as proven by reports and documentation	ÿ		

S = Appropriate; TS = Not Appropriate

Pekanbaru, 25 – 11-2022
Auditor Team

(Dr. Yelmida A., MSi) (Dr. Ns. Misrawati., M.Kep., Sp. Mat.) (Benny Hamdi Rhoma, ST., MT).

QUALITY AUDIT CYCLE II DOCUMENTATION

Day/Date: Friday/25-11-2022 Auditee: 14.00 Auditor Hours : Development Economics Study Program
Faculty/Prodi: FEB/Development :
Economics a. Chair of SNP Quality Policy Audit Scope: :Dr. Yelmida A., M.Si
Curriculum b. Members: Dr. NS. Misrawati., M.Kep., Sp. Matt
c. Members: Benny Hamdi Rhoma, ST., MT

Academic Activities
Quality assurance

25 November 2022 15.23

25 November 2022 15.23

25 November 2022 15.23