

FACULTY OF ECONOMICS AND
BUSINESS



INTERNAL QUALITY ASSURANCE SYSTEM

BOOK II THE QUALITY MANUAL



QUALITY ASSURANCE AND INFORMATION
SYSTEM UNIT
UNIVERSITY OF HALU OLEO
2020



**KEPUTUSAN
FAKULTAS EKONOMI DAN BISNIS UNIVERSITAS HALU OLEO
NOMOR : 5426/UN29.6/KP/2020**

**TENTANG
DOKUMEN SISTEM PENJAMINAN MUTU INTERNAL
FAKULTAS EKONOMI DAN BISNIS UNIVERSITAS HALU OLEO TAHUN 2020**

DEKAN FAKULTAS EKONOMI DAN BISNIS

- Menimbang** : a bahwa dalam rangka memenuhi Standar Nasional Pendidikan Tinggi secara konsisten dan berkelanjutan sebagai wujud akuntabilitas public kepada pihak yang berkepentingan, dipandang perlu untuk melaksanakan Penjaminan Mutu di Fakultas Ekonomi dan Bisnis Universitas Halu Oleo;
- b bahwa untuk melaksanakan penjaminan mutu yang tertuang dalam Sistem Penjaminan Mutu Internal Internal (SPMI) Fakultas Ekonomi dan Bisnis Universitas Halu Oleo, dipandang perlu Menyusun Dokumen Sistem Penjaminan Mutu Internal Internal (SPMI);
- c bahwa untuk keperluan pada butir a dan b di atas, perlu penetapan dengan Keputusan Dekan.
- Mengingat** : 1 Undang – undang Nomor 20 tahun 2003, tentang Peraturan Pendidikan Nasional
Keputusan Presiden RI Nomor 101 / M / Tahun 2008
Peraturan Pemerintah Nomor 66 Tahun 2010 tentang Pendidikan Tinggi
Keputusan Menteri Keuangan RI No.37/KMK.05/2010 tentang Penetapan UHO sebagai Pengelola Keuangan – Badan Layanan Umum
Peraturan Menteri Pendidikan dan Kebudayaan Nomor 43/2012 Tentang Statuta Universitas Halu Oleo
Peraturan Akademik Universitas Halu Oleo No: 4173a/UN29/SK/J29/PP/2013
Peraturan Mendikbud RI Nomor 149 Tahun 2014, tentang Organisasi dan Tata Kerja Universitas Halu Oleo
Permenristekdikti Nomor 50 Tahun 2018 tentang Perubahan atas Permenristekdikti Nomor 44 Tahun 2015 tentang Standar Nasional Pendidikan Tinggi.
Peraturan Rektor Nomor 1 Tahun 2019 Peraturan Akademik di Lingkungan Universitas Halu Oleo.
- Memperhatikan** : Surat Senat Fakultas Ekonomi dan Bisnis Tanggal 21 Oktober 2020 Nomor 5222/UN29.6.SF/KP/2020 tentang Persetujuan Dokumen Standar Mutu Internal (SPMI) Fakultas Ekonomi Tahun 2020.

MEMUTUSKAN

- Menetapkan **KEPUTUSAN DEKAN FAKULTAS FARMASI TENTANG TENTANG DOKUMEN SISTEM PENJAMINAN MUTU INTERNAL (SPMI) FAKULTAS EKONOMI DAN BISNIS UNIVERSITAS HALU OLEO**
- PERTAMA** : Dokumen Sistem Penjaminan Mutu Internal (SPMI) Fakultas Ekonomi dan Bisnis Universitas Halu Oleo disusun sebagai pedoman dalam penetapan, pelaksanaan/pemenuhan, pengendalian, dan pengembangan Standar Sistem Penjaminan Mutu Internal baik di bidang akademik maupun non akademik;
- KEDUA** : Dokumen Sistem Penjaminan Mutu Internal (SPMI) Fakultas Ekonomi dan Bisnis Universitas Halu Oleo Tahun Akademik 2020/2021 menjadi rujukan dalam penyusunan, pelaksanaan, pengendalian, dan pengembangan Standar Sistem Penjaminan Mutu Internal;
- KETIGA** : Dokumen Sistem Penjaminan Mutu Internal (SPMI) Fakultas Ekonomi dan Bisnis Universitas Halu Oleo adalah dokumen yang terdiri atas Dokumen Kebijakan SPMI, Dokumen Manual SPMI, Dokumen Standar SPMI, dan Dokumen Fomulir SPMI;
- KEEMPAT** : Dokumen Kebijakan SPMI Fakultas Ekonomi dan Bisnis Universitas Halu Oleo adalah dokumen yang berisi garis besar tentang implementasi SPMI dalam penyelenggaraan Pendidikan tinggi sehingga terwujud budaya mutu pada Fakultas Ekonomi dan Bisnis Universitas Halu Oleo;
- KELIMA** : Dokumen manual SPMI adalah dokumen berisi petunjuk teknis tentang cara, Langkah, atau prosedur tentang penetapan, pelaksanaan, evaluasi, pengendalian, dan peneingkatan (PPEPP) standar Pendidikan tinggi secara berkelanjutan oleh pihak yang bertanggungjawab dalam Implementansi SPMI di Fakultas Ekonomi dan Bisnis Universitas Halu Oleo;
- KEENAM** : Dokumen Standar SPMI adalah dokumen berisi berbagai kriteria ukuran, patokan, atau spesifikasi dari setiap kegiatan penyelenggaraan Pendidikan tinggi di Fakultas Ekonomi dan Bisnis Universitas Halu Oleo untuk mewujudkan visi dan misinya sehingga terwujud budaya mutu di Fakultas Ekonomi dan Bisnis Universitas Halu Oleo;
- KETUJUH** : Dokumen Formulir SPMI adalah naskah tertulis berisi Kumpulan formular yang digunakan dalam mengimplementasikan standar dalam SPMI dan berfungsi untuk mencatat/merekam hal, informasi atau kegiatan baru Ketika standar dalam penerapan SPMI;
- KEDELAPAN** : Dokumen Standar Penjaminan Mutu Internal (SPMI) Fakultas Ekonomi dan Bisnis Universitas Halu Oleo Tahun Akademik 2020/2021 menajadi rujukan atau pedoman dalam pelaksanaan kegiatan sekaligus pengendali bagi setiap unit kerja dalam merencanakan program kerja dan anggaran, monitoring, evaluasi, audit mutu internal, serta perbaikan mutu secara berkelanjutan;
- KESEMBILAN** : Dalam penetapan pelaksanaan pengendalian, pengembangan, peningkatan Standar Penjaminan Mutu Internal (SPMI) Fakultas Ekonomi dan Bisnis Universitas Halu Oleo Tahun Akademik

2020/2021, Koordinator Jaminan Mutu dan Sistem Informasi ditugaskan untuk melakukan koordinasi secara sinergis dengan pimpinan – pimpinan unit kerja dalam rangka penjabaran langkah – langkah strategis yang diperlukan demi tercapainya sasaran mutu Fakultas Ekonomi dan Bisnis Universitas Halu Oleo yang tertuang dalam Dokumen Standar Penjaminan Mutu Internal (SPMI) Fakultas Ekonomi dan Bisnis Universitas Halu Oleo;

- KESEPULUH : Unit Jaminan Mutu dan Sistem Informasi ditugaskan untuk menyelenggarakan penjaminan mutu akademik dan non akademik secara keseluruhan di Fakultas Ekonomi dan Bisnis Universitas Halu Oleo dengan melakukan monitoring, evaluasi, serta audit internal dalam proses implementasi penjaminan mutu di Fakultas Ekonomi dan Bisnis Universitas Halu Oleo;
- KESEBELAS : Hal – hal yang belum diatur dalam keputusan ini akan ditetapkan dalam ketentuan tersendiri;
- KEDUABELAS : Dokumen Standar Penjaminan Mutu Internal (SPMI) Fakultas Ekonomi dan Bisnis Universitas Halu Oleo akan ditinjau Kembali setelah 3 (tiga) tahun diberlakukan;
- KETIGABELAS : Apabila di kemudian hari terdapat kekeliruan dalam keputusan ini, akan diadakan perbaikan sebagaimana mestinya;
- KEEMPATBELAS : Keputusan ini mulai berlaku terhitung sejak tanggal ditetapkan.

Ditetapkan di : KENDARI
Pada Tanggal : 26 November 2020

DEKAN,




Prof. Dr. H. Arifuddin, SE. M.Si. Ak. CA. ACPA
NIP. 196804261995121001

Tembusan :






1. Rektor Universitas Halu Oleo
2. Ketua LPPMP UHO
3. Arsip

TABLE OF CONTENTS

GRADUATE COMPETENCY STANDARDS	1
LEARNING CONTENT STANDARD	10
LEARNING PROCESS STANDARDS	20
LEARNING ASSESSMENT STANDARD.....	30
STANDARDS FOR LECTURERS AND EDUCATION PERSONNEL.....	39
FACILITIES AND INFRASTRUCTURE STANDARDS.....	48
LEARNING MANAGEMENT STANDARD	57
FUNDING AND FINANCING STANDARDS	66
RESEARCH OUTCOME STANDARD.....	76
RESEARCH CONTENT STANDARDS	85
RESEARCH PROCESS STANDARDS	94
RESEARCH ASSESSMENT STANDARDS.....	103
RESEARCHER STANDARDS	112
FACILITIES AND INFRASTRUCTURE STANDARDS.....	121
RESEARCH RESULTS MANAGEMENT STANDARD	130
FUNDING AND FINANCING STANDARDS	139
STANDARD OF SERVICE RESULTS TO	148
SERVICE CONTENT STANDARD.....	157
SERVICE PROCESS STANDARD.....	166
SERVICE ASSESSMENT STANDARD	175
STANDARD OF SERVICE IMPLEMENTATION	184
FACILITIES AND INFRASTRUCTURE STANDARDS.....	192
SERVICE MANAGEMENT STANDARD.....	201
SERVICE FUNDING AND FINANCING STANDARDS	210
STANDARD OF CO-OPERATION	219
STANDARD OF GOVERNANCE	224
NEW STUDENT SERVICE STANDARD	229
STUDENT AND ALUMNI STANDARDS	235
VISION AND MISSION STANDARDS.....	241
QUALITY ASSURANCE STANDARDS	247
ACADEMIC ATMOSPHERE STANDARD.....	253
INFORMATION SYSTEM STANDARDS.....	259
PUBLIC FACILITIES AND INFRASTRUCTURE STANDARDS.....	265
STANDARD OF CO-OPERATION	277

	HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id	Code/No: SPMI-FEB-UHO- MPD.01
	EDUCATION STANDARDS MANUAL	Date 09-09-2020
		Revision: 1
		Page 1 of 7

GRADUATE COMPETENCY STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine, and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and/or international standards for the welfare of institutions and society, as well as the advancement of science and technology;and
- d. Strengthening the governance system of the Faculty of Economics and Business UHO which is transparent, accountable, credible so as to be able to provide excellent services of high quality pharmaceutical education,
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that supports comprehensive intelligence to build an academic atmosphere.
- f. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas oriented towards publications and the acquisition of intellectual property.
- c. The application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. The realisation of a transparent, accountable, credible UHO Faculty of Economics and Business governance system so as to be able to provide excellent services of high quality pharmaceutical education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere
- f. Increased awareness of the Faculty of Economics and Business academic community towards a clean, beautiful, cool, safe, honest, fair, ~~muta qanin~~ adaptive, disciplined, creative, innovative, tolerant, and trustworthy campus environment to support the implementation of the tridharma of higher education, as well as increasing the availability of public service facilities and

infrastructure.

II. SCOPE OF THE GRADUATE COMPETENCY STANDARDS MANUAL

- a. The scope of the manual for determining graduate competency standards is applicable when the SKL is first designed, formulated, determined, and applied to the determination of graduate competency standards in all study programs at the UHO Faculty of Economics and Business.
- b. The scope of the graduate competency standards implementation manual is applicable when the graduate competency standards must be implemented in the implementation of activities by all work units at all levels and for all contents of the graduate competency standards.
- c. The scope of the graduate competency standards evaluation manual is that it applies before controlling the implementation of the SKL content, which requires continuous monitoring or supervision, checking or examination, or evaluation of whether the SKL has been achieved or fulfilled, and for all the SKL content.
- d. The scope of the graduate competency standards control manual is applicable when the implementation of the contents of the SKL has been evaluated at the previous stage, and it turns out that control action is needed in the form of correction so that the SKL is fulfilled and applies to all the contents of the SKL study programs at the Faculty of Economics and Business UHO.
- e. The scope of the graduate competency standards improvement manual is to continuously improve SKL at the end of each cycle of a Graduate Competency Standard.

IV. DEFINITION OF TERMS

- a. Designing standards: Thinking to produce standards for what is needed in SPMI. This activity can be in the form of elaborating/describing the 24 National Higher Education Standards and determining the Higher Education Standards that are unique to the UHO Faculty of Economics and Business, both academic and non-academic field standards.
- b. Formulating SPMI Standards: Writing the content of each SPMI standard into a complete statement using the ABCD formula (audience, behavior, competence, and degree);
- c. Establishing SPMI Standards: Actions in the form of approval and ratification of SPMI Standards so that the standards are declared valid.
- d. A tracking study is conducted through a track record evaluation in the Academic Division of FEB UHO or other units assigned by the leadership of FEB UHO.
- e. A public test is a test to obtain inputs that can be conducted through an online survey of relevant stakeholders.
- f. Evaluation measures the competence of graduates, so it is known whether the competence of graduates of the Faculty of Economics and Business UHO is in accordance with the contents of the graduate competency standards.

- g. Checking checks or audits in detailed aspects of graduate competencies periodically to check whether everything has been running according to graduate competencies.
- h. Implementing SKLs involves measuring specifications and benchmarks, as stated in the SKLs.
- i. A manual is a description of the sequence of steps to achieve SKLs in a systematic, chronological, logical, and coherent manner.
- j. A work instruction is a list of tasks to be carried out by those implementing the SKL.
- k. Control involves taking corrective action on the implementation of SKLs so that deviations or failures to fulfil SKLs can be corrected.
- l. A corrective action is a corrective action so that the achievement/failure of the fulfilment of the SKL content can be fulfilled by the implementation of the SKL content.
- m. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community services.
- n. Professor (hereinafter referred to as professor) is in the highest functional position for lecturers who are still teaching at the UHO Faculty of Economics and Business.
- o. A professional is a job or activity that is done by someone and becomes a source of income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- p. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable of performing tasks in certain fields of work.
- q. Graduate learning outcomes (GLOs) are competencies that include attitudes, knowledge, and skills.
- r. Certification is the process of awarding educational certificates to the lecturers.
- s. A teaching certificate provides formal evidence of recognition given to lecturers as professionals.
- t. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, equalize, and integrate the fields of education and vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. GRADUATE COMPETENCY STANDARD STEPS OR PROCEDURES

5.1 Determination of Graduate Competency Standards

No.	Activities	Insurer Answer	Document Related
1	The Head of UJMSI proposes to the Dean to form a Graduate Competency Standards Formulation Team accompanied by a Draft Dean's Decree about the Compilation Team	UJMSI Chairman	
2	The Dean disposes to the Deputy Dean for Academic Affairs (WD 1) for study and initialed and the results were reported back to the Dean.	Dean assisted by WD 1	
3	The Rector signs the Dean's Decree on the Compilation Team	Dean	
4	The Drafting Team held its first meeting to discuss work schedule	UJMSI Chairman	
5	Making the vision, mission of the Faculty of Economics and Business UHO as the starting point and the ultimate goal, from designing to set the standard	Compilation Team	<ul style="list-style-type: none"> • Statutes • Strategic Plan
6	Elaborate graduate competencies in accordance with the vision, mission and are future-oriented, namely in line with the development of science and technology in the management and development of coastal, marine and coastal areas Rural	Compilation Team	<ul style="list-style-type: none"> • SN-Dikti • Form
7	Carry out <i>tracer studies</i> on aspects that will be standardised according to stakeholder needs. (internal and external)	Study Programme Coordinator	Form
8	Analyse the results of step 8 by testing them against the vision. and mission of FEB UHO	Compilation Team	Form
9	Formulate a draft of graduate competency standards with <i>Audience component, Behaviour, Competence, Degree</i>	Compilation Team	Form
10	Conduct a public test or socialisation of the draft graduate competency standards by inviting internal and / or external stakeholders to get advice	UJMSI Chairman	<ul style="list-style-type: none"> • Form • Work Instructions
11	Reformulate the statement of graduate competency standards by taking into account the results of number 11	Compilation Team	<ul style="list-style-type: none"> • Form • Internal Record
12	Editing and verifying statements of graduate competency standards	Compilation Team	Internal Record

	to ensure there are no grammatical or writing errors;		
13	UJMSI Chair submits the SPMI draft Dean for approval by the Academic Senate	UJMSI Chairman	
14	The Dean sends a letter to the Academic Senate for a meeting and gives approval on SPMI document	Dean	
15	The Academic Senate conducts a meeting to discuss the SPMI document and give approval	Chair of the Senate	
16	The chairman of the senate returns the discussed SPMI document along with a letter from the senate. Approval to the Dean	Chair of the Senate	
17	Dean returns the SPMI draft to UJMSI Chair to be corrected as per Senate suggestions	Dean	
18	Draft refinement	Compilation Team	
19	Drafting the Dean's Regulation	Compilation Team	
20	Determining and enforcing SKLs through a stipulation in the form of Dean's Regulation.	Dean	

5.2 Determination of Graduate Competency Standards

No.	Activities	Person in Charge	Related Documents
1	The dean sends a letter of implementation of SKL in accordance with the SPMI document to the units which is in FEB UHO	Dean	
2	Socialising the contents of graduate competency standards to all lecturers, education personnel, and students	UJMSI Chairman	<ul style="list-style-type: none"> • Form • Internal Record
3	Prepare and create documents written in the form of: SOPs, work instructions, or the like in accordance with the content of the SKL;	Study Programme Coordinator	Form
4	Carry out educational activities using the SKL as a benchmark achievements	Study programme coordinator and lecturers	<ul style="list-style-type: none"> • Form • Internal Record

5.3 Evaluation of Graduate Competency Standards

No.	Activities	Insurer Answer	Document Related
1	The Head of UJMSI proposes to the Dean the draft of the Dean's Decree on the Establishment of the Internal Quality Auditor Team	UJMSI Chairman	
2	The Dean appoints the Internal Quality Auditor Team	Dean	
3	Auditor Team Meeting to agree on scope and area, checklist development, schedule determination, and preparation document	AMI Programme Manager	Check list
4	Programme Manager informs Faculty about AMI schedule	Head of LPPMP	
5	Audit/Visitation	UHO Auditor Team	• Form
6	Formulation/formulation of audit findings following PLOR formulation	UHO Auditor Team	• Form
7	Submission of audit findings to auditors and meetings closure	UHO Auditor Team	• Form
8	Audit report generation	Auditor Team	• Form
9	Submission of audit report to the Dean	Auditor Team	
10	Submission of audit report	UJMSI Chairman	

5.4 Control of Graduate Competency Standards

No.	Activities	Person in Charge	Related Documents
1	The Dean invites to conducting Management Review Meetings	Dean	• Form
2	The Dean, Deputy Deans, Heads of Departments/Study Programme Coordinators review the audit report and plan the follow-up of audit findings. The results of the RTM can be in the form of: (a). improvement plan, (b). plan to increase stakeholder satisfaction, (c). plan to fulfil the necessary resources, and (d). change plan to accommodate the audit findings service requirements and outputs	Review Meeting	• Form
3	Follow-up of management review meeting results	Dean, Head of Department Study Programme Coordinator	• Form
4	Monitoring of results implementation of corrective actions as directed by the RTM	UJMSI Chairman	• Form

5	Make periodic written reports on all matters that concerning the control of graduate competency standards	UJMSI Chairman KKJM	• Form
---	---	------------------------	--------

5.5 Improved Graduate Competency Standards

No.	Activities	Person in Charge	Related Documents
1	Study the report on the results of controlling competency standards graduates;	Dean	• Form
2	Organise a meeting or discussion forum to discuss the results of the report, by inviting structural officials and lecturers;	Dean	• Form
3	Evaluate the content of the graduate competency standards	UJMSI Chairman	• Form
4	Revise the content of the graduate competency standard so that it becomes a standard that is suitable for all new students	UJMSI Chairman	• Form • Manual

VI. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education.
- b. Questionnaires for tracer studies or for surveys






VII. REFERENCES

- a. Internal Quality Assurance System Guidelines, Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Years 2012 on Higher Education
- c. Government Regulation No. 8 of 2012 concerning the KKNL.
- d. Ministry of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to the Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- e. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 Concerning the UHO Statute
- f. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- g. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- h. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- i. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012

concerning UHO Development Master Plan 2012-2045

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPD.02</p>
	<p align="center">EDUCATION STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 9</p>

LEARNING CONTENT STANDARD

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION AND MISSION OF FACULTY OF ECONOMICS AND BUSINESS, HALU OLEUNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine, and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and/or international standards for the welfare of institutions and society, as well as the advancement of science and technology;and
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas oriented towards publications and the acquisition of intellectual property.
- c. The application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF LEARNING CONTENT STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate, and set standards for learning content in the Faculty of Economics and Business.
- b. The purpose of the standard implementation manual is to implement learning content standards

- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of learning content so that the implementation of learning content can be controlled.
- d. The purpose of the standard control manual is to control the implementation of learning content such that it can be achieved or fulfilled.
- e. The purpose of the standards improvement manual is to improve learning content

III. SCOPE OF LEARNING CONTENT STANDARDS MANUAL

This manual applies:

- a. Learning content standards were first designed, formulated, and established.
- b. Learning Content Standards.

IV. DEFINITION OF TERMS

- a. Designing standards: Thinking to produce standards for what is needed in SPMI. This activity can be in the form of elaborating/describing 24 Higher Education SNs and determining Higher Education Standards that are unique to FEB UHO, both Academic Field Standards and Non-academic Field Standards.
- g. Formulating SPMI Standards: Writing the content of each SPMI standard into a complete statement using the ABCD formula (*audience, behavior, competence, and degree*);
 - a. Establishing SPMI Standards: Actions in the form of approval and ratification of SPMI Standards so that the standards are declared valid.
 - b. The tracking study is conducted through track record evaluation at the Academic Bureau of the Faculty of Economics and Business, UHO.
 - c. A public test is a test to obtain inputs that can be conducted through an online survey of relevant stakeholders.
 - d. The evaluation measures the competence of graduates, so it is known whether the competence of graduates of the Faculty of Economics and Business UHO is in accordance with the contents of the graduate competency standards.
 - e. Checking checks or audits in detailed aspects of graduate competencies periodically to check whether everything has been running according to graduate competencies.
 - f. Implementing SKLs involves measuring specifications and benchmarks, as stated in the SKLs.
 - g. A manual is a description of the sequence of steps to achieve SKLs in a systematic, chronological, logical, and coherent manner.
 - h. A work instruction is a list of tasks to be carried out by those implementing the SKL.
 - i. Control involves taking corrective action on the implementation of SKLs so that deviations or failures to fulfil SKLs can be corrected.
 - j. A corrective action is a corrective action so that the fulfilment/failure of the SKL content can be fulfilled by the SKL content implementer.

- k. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology, and art through education, research, and community services.
- l. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching in the Faculty of Economics and Business.
- m. A professional is a job or activity that is done by someone and becomes a source of income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- n. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable of performing tasks in certain fields of work.
- o. Graduate learning outcomes (ELOs) are competencies that include attitudes, knowledge, and skills.
- p. Certification is the process of awarding educational certificates to the lecturers.
- q. A certificate of education is the formal evidence given to lecturers as professionals.
- r. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate the fields of education and vocational training and work experience in order to provide recognition of work competencies in accordance with the structure in various sectors.

V. LEARNANDARD STEPS OR PROCEDURES

5.1 Determination of Learning Content Standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	The vision and mission of the UHO Faculty of Economics and Business are used as the starting point and ultimate goal, from designing to setting standards;	<ul style="list-style-type: none"> - Rector - Head of LPPMP - Dean - WD Academic - Head of Department/Programme 	<ul style="list-style-type: none"> - UHO Statute - UHO Strategic Plan - Faculty of Economics and Business Strategic Plan - Department Strategic Plan
2.	The learning content is elaborated in accordance with the vision and mission and has been orientated to the future, namely in line with the development of Science and technology in management and development of coastal, marine and rural areas	<ul style="list-style-type: none"> - Dean - Vice Dean for Academic Affairs - Head of Department/Programme 	<ul style="list-style-type: none"> - Forms

3.	Collect and study the contents of all laws and regulations relevant to the standard Learning content	<ul style="list-style-type: none"> - Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer 	- Checklist
4.	Recording legal norms/requirements contained in laws and regulations that cannot be recognised override;	<ul style="list-style-type: none"> - Dean - Vice Dean for Academic Affairs - Head of Department/Programme 	- Forms
5.	Conduct a tracking study or survey on learning content standards for stakeholders internal and external interests;	<ul style="list-style-type: none"> - Vice Dean for Academic Affairs - Head of Department/Programme 	- Forms
6.	Analyse the results of steps 3 to 5 by testing them against the vision and Mission of the UHO Faculty of Economics and Business;	<ul style="list-style-type: none"> - Dean - Vice Dean for Academic Affairs - Head of Department/Programme 	- Forms
7.	Formulate a draft of the Content standard learning	<ul style="list-style-type: none"> - Dean - Head of Department/Programme 	- Forms
8.	Conduct a public test or socialisation of the draft learning content standard by inviting internal and/or external stakeholders to obtain the following Suggestion;	<ul style="list-style-type: none"> - Dean - Vice Dean for Academic Affairs - Head of Department/Programme 	<ul style="list-style-type: none"> - Form - Internal Record
9.	Reformulate the Content standard statement learning with respect to result no. 8;	<ul style="list-style-type: none"> - Dean - Vice Dean for Academic Affairs - Head of Department/Programme 	<ul style="list-style-type: none"> - Work Instructions - Form - Internal Record
10.	Editing and verification of learning content standard statements to ensure there are no grammatical or other errors. writing errors	<ul style="list-style-type: none"> - Dean - Vice Dean for Academic Affairs - Head of Department/Programme 	- Internal Record
11.	Ratify and enforce learning content standards through stipulations in the form of Decision.	<ul style="list-style-type: none"> - Dean 	- Dean's Decree

5.2 Implementation of Learning Content Standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	Perform technical and/or administrative preparation in accordance with the contents of the standard Learning content	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Checklist
2.	Socialisation of the contents of learning content standards to all lecturers, education personnel, and students	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	
3.	Prepare and make written documents in the form of: Procedure Manuals or SOPs, work instructions, or the like in accordance with the contents of the document. learning content standards;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
4.	Carry out educational activities using the learning content standard as a benchmark measure its achievement	- Head of Department/Programme	

5.3 Evaluation of Learning Content Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Record all findings of irregularities, omissions, errors, or omissions. the like that is not in accordance with the contents of the Content standard learning	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Forms
2.	Record incomplete documents;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	Checklist

3.	Examine and study the reasons or causes of deviations from the content of the standard Learning content, or when the content of the standard fails achieved;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
4.	Take corrective action against violations or deviations from the content of the standard Learning content;	- Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
5	Record or capture all corrective actions taken;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
6	Continuously monitor the effects of the corrective action	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
7	Make periodic written reports on all evaluation matters learning content standards;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
8	Reporting the results of the evaluation standard Learning content	- Head of LPPMP - Dean	- Forms

5.4 Control of Learning Content Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct periodic control every year;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
2.	Recording all evaluation findings in the form of irregularities, omissions, errors, or the like from the implementation of education that are not in accordance with the rules and regulations. with the content of the standard;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	Checklist
3.	Record incomplete documents	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms

4.	Examine and study the reasons or causes of deviations from the content of the standard Learning content, or when the content of the standard fails Achieved	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
5	Take corrective action against breach or deviation from standard content Learning content	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
6	Record or capture all corrective actions taken;	- Head of LPPMP - Dean - Head of Department/Programme	- Forms
7	Continuously monitor the effects of the corrective action	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
8	Make periodic written reports on all matters concerning the control of the Content standard learning;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
9.	Report the results of the control of learning content standards to the Rector, accompanied by suggestions or recommendations. recommendation	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms

5.5 Improved Learning Content Standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	Studying the result report standard control Learning content	- Dean	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers	- Dean	- Forms
3.	Evaluation of standard content Learning content	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of	- Forms

		Department/Programme	
4.	Revise the content of the standard Learning content so that it becomes a new standard	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
5	Perform applicable steps or procedures in the establishment of learning content standards;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
6	Implementation of learning content review over the last 5 years;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
7	Adjustment of learning content to the development of science and technology and needs	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
8	The learning content and its completeness must be reviewed within a certain period of time by the study programme together with related parties (social relevance and epistemological relevance) to adapt it to the development of science and technology. <i>stakeholder</i> needs.	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms

VI. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education.
- b. Availability of regulations.
- c. Questionnaires for tracking studies or surveys.
- d. Standardised *forms/templates*




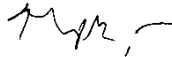

VII. REFERENCES

- a. Anonymous, 2018. Guidelines for Internal Quality Assurance System (academic education–vocational education–distance education–professional education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Years 2012 on Higher Education
- c. Government Regulation No. 8 of 2012 concerning the KKNl.
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;

- e. Ministry of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to the Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 Concerning the UHO Statute
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated December 26, 2012, concerning the UHO Development Master Plan 2012-2045.
- k. Rector Regulation of Halu Oleo University Number: 01/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPD.03</p>
	<p align="center">EDUCATION STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 9</p>

LEARNING PROCESS STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION AND MISSION OF FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

To become an internationally competitive Faculty of Economics and Business in the fields of education, research, and services in the field of pharmacy to support health development in coastal, marine, and rural areas by 2045.

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine, and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and/or international standards for the welfare of institutions and society, as well as the advancement of science and technology;and
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas oriented towards publications and the acquisition of intellectual property.
- c. The application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF LEARNING PROCESS STANDARDS MANUAL

- a. The purpose of the standard setting manual is to design, formulate, and establish Learning Process Standards regarding the implementation of learning in study programs to obtain the learning outcomes of study program graduates at FEB UHO.

- b. The purpose of the standard implementation manual is to implement the learning process standards.
- c. The purpose of the standard evaluation manual is to evaluate the implementation of the Learning Process Standards such that its implementation can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the Learning Process Standards so that they can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve learning process standards.

III. SCOPE OF THE LEARNING PROCESS STANDARDS MANUAL

This manual applies:

- a. When the Learning Process Standards are first to be compiled, formulated and determined, they are implemented in educational activities by all Departments / Study Programmes at the Faculty of Economics and Business;
- b. for all Learning Process Standards along with their derivatives at the Department / Study Programme level in the Faculty of Economics and Business.

IV. DEFINITION OF TERMS

- a. Designing standards is the thought process for producing Learning Process Standards;
- b. Formulating a standard involves writing down each content of the Learning Process Standard into a complete statement using the *Audience, Behaviour, Competence* and *Degree* (ABCD) formula;
- c. Establishing standards is the act of approving and ratifying the Learning Process Standards, so that the Learning Process Standards are declared effective;
- d. A tracer study is a tracking study conducted through track record evaluation by the Academic Bureau;
- e. A public Test is a test to obtain input that can be done through feasibility tests/socialization and can be conducted through online surveys of relevant stakeholders;
- f. Evaluation is measuring a learning process so that It is known whether the learning process is conducted in accordance with the content of the Learning Process Standards;
- g. Inspection involves checking or auditing in detail all aspects of the implementation of the learning process which is carried out periodically, to match whether all the implementation of the learning process has been running in accordance with the contents of the Learning Process Standards;
- h. Implementing standards are measures, specifications, and benchmarks, as stated in the Learning Process Standards statement which must be adhered to, done and fulfilled;
- i. A manual is a description of a sequence of steps to achieve something written in a systematic, chronological, logical, and coherent manner;
- j. Work Instruction is a detailed list of tasks to be performed by the assignee;
- k. Control is to take corrective action on the implementation of the Learning

Process Standards so that deviations/failures to fulfil the Learning Process Standards can be corrected;

- l. Corrective action is to take corrective action so that the achievement/failure to fulfil the contents of the Learning Process Standards can be fulfilled by the implementer of the contents of the Learning Process Standards;
- m. The learning process is a process in which there are activities of interaction between lecturers and students and communication occurs reciprocally that takes place in an educational situation to achieve learning goals;
- n. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community services;
- o. Professor (hereinafter referred to as professor) has the highest functional position for lecturers who are still teaching in a higher education unit;
- p. A professional is a job or activity that is done by someone and becomes a source of life income that requires expertise, proficiency, or skills that meet certain quality standards or norms and requires professional education;
- q. Competence is a set of knowledge, skills, and behaviours that must be owned, lived, and mastered by teachers or lecturers in carrying out professional duties;
- r. Graduate Learning Outcomes (LLOs) are formulations of graduate competencies that include attitudes, knowledge, and skills;
- s. Certification is the process of granting educator certificates to teachers and lecturers;
- t. An educator certificate is formal evidence of the recognition given to teachers and lecturers as professionals;
- u. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, equalize, and integrate the fields of education and vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STANDARDISED STEPS OR PROCEDURES LEARNING PROCESS

5.1 Determination of Learning Process Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Making FEB UHO's vision and mission as the starting point and final goal, from designing to setting standards	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB UHO Strategic Plan - Department Strategic Plan

2.	The learning process is elaborated in accordance with the vision and mission and is future-orientated, namely in line with the development of science and technology in regional management and development. coastal, marine and rural	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
3.	Collect and study the contents of all relevant laws and regulations. aspects of the activity for which the Process standard is to be made learning	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations. must be fulfilled	- Dean - Head of Department/Programme	- Forms
5.	Carry out a tracking study or survey on the aspects for which standards will be made towards stakeholders;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
6.	Conducting a tracking study or survey on the learning process standard of internal and external stakeholders	- Head of Department/Programme - Vice Dean for Academic Affairs - UJMSI Faculty	- Forms
7.	Analyse the results of steps 3 to 6 by testing them against the vision and mission statements. UHO;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
8.	Formulate draft learning process standards with Audience, Behaviour, Competence, Degree (ABCD) components;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Forms
9.	conduct a public test or socialisation of the draft learning process standards by inviting internal and/or external stakeholders to obtain suggestions;	- Rector - Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme - Lecturer	- Forms

10.	Reformulate the learning process standard statement by taking into account the results of No. 9.	- Dean - Vice Dean - Academic Affairs - Head of Department/Programme - Lecturer	- Internal Record
11.	Editing and verification of Learning Process standard statements to ensure there are no grammatical or writing errors;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Internal Record
12.	Establishing and enforcing learning process standards through the establishment of in the form of a decision.	- Dean	- Dean's Decree

5.2 Implementation of Learning Process Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct technical and/or administrative preparations in accordance with the contents of the Learning Process standard;	- Dean - Vice Dean for Academic Affairs - - Head of Department/Prodi - Lecturer	- Forms
2.	Socialise the contents of the Learning Process standard to all lecturers, staffs education, and students	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Form - Internal Record
3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the contents of the Process standards learning	- Acting Dean for Academic Affairs - Head of Department/Programme	- Checklist
4.	Carry out educational activities by using the learning process standards as benchmarks for achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of Learning Process Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Record all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the standard The learning process;	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Internal Record
3.	Examine and study the reasons or causes of deviations from the contents of the Learning Process standard, or if standard content failed to be achieved	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the content of the standard The learning process;	- Auditor	- Forms
5.	Note or record all corrective actions taken;	- Auditor	- Forms
6.	Continuously monitor the effects of the corrective action	- Auditor	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of standards The learning process;	- Vice Dean for Academic Affairs - UJMSI Faculty	- Forms
8.	Report the results of the evaluation of the learning process standards to the Rector, accompanied by suggestions or recommendations	- Head of LPPMP - UJMSI Faculty	- Forms

5.4 Control of Learning Process Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Conduct periodic control every year;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
2.	Recording all evaluation findings in the form of irregularities, omissions, errors, or the like from the implementation of education	- Head of LPPMP - Dean - Vice Dean for Academic Affairs	- Forms

	that are not in accordance with the rules and regulations. with the content of the standard;	- UJMSI Faculty - Head of Department/Programme	
3.	Record incomplete documents;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes of deviations from the content of the Learning Process standard, or when the content of the standard fails to be achieved;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the content of the Learning Process standard;	- Head of LPPMP - Dean - UJMSI Faculty - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Dean - Vice Dean for Academic Affairs - UJMSI Faculty	- Forms
8.	Make periodic written reports on all matters relating to control. learning process standards;	- Vice Dean for Academic Affairs - Chairman of UJMSI Faculty	- Forms
9.	Reporting the results of controlling Process standards learning to the Rector	- UJMSI Faculty	- Forms

5.5 Improved Learning Process Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Studying the standard control report The learning process;	- Dean	- Forms

2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers;	- Dean	- Forms
3.	Evaluate the content of learning process standards	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
4.	Revise the content of the Learning Process standard so that it becomes a new standard;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Form - Manual of Standard Setting

VI. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education.
- b. Questionnaires for tracking studies or surveys.
- c. Standardised *forms/templates*



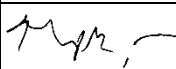


VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Years 2012 on Higher Education
- c. Government Regulation No. 8 of 2012 concerning the KKNI.
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Ministry of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to the Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 Concerning the UHO Statute
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated December 26, 2012, concerning the UHO Development Master Plan 2012-2045.

- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
- l. Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- n. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- o. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPD.04</p>
	<p align="center">EDUCATION STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 8</p>

LEARNING ASSESSMENT STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION AND MISSION OF FACULTY OF ECONOMICS AND BUSINESS

UNIVERSITY OF HALU OLEO Vision of Faculty of Economics and Business

UHO

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine, and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and/or international standards for the welfare of institutions and society, as well as the advancement of science and technology;and
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that supports comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas oriented towards publications and the acquisition of intellectual property.
- c. The application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF LEARNING ASSESSMENT STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate, and set learning assessment standards for the Faculty of Economics and Business.
- b. The purpose of the standard implementation manual is to implement learning assessment standards
- c. The purpose of the standard evaluation manual is to evaluate the implementation of learning assessment standards, so that the implementation of

- the learning assessment content can be controlled.
- d. The purpose of the standard control manual is to control the implementation of learning assessment content such that it can be achieved or fulfilled.
 - e. The purpose of the standards improvement manual is to improve the content of learning assessment

III. SCOPE OF THE LEARNING ASSESSMENT STANDARDS MANUAL

This manual applies:

- a. When learning assessment standards are first designed, formulated and set;
- b. Learning Assessment Standards.

IV. DEFINITION OF TERMS

- a. Designing standards: Thinking to produce standards for what is needed in SPMI. This activity can be in the form of elaborating/describing 24 Higher Education SNs and determining Higher Education Standards that are unique to FEB UHO, both Academic Field Standards and Non-academic Field Standards.
- b. Formulating SPMI Standards: Writing the content of each SPMI standard into a complete statement using the ABCD formula (*audience, behavior, competence, and degree*);
- c. Establishing SPMI Standards: Actions in the form of approval and ratification of SPMI Standards so that the standards are declared valid.
- d. Tracking studies were conducted through track record evaluation at the FEB UHO Academic Bureau.
- e. A public test is a test to obtain inputs that can be conducted through an online survey of relevant stakeholders.
- f. The evaluation measures the competence of graduates to determine whether the competence of FEB UHO graduates is in accordance with the contents of the graduate competency standards.
- g. Examination checks or audits in detailed aspects of graduate competencies periodically to check whether everything has been running according to graduate competencies.
- h. Conducting learning assessment is measuring specifications, benchmarks, as stated in the learning assessment
- i. A manual describes the sequence of steps to achieve a learning assessment in a systematic, chronological, logical, and coherent manner.
- j. Work instruction is a list of tasks to be carried out by those conducting the learning assessment.
- k. Controlling involves taking corrective action on the implementation of learning assessment so that deviations or failures to fulfil the SKL can be corrected.
- l. A corrective action is a corrective action so that the fulfilment/failure of the learning assessment content can be fulfilled by the implementation of the learning assessment content.
- m. Lecturers are professional educators and scientists with the main task of transforming, developing, and
- n. Disseminate knowledge, technology, and art through education, research, and community services.

- o. Professor or Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching in FEB UHO.
- p. A professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- q. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable of performing tasks in certain fields of work.
- r. Graduate learning outcomes (GLOs) are competencies that include attitudes, knowledge, and skills.
- s. Certification is the process of awarding educational certificates to lecturers
- t. Certificate of education is formal evidence as recognition given to lecturers as professionals
- u. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate the fields of education and vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. LEARNING ASSESSMENT STEPS OR PROCEDURES

5.1 Determination of Learning Assessment Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Making FEB UHO's vision and mission as the starting point and final goal, from designing to setting standards	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB UHO Strategic Plan - Department Strategic Plan
2.	Learning assessment is elaborated in accordance with the vision and mission and is future-orientated, which is in line with the development of science and technology in the management and development of coastal areas, marine and rural	- Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspects of the activities to be undertaken standardise learning assessment	- Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme - Lecturer	- Checklist

4.	Recording what are the legal norms or requirements listed in the laws and regulations. must be fulfilled	Dean Vice Dean for Academic Affairs UJMSI Faculty Head of Department/Programme	Forms
5.	Conduct self-evaluation by applying SWOT analysis	Dean Vice Dean for Academic Affairs UJMSI Faculty Head of Department/Programme Lecturer	Forms
6.	Carry out a tracking study or survey on the aspect that the standard will be made on stakeholder;	Vice Dean for Academic Affairs Head of Department/Programme UJMSI Faculty	Forms
7.	Analyse the results of steps 3 to 6 by testing them against the vision and mission statements. Faculty of Economics and Business;	Head of LPPMP Dean Vice Dean for Academic Affairs UJMSI Faculty Head of Department/Programme	Forms
8.	Formulate draft learning assessment standards with Audience, Behaviour, Competence, Degree (ABCD) components;	Dean Vice Dean for Academic Affairs Head of Department/Programme Lecturer	Forms
9.	Conduct a public test or socialisation of the draft learning assessment standards by inviting internal and/or external stakeholders to obtain suggestions;	Rector Head of LPPMP Dean Vice Dean for Academic Affairs UJMSI Faculty Head of Department/Programme Lecturer	Forms
10.	Reformulate the learning assessment standard statement by taking into account the results of no. 9	Dean WD Academic Affairs Head of Department/Programme Lecturer	Internal Record
11.	Editing and verification of learning assessment standard statements to ensure there are no errors. grammatical or writing errors;	Head of LPPMP Dean Vice Dean for Academic Affairs Head of Department/Programme	Internal Record

12.	Establish and enforce learning assessment standards through stipulations in the form of decision.	- Dean	- Dean's Decree
-----	---	--------	-----------------

5.2 Implementation of Learning Assessment Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Conduct technical and/or administrative preparations in accordance with the contents of the learning assessment standard;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Forms
2.	Socialising the content of learning assessment standards to all lecturers, education personnel, and students	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Form - Internal Record
3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the contents of the standard learning assessment	- Vice Dean for Academic Affairs - Head of Department/Programme	- Checklist
4.	Carry out educational implementation activities using learning assessment standards as benchmarks for achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of Learning Assessment Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Record all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the standard learning assessment;	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Internal Record
3.	Examine and study the reasons or causes of deviations from the content of the standard learning assessment, or when the content	- Auditor	- Forms

	of the standard fails to be achieved		
4.	Take corrective action against violations or deviations from the content of the standard learning assessment;	- Auditor	- Forms
5.	Note or record all corrective actions taken;	- Auditor	- Forms
6.	Continuously monitor the effects of the corrective action	- Auditor	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of standards learning assessment;	- Vice Dean for Academic Affairs - UJMSI Faculty	- Forms
8.	Report the results of the evaluation of learning assessment standards to the Rector,	- UJMSI Faculty	- Forms

5.4 Control of Learning Assessment Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Conduct periodic control every year;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
2.	Recording all evaluation findings in the form of irregularities, omissions, errors, or the like from the implementation of education that are not in accordance with the rules and regulations with the content of the standard;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes for deviations from the content of the learning assessment standard, or when the content of the standard fails to be achieved;	- Head of LPPMP - Vice Dean for Academic Affairs - UJMSI Faculty - Dean - Head of Department/Programme	- Forms

5.	Take corrective action against violations or deviations from the content of learning assessment standards;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Dean - Vice Dean for Academic Affairs - UJMSI Faculty	- Forms
8.	Make periodic written reports on all matters relating to control. learning assessment standards;	- Vice Dean for Academic Affairs - UJMSI Faculty	- Forms
9.	Report the results of controlling learning assessment standards to the Chancellor, accompanied by advice or recommendation	- UJMSI Faculty	- Forms

5.5 Improved Learning Assessment Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Studying the report on the results of controlling the assessment standards learning;	- Dean	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers;	- Dean	- Forms
3.	Evaluate the content of learning assessment standards	- Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
4.	Revise the revised learning assessment standard so that it becomes the new standard;	- Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Form - Manual of Standard Setting


VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:



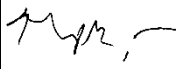


- a. List of laws and regulations in the field of education or related to education.
- b. Questionnaires for tracking studies or surveys.
- c. Standardised *forms/templates*

VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Years 2012 on Higher Education
- c. Government Regulation No. 8 of 2012 concerning the KKNI.
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Ministry of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to the Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 Concerning the UHO Statute
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated December 26, 2012, concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University

	HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id	Code/No: SPMI-FEB- UHO- MPD.05
	EDUCATION STANDARDS MANUAL	Date 09-09-2020
		Revision : 1
		Page 1 of 7

STANDARDS FOR LECTURERS AND EDUCATION PERSONNEL

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Deputy Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION AND MISSION OF FACULTY OF ECONOMICS AND BUSINESS UNIVERSITY OF HALU OLEO

Vision of Faculty of Economics and Business UHO

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine, and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and/or international standards for the welfare of institutions and society, as well as the advancement of science and technology;and
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that supports comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas oriented towards publications and the acquisition of intellectual property.
- c. The application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE STANDARD MANUAL FOR LECTURERS AND EDUCATION PERSONNEL

- a. The purpose of the standard-setting manual is to design, formulate, and set standards for lecturers and education personnel at FEB UHO.
- b. The purpose of the standard implementation manual is to implement the

- standards of lecturers and education personnel
- c. The purpose of the standard evaluation manual is to conduct an evaluation of the implementation of the standards of lecturers and education personnel so that the implementation of the content of lecturers and education personnel can be controlled.
 - d. The purpose of the standard control manual is to control the implementation of the content by lecturers and education personnel so that it can be achieved or fulfilled.
 - e. The purpose of the standard improvement manual is to improve the content of lecturers and education personnel

III. SCOPE OF THE STANDARD MANUAL FOR LECTURERS AND EDUCATION PERSONNEL

This manual applies:

- a. First, the standards for lecturers and education personnel were designed, formulated, and established.
- b. For lecturers and education personnel standards

IV. DEFINITION OF TERMS

- a. Designing standards: Thinking to produce standards for what is needed in SPMI. This activity can be in the form of elaborating/describing 24 Higher Education SNs and determining Higher Education Standards that are unique to FEB UHO, both Academic Field Standards and Non-academic Field Standards.
- b. Formulating SPMI Standards: Writing the content of each SPMI standard into a complete statement using the ABCD formula (*audience, behavior, competence, and degree*);
- c. Establishing SPMI Standards: Actions in the form of approval and ratification of SPMI Standards so that the standards are declared valid.
- d. Tracking studies were conducted through track record evaluation at the FEB UHO Academic Bureau.
- e. A public test is a test to obtain inputs that can be conducted through an online survey of relevant stakeholders.
- f. The evaluation measures the competence of graduates to determine whether the competence of FEB UHO graduates is in accordance with the contents of the graduate competency standards.
- g. Examination is checking or auditing in detail aspects of competence graduates periodically to check whether everything has been running according to the competencies of graduates
- h. Learning assessment involves the measurement of specifications and benchmarks, as stated in the learning assessment.
- i. A manual describes the sequence of steps to achieve a learning assessment in a systematic, chronological, logical, and coherent manner.
- j. Work instruction is a list of tasks to be carried out by those conducting the learning assessment.
- k. Controlling involves taking corrective action on the implementation of learning assessment so that deviations or failures to fulfil the SKL can be corrected.
- l. A corrective action is a corrective action so that the fulfilment/failure of the

- learning assessment content can be fulfilled by the implementation of the learning assessment content.
- m. Lecturers are professional educators and scientists with the main task of transforming, developing, and
 - n. Disseminate knowledge, technology, and art through education, research, and community services.
 - o. Professor or Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching in FEB UHO.
 - p. A professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
 - q. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable of performing tasks in certain fields of work.
 - r. Graduate learning outcomes (GLOs) are competencies that include attitudes, knowledge, and skills.
 - s. Certification is the process of awarding educational certificates to lecturers
 - t. Certificate of education is formal evidence as recognition given to lecturers as professionals
 - u. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate the fields of education and vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STANDARD STEPS OR PROCEDURES FOR LECTURERS AND EDUCATION PERSONNEL

5.1 Determination of Standards for Lecturers and Education Personnel

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Making FEB's vision and mission as the starting point and final goal, from designing to setting standards	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Department Strategic Plan
2.	Lecturers and education staff are described in accordance with the vision and mission and are future-orientated, namely in line with the development of science and technology in the management and development of coastal areas, marine and rural	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms

3.	Collect and study the contents of all laws and regulations relevant to the aspects of the activities for which the standards of lecturers and staff are to be made. education	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations. must be fulfilled	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
5.	Conduct self-evaluation by applying SWOT analysis	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Forms
6.	Carry out a tracking study or survey on the standards of lecturers and education personnel of internal interest and external;	- Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
7.	Analyse the results of steps 3 to 6 by testing them against the vision and mission statements. Faculty of Economics and Business;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Forms
8.	Formulate draft standards for lecturers and education personnel	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Forms
9.	Conduct a public test or socialisation of the draft standards for lecturers and education personnel by inviting internal and/or external stakeholders to obtain suggestions;	- Rector - Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme - Lecturer	- Forms
10.	Reformulate the standard statement of lecturers and education personnel by taking into account the results of no. 9	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Internal Record

11.	Editing and verifying the standard statements of lecturers and education personnel to ensure there are no grammatical errors or writing errors;	- Head of LPPMP - Dean - Vice Dean for Academic Affairs - UJMSI Faculty - Head of Department/Programme	- Internal Record
12.	Establish and enforce lecturers and education personnel through stipulations in the form of Decision.	- Dean	- Dean's Decree

5.2 Implementation of Lecturer and Education Personnel Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Perform technical and/or administrative preparations in accordance with the contents of the lecturer and education personnel standards	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme - Lecturer	- Forms
2.	Socialising the contents of lecturer and education staff standards to all lecturers, education staff, and students.	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Form - Internal Record
3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the contents of the standards of lecturers and education personnel	- Vice Dean for Academic Affairs - Head of Department/Programme	- Checklist
4.	Carry out educational activities using the standards of lecturers and education personnel as a benchmark measure its achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of Lecturer and Education Personnel Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Recording all findings in the form of irregularities, omissions, errors, or the like that not in accordance with the contents of the standards for lecturers and education personnel;	- Chairman of UJMSI Faculty	- Forms

2.	Record incomplete documents	- Chairman of UJMSI Faculty	- Internal Record
3.	Examine and study the reasons or causes of deviations from the contents of the standards of lecturers and education personnel, or when the content of the standard fails to be achieved	- Chairman of UJMSI Faculty	- Forms
4.	Take corrective action against violations or deviations from the content of the standard lecturers and education personnel;	- Chairman of UJMSI Faculty	- Forms
5.	Note or record all corrective actions taken;	- Chairman of UJMSI Faculty	- Forms
6.	Continuously monitor the effects of the corrective action	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of standards lecturers and education personnel;	- Dean - Vice Dean for Academic Affairs - Head of Department/Programme	- Forms
8.	Reporting the results of the evaluation of the standards of lecturers and education personnel to the Chancellor, accompanied by suggestions or recommendations	- Chairman of UJMSI Faculty	- Forms

5.4 Control of Lecturers and Education Personnel Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Conduct periodic control every year;	- Chairman of UJMSI Faculty	- Forms
2.	Record all evaluation findings in the form of deviations, omissions, errors, or the like from the implementation of education that is not in accordance with the contents of the standard;	- Chairman of UJMSI Faculty - Head of Department/Prodi	- Forms
3.	Record incomplete documents;	- Chairman of UJMSI Faculty	- Forms
4.	Examine and learn the reasons or causes of deviations from the contents of the standards of lecturers and education personnel, or if the contents of the standards are not met failed to achieve;	- Chairman of UJMSI Faculty	- Forms

5.	Take corrective action against violations or deviations from the contents of lecturer and staff standards Education;	- Chairman of UJMSI Faculty	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of UJMSI Faculty	- Forms
7.	Continuously monitor the effects of the corrective action;	- Chairman of UJMSI Faculty	- Forms
8.	Make periodic written reports on all matters concerning standard control lecturers and education personnel;	- Chairman of UJMSI Faculty	- Forms
9.	Report the results of controlling the standards of lecturers and staff education to the Rector, accompanied by suggestions or recommendations	- Chairman of UJMSI Faculty	- Forms

5.5 Improving Standards for Lecturers and Education Personnel

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Studying the result report control of standards for lecturers and education personnel;	- Dean	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers;	- Dean	- Forms
3.	Evaluate the content of lecturer standards and education personnel	- Dean	- Forms
4.	Revise the standard assessment of lecturers and education personnel so that become the new standard;	- Chairman of UJMSI Faculty	- Form - Manual of Standard Setting

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- List of laws and regulations in the field of education or related to education.
- Availability of regulations
- Questionnaires for tracking studies or surveys.
- Standardised form






VII. REFERENCES

- Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education).

- Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Years 2012 on Higher Education
 - c. Government Regulation No. 8 of 2012 concerning the KKNI.
 - d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
 - e. Ministry of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to the Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
 - f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 Concerning the UHO Statute
 - g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
 - h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
 - i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
 - j. Rector's Regulation Number 2610/UN29/PR/2012, dated December 26, 2012, concerning the UHO Development Master Plan 2012-2045.
 - k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) Halu Oleo University
 - l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
 - m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPD.06</p>
	<p align="center">EDUCATION STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision: 1</p>
		<p align="center">Page 1 of 8</p>

FACILITIES AND INFRASTRUCTURE STANDARDS LEARNING

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION AND MISSION OF FACULTY OF ECONOMICS AND BUSINESS UNIVERSITY OF HALU OLEO

Vision of Faculty of Economics and Business UHO

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine, and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and/or international standards for the welfare of institutions and society, as well as the advancement of science and technology;and
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that supports comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas oriented towards publications and the acquisition of intellectual property.
- c. The application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. MANUAL PURPOSE STANDARDS AND LEARNING INFRASTRUCTURE

- a. The purpose of the standard-setting manual is to design, formulate, and set standards for learning facilities and infrastructure at FEB UHO.
- b. The purpose of the standard implementation manual is to implement the standards of learning facilities and infrastructure.
- c. The purpose of the standard evaluation manual is to evaluate the implementation of learning facilities and infrastructure standards, so that the implementation of the content of learning facilities and infrastructure can be controlled.

- d. The purpose of the standard control manual is to control the implementation of the content of the learning facilities and infrastructure so that it can be achieved or fulfilled.
- e. The purpose of the standards improvement manual is to improve the content of the learning facilities and infrastructure.

III. SCOPE OF THE LEARNING FACILITIES AND INFRASTRUCTURE STANDARDS MANUAL

This manual applies:

- a. Learning standards and infrastructure are first designed, formulated, and set.
- b. For learning facilities and infrastructure standards

IV. DEFINITION OF TERMS

- a. Designing standards: Thinking to produce standards for what is needed in SPMI. This activity can be in the form of elaborating/describing 24 Higher Education SNs and determining Higher Education Standards that are unique to FEB UHO, both Academic Field Standards and Non-academic Field Standards.
- b. Formulating SPMI Standards: Writing the content of each SPMI standard into a complete statement using the ABCD formula (*audience, behavior, competence, and degree*);
- c. Establishing SPMI Standards: Actions in the form of approval and ratification of SPMI Standards so that the standards are declared valid.
- d. Tracking studies were conducted through track record evaluation at the FEB UHO Academic Bureau.
- e. A public test is a test to obtain inputs that can be conducted through an online survey of relevant stakeholders.
- f. The evaluation measures the competence of graduates to determine whether the competence of FEB UHO graduates is in accordance with the contents of the graduate competency standards.
- g. Examination checks or audits in detailed aspects of graduate competencies on a regular basis to check whether everything has been running according to graduate competencies.
- h. Learning assessment involves the measurement of specifications and benchmarks, as stated in the learning assessment.
- i. A manual describes the sequence of steps to achieve a learning assessment in a systematic, chronological, logical, and coherent manner.
- j. Work instruction is a list of tasks to be carried out by those conducting the learning assessment.
- k. Controlling involves taking corrective action on the implementation of learning assessment so that deviations or failures to fulfil the SKL can be corrected.
- l. A corrective action is a corrective action so that the fulfilment/failure of the learning assessment content can be fulfilled by the implementation of the learning assessment content.
- m. Lecturers are professional educators and scientists with the main task of transforming, developing, and
- n. Disseminate knowledge, technology, and art through education, research, and community services.
- o. Professor or Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching in FEB UHO.
- p. A professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet

- certain quality standards or norms and requires professional education.
- q. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable of performing tasks in certain fields of work.
 - r. Graduate learning outcomes (GLOs) are competencies that include attitudes, knowledge, and skills.
 - s. Certification is the process of awarding educational certificates to lecturers
 - t. Certificate of education is formal evidence as recognition given to lecturers as professionals
 - u. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate the fields of education and vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STANDARDISED STEPS OR PROCEDURES FOR LEARNING FACILITIES AND INFRASTRUCTURE

5.1 Determination of Facilities and Infrastructure Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Making the vision and mission of FEB UHO as the starting point and the final goal, starting from designing to setting standards	- Rector - Chair of the Faculty Senate - Dean	- UHO Statute - UHO Strategic Plan - FEB UHO Strategic Plan - Renop FEB UHO
2.	Facilities and infrastructure are described in accordance with the vision and mission and are future-orientated, namely in line with the development of science and technology in the management and development of the region. coastal, marine and rural	- Head of Subdivision. General and Equipment	- Forms
3.	Collect and study the contents of all laws and regulations that are relevant to the aspects of the activities for which the facility standards are to be made infrastructure	- Head of Subdivision. General and Equipment	- Checklist
4.	Recording legal norms/conditions listed in laws and regulations which cannot be circumvented;	- Head of Subdivision. General and Equipment	- Forms
5.	Conduct self-evaluation by applying SWOT analysis	- Dean - Vice Dean II - Head of Department/Programme - Head of Subdivision.	- Forms

		- General and Equipment	
6.	Carry out a tracking study or survey on the standard of learning facilities and infrastructure of internal interest and external	- Dean - Vice Dean II - Head of Department/Programme - Head of Subdivision. General and Equipment	- Forms
7.	Analyse the results from steps 3 to 6 by testing them against the vision and FEB UHO mission;	- Vice Dean II - Chairman of UJMSI Faculty - Head of Subdivision. General and Equipment	- Forms
8.	Formulate a draft of facilities and infrastructure standards learning	- Chairman of UJMSI Faculty	- Forms
9.	Conduct a public test or socialisation of the draft standard of learning facilities and infrastructure by inviting internal and/or external stakeholders to get suggestions;	- Chairman of UJMSI Faculty	- Forms
10.	Re-formulate the statement of learning facilities and infrastructure standards by taking into account the results of the study no. 9	- Chairman of UJMSI Faculty	- Internal Record
11.	Editing and verifying the statement of learning facilities and infrastructure standards to ensure there are no grammatical errors. or writing errors;	- Chairman of UJMSI Faculty	- Internal Record
12.	Establish and enforce learning facilities and infrastructure standards through stipulations in the form of decision.	- Dean	- Dean's Decree

5.2 Implementation of Facilities and Infrastructure Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Perform technical and/or administrative preparations in accordance with the contents of the facilities and services standard learning infrastructure;	- Head of Subdivision. General and Equipment	- Forms

2.	Socialising the content of learning facilities and infrastructure standards to all lecturers, education staff, and students.	- Dean - Vice Dean II - Head of Department/Programme	- Form - Internal Record
3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the contents of the facilities and infrastructure standards. learning	- Head of Subdivision. General and Equipment	- Checklist
4.	Carry out education implementation activities using facilities and infrastructure standards learning as a benchmark for achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of Facilities and Infrastructure Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Record all findings in the form of irregularities, omissions, errors, or the like that are not in accordance with the contents of the facilities and infrastructure standards. learning;	- Chairman of UJMSI Faculty	- Forms
2.	Record incomplete documents	- Chairman of UJMSI Faculty	- Forms
3.	Examine and learn the reasons or causes of deviations from the content learning facilities and infrastructure standards, or when the content of the standard fails to be achieved	- Chairman of UJMSI Faculty	- Forms
4.	Take corrective action against violations or deviations from the contents of the facilities and facilities standards learning infrastructure;	- Chairman of UJMSI Faculty	- Forms
5.	Record or log all corrective actions taken;	- Chairman of UJMSI Faculty	- Forms
6.	Continuously monitor the effects of the corrective action	- Dean - Head of Department/Programme - Head of Subdivision. General and Equipment	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of standards learning facilities and infrastructure;	- Dean - Head of Department/Programme - Head of Subdivision. General and	- Forms

		Equipment	
8.	Report the results of the evaluation of facilities and infrastructure standards learning to the Rector, accompanied by suggestions or recommendations	- Chairman of UJMSI Faculty	- Forms

5.4 Control of Facilities and Infrastructure Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Conduct periodic control of each year;	- Chairman of UJMSI Faculty	- Forms
2.	Recording all evaluation findings in the form of deviations, omissions, errors, or the like from the implementation of the programme education that is not in line with the content of the standard;	- Chairman of UJMSI Faculty	- Forms
3.	Record incomplete documents;	- Chairman of UJMSI Faculty	- Forms
4.	Examine and learn the reasons or causes for deviations from the content of the standard or when the content of the standard fails to be achieved;	- Chairman of UJMSI Faculty	- Forms
5.	Take corrective action against violations or deviations from the content of the standard	- Chairman of UJMSI Faculty	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of UJMSI Faculty	- Forms
7.	Continuously monitor the effects of the corrective action;	- Dean - Head of Department/Programme - Head of Subdivision. General and Equipment	- Forms
8.	Make periodic written reports on all matters relating to the control of facilities and infrastructure standards. learning;	- Chairman of UJMSI Faculty	- Forms

9.	Reporting the results of controlling learning facilities and infrastructure standards to the Rector, accompanied by advice or recommendations	- Chairman of UJMSI Faculty	- Forms
----	---	-----------------------------	---------

5.5 Improved Facilities and Infrastructure Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Studying the report on the results of controlling facilities and infrastructure standards learning	- Dean	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers;	- Dean	- Forms
3.	Evaluate the content of learning facilities and infrastructure standards	- Dean	- Forms
4.	Revise the improvement of facilities and infrastructure standards learning so that it becomes the new standard;	- Chairman of UJMSI Faculty	- Forms

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education.
- b. Availability of regulations
- c. Questionnaires for tracking studies or surveys.
- d. Standardised form



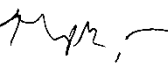
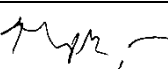

VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Years 2012 on Higher Education
- c. Government Regulation No. 8 of 2012 concerning the KKN.
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Ministry of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to the Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 Concerning the UHO Statute
- g. Regulation of the Minister of Research, Technology and Higher Education of the

- Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
 - i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
 - j. Rector's Regulation Number 2610/UN29/PR/2012, dated December 26, 2012, concerning the UHO Development Master Plan 2012-2045.
 - k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) Halu Oleo University
 - l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
 - m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
 - n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPD.07</p>
	<p align="center">EDUCATION STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 7</p>

LEARNING MANAGEMENT STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine, and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and/or international standards for the welfare of institutions and society, as well as the advancement of science and technology;and
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that supports comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas oriented towards publications and the acquisition of intellectual property.
- c. The application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF LEARNING MANAGEMENT STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate, and set learning management standards at FEB UHO.
- b. The purpose of the standard implementation manual is to implement learning management standards
- c. The purpose of the standard evaluation manual is to evaluate the implementation of learning management standards, so that the implementation

- of learning management content can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the learning management content so that it can be achieved or fulfilled.
 - e. The purpose of the standards improvement manual is to improve the content of learning management

III. SCOPE OF THE LEARNING MANAGEMENT STANDARDS MANUAL

This manual applies:

- a. Learning management standards were first designed, formulated, and established.
- b. For learning management standards

IV. DEFINITION OF TERMS

- a. Designing standards: Thinking to produce standards for what is needed in SPMI. This activity can be in the form of elaborating/describing 24 Higher Education SNs and determining Higher Education Standards that are unique to FEB UHO, both Academic Field Standards and Non-academic Field Standards.
- b. Formulating SPMI Standards: Writing the content of each SPMI standard into a complete statement using the ABCD formula (*audience, behavior, competence, and degree*);
- c. Establishing SPMI Standards: Actions in the form of approval and ratification of SPMI Standards so that the standards are declared valid.
- d. Tracking studies were conducted through track record evaluation at the FEB UHO Academic Bureau.
- e. A public test is a test to obtain inputs that can be conducted through an online survey of relevant stakeholders.
- f. The evaluation measures the competence of graduates to determine whether the competence of FEB UHO graduates is in accordance with the contents of the graduate competency standards.
- g. Examination checks or audits in detailed aspects of graduate competencies on a regular basis to check whether everything has been running according to graduate competencies.
- h. Conducting learning assessment is measuring specifications, benchmarks, as stated in the learning assessment
- i. A manual describes the sequence of steps to achieve a learning assessment in a systematic, chronological, logical, and coherent manner.
- j. Work instruction is a list of tasks to be carried out by those conducting the learning assessment.
- k. Controlling involves taking corrective action on the implementation of learning assessment so that deviations or failures to fulfil the SKL can be corrected.
- l. A corrective action is a corrective action so that the fulfilment/failure of the learning assessment content can be fulfilled by the implementation of the learning assessment content.
- m. Lecturers are professional educators and scientists with the main task of transforming, developing, and
- n. Disseminate knowledge, technology, and art through education, research, and community services.
- o. Professor or Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching in FEB UHO.

- p. A professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- q. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable of performing tasks in certain fields of work.
- r. Graduate learning outcomes (GLOs) are competencies that include attitudes, knowledge, and skills.
- s. Certification is the process of awarding educational certificates to lecturers
- t. Certificate of education is formal evidence as recognition given to lecturers as professionals
- u. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate the fields of education and vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. LEARNING MANAGEMENT STEPS OR PROCEDURES

5.1 Determination of Learning Management Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Making FEB UHO's vision and mission as the starting point and final goal, from designing to setting standards	- Dean - Vice Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB UHO Strategic Plan - UHO Strategic Plan - Department Strategic Plan
2.	Learning management is elaborated in accordance with the vision and mission and is future-orientated, which is in line with the development of science and technology in the management and development of coastal areas, marine and rural	- Dean - Vice Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspect of the activity for which the management standard is to be made. learning	- Dean - Vice Dean - Head of Department/Programme	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations. invitations that must be fulfilled;	- Dean - Vice Dean - Head of Department/Programme	- Forms

5.	Carry out a tracer study or survey on the aspects that will be standardised to stakeholders;	- Dean - Vice Dean - Head of Department/Programme	- Forms
6.	Carry out tracking studies or surveys on standard management standards learning to internal and external interests	- Head of Department/Programme	- Forms
7.	Analyse the results of steps 3 to 6 by testing them against the vision and mission of the UHO Faculty of Economics and Business;	- Dean - Vice Dean - UJMSI Chairman - Head of Department/Programme	- Forms
8.	Formulate a draft of learning management standards in accordance with the components of <i>Audience, Behaviour, Competence, Degree</i> (ABCD);	- Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
9.	Conduct a public test or socialisation of the draft learning management standard by inviting internal stakeholders and / or external for advice;	- Dean - Vice Dean - UJMSI Chairman - Head of Department/Programme - Lecturer	- Work Instructions - Form - Internal Record
10.	Reformulate the learning management standard statement by taking into account the results of no. 9	- Dean - Vice Dean - UJM Chair - Head of Department/Programme - Lecturer	- Form - Internal Record
11.	Editing and verification of learning management standard statements to ensure there are no grammatical errors or writing errors;	- Dean - Vice Dean - Dean - Vice Dean - UJMSI Chairman - Head of Department/Programme	- Internal Record
12.	Establish and enforce learning management standards through stipulations in the form of Decision.	- Dean	- Dean's Decree

5.2 Implementation of Learning Management Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct technical and/or administrative preparation in accordance with the content of learning management;	- Dean - Vice Dean I - UJMSI Chairman - Head of Department/Programme - Lecturer	- Forms
2.	Socialising the content of learning management standards to all lecturers, education personnel, and students	- Dean - Vice Dean I - Head of Department/Programme	- Form - Internal Record
3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the content of management learning	- Dean - Vice Dean I - Head of Department/Programme	- Checklist
4.	Carry out educational activities using standardised learning management as a benchmark for achievement	- Head of Department/Programme - Vice Dean I - Lecturer	- Form - Internal Record

5.3 Evaluation of Learning Management Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Recording all findings in the form of irregularities, omissions, errors, or the like that are not in accordance with the content learning management standards;	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Checklist
3.	Examine and study the reasons or causes of any deviation from the content of the learning management standard, or if the content of the standard fails to be achieved	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the contents of learning management standards;	- Auditor	- Forms
5.	Note or record all actions corrective measures taken;	- Vice Dean I - UJMSI Chairman	- Forms
6.	Continuously monitor the effects of the corrective action	- Dean - Vice Dean I - Head of Department/Programme - UJMSI Chairman	- Forms

7.	Make periodic written reports on all matters concerning the evaluation of management standards learning;	- UJMSI Chairman	- Forms
8	Report the results of the evaluation of learning management standards to the Rector, with suggestions or recommendations	- UJMSI Chairman	- Forms

5.5 Control of Learning Management Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Conduct periodic control every year;	- UJMSI Chairman - Head of Department/Programme	- Forms
2.	Recording all evaluation findings in the form of irregularities, omissions, errors, or the like from the implementation of education that are not in accordance with the rules and regulations. with the content of the standard;	- UJMSI Chairman - Dean - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- UJMSI Chairman - Dean - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes of deviations from the contents of the learning management standard, or if the contents of the standard are not met failed to achieve;	- UJMSI Chairman - Dean - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the content of the standard learning management;	- UJMSI Chairman - Dean - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- UJMSI Chairman - Dean - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Dean - Head of Department/Programme - UJMSI Chairman	- Forms
8.	Make periodic written reports on all matters relating to control. learning management standards;	- UJMSI Chairman	- Forms

9.	Reporting the results of controlling learning management standards to the Rector, accompanied by advice or recommendations	- UJMSI Chairman	- Forms
----	--	------------------	---------

5.1. Improvement of Learning Management Standard

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Studying the report on the results of controlling management standards learning	- Dean	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting structural officials and lecturers;	- Dean	- Forms
3.	Evaluate the content of learning management standards	- Dean - Vice Dean I - Head of Department/Programme	- Forms
4.	Revise the learning management improvement so that it becomes the new standard;	- Dean - WD - Academic Affairs - Head of Department/Programme	- Form - Standard Setting Manual

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- List of laws and regulations in the field of education or related to education.
- Questionnaires for tracking studies or surveys.
- Standardised form

VII. REFERENCES






- Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- Indonesian Law Number 12 Years 2012 on Higher Education
- Government Regulation No. 8 of 2012 concerning the KKNl.
- Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- Ministry of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to the Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 Concerning the UHO Statute
- Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance

System

- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 Year 2018
on Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated December 26, 2012, concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- o. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number:5426/UN.29.6/KP/2020 concerning Internal Quality Documents of the SPMI Faculty of Economics and Business, Halu Oleo University.

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPD.08</p>
	<p align="center">EDUCATION STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 8</p>

FUNDING AND FINANCING STANDARDS LEARNING

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Deputy Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine, and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and/or international standards for the welfare of institutions and society, as well as the advancement of science and technology;and
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that supports comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas oriented towards publications and the acquisition of intellectual property.
- c. The application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. The FEB UHO governance system should be strengthened to be transparent, accountable, and credible so that it can provide excellent services for high-quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere
- f. ng the implementation of the tridharma of higher education and increasing the availability of public service facilities and infrastructure

II. PURPOSE OF THE LEARNING FUNDING AND FINANCING STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate, and set standards for funding and financing learning in the Faculty of Economics and

Business.

- b. The purpose of the standard implementation manual is to implement the standards of funding and financing learning
- c. The purpose of the standard evaluation manual is to evaluate the implementation of learning funding and financing standards, so that the implementation of the content of learning funding and financing can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the funding and financing of learning so that it can be achieved or fulfilled.
- e. The purpose of the standards improvement manual is to improve the content of funding and financing of learning

III. SCOPE OF THE LEARNING FUNDING AND FINANCING STANDARDS MANUAL

This manual applies:

- a. First, funding and financing standards are designed, formulated, and established.
- b. Learning about funding and financing standards.

IV. DEFINITION OF TERMS

- a. Designing standards: Thinking to produce standards for what is needed in SPMI. This activity can be in the form of elaborating/describing the 24 National Higher Education Standards and determining the Higher Education Standards that are unique to the UHO Faculty of Economics and Business, both academic and non-academic field standards.
- b. Formulating SPMI Standards: Writing the content of each SPMI standard into a complete statement using the ABCD formula (audience, behavior, competence, and degree);
- c. Establishing SPMI Standards: Actions in the form of approval and ratification of SPMI Standards so that the standards are declared valid.
- d. A tracking study is conducted through a track record evaluation in the Academic Division of FEB UHO or other units assigned by the leadership of FEB UHO.
- e. A public test is a test to obtain inputs that can be conducted through an online survey of relevant stakeholders.
- f. Evaluation measures the competence of graduates, so it is known whether the competence of graduates of the Faculty of Economics and Business UHO is in accordance with the contents of the graduate competency standards.
- g. Checking checks or audits in detailed aspects of graduate competencies periodically to check whether everything has been running according to graduate competencies.
- h. Implementing SKLs involves measuring specifications and benchmarks, as stated in the SKLs.
- i. A manual is a description of the sequence of steps to achieve SKLs in a systematic, chronological, logical, and coherent manner.
- j. A work instruction is a list of tasks to be carried out by those implementing the

SKL.

- k. Control involves taking corrective action on the implementation of SKLs so that deviations or failures to fulfil SKLs can be corrected.
- l. A corrective action is a corrective action so that the achievement/failure of the fulfilment of the SKL content can be fulfilled by the implementation of the SKL content.
- m. Lecturers are professional educators and scientists with the main task of transforming, developing, and disseminating science, technology, and art through education, research, and community services.
- n. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching in the Faculty of Economics and Business.
- o. A professional is a job or activity that is done by someone and becomes a source of income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- p. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable of performing tasks in certain fields of work.
- q. Graduate learning outcomes (GLOs) are competencies that include attitudes, knowledge, and skills.
- r. Certification is the process of awarding educational certificates to the lecturers.
- s. A teaching certificate provides formal evidence of recognition given to lecturers as professionals.
- t. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, equalize, and integrate the fields of education and vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.
- u. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate the fields of education and vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STANDARDISED STEPS OR PROCEDURES FOR FUNDING AND FINANCING LEARNING

5.1 Determination of Learning Funding and Financing Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Making FEB UHO's vision and mission as the starting point and final goal, from designing to setting standards	- Dean - Vice Dean - Chairman of UJMSI - Faculty - Head of	- UHO Statute - UHO Strategic Plan - FEB UHO Strategic Plan - UHO Strategic

		Department/Programme	Plan Department Strategic Plan
2.	The financing of learning is elaborated in accordance with the vision and mission and is future-orientated, that is, in line with the development of science and technology in the Management and development of coastal, marine and rural areas	Dean Vice Dean UJM Chair Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspect of the activity for which the learning financing standard is to be developed.	Dean Vice Dean UJMSI Chairman Head of Department/Programme Lecturer	- Checklist
4.	Recording what is a legal norm or requirement listed in the laws and regulations that must be fulfilled;	Dean Vice Dean UJMSI Chairman Head of Department/Programme	- Forms
5.	Conduct self-evaluation by applying SWOT analysis;	Dean Vice Dean UJMSI Chairman Head of Department/Programme	- Forms
6.	Carry out a tracer study or survey on the aspects that will be standardised to stakeholders;	Head of Department/Programme Head of Laboratory	- Forms
7.	Analyse the results of steps 3 to 6 by testing them against the vision and mission of the UHO Faculty of Economics and Business;	Dean Vice Dean Chairman of UJMSI Faculty Head of Department/Programme	- Forms
8.	Formulate a draft of learning financing standards in accordance with the <i>Audience, Behaviour, Competence, Degree</i> (ABCD) components;	Dean Vice Dean UJMSI Chairman Head of Department/Programme Lecturer	- Form - Internal Record
9.	Conducting a public test or socialisation of the draft learning financing standard by inviting internal stakeholders and / or external for advice;	Rector Dean Vice Dean UJMSI Chairman Head of Department/Programme	- Work Instructions Form - Internal Record

		- mme - Lecturer	
10.	Reformulate the statement of learning financing standard by taking into account the result no. 9	- Dean - Vice Dean - Head of Department/Programme - mme - Lecturer	- Form - Internal Record
11.	Editing and verifying the learning financing standard statement to ensure there are no grammatical errors or mistakes. Writing;	- Dean - Vice Dean - Head of Department/Programme	- Internal Record
12.	Establish and enforce the standard of financing learning through a decree.	- Dean	- Dean's Decree

5.2 Implementation of Learning Funding and Financing Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Perform technical and/or administrative preparation in accordance with the content of the financing learning;	- Dean - Vice Dean - Head of Department/Programme - Lecturer	- Forms
2.	Socialising the content of learning financing standards to all lecturers, education personnel, and students	- Dean - Vice Dean - Head of Department/Programme	- Form - Internal Record
3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the content of the financing learning	- Vice Dean - Head of Department/Programme - Head of Personnel and Finance	- Checklist
4.	Carry out educational activities by using learning financing standards as benchmarks for achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of Learning Funding and Financing Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Record all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the standard financing of learning;	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Checklist
3.	Examine and study the reasons or causes of deviations from the contents of the learning financing standard, or when the content of the standard fails to be achieved	- Auditor	- Forms
4.	Take corrective action against violation or deviation from the content of the learning financing standard;	- Auditor	- Forms
5.	Note or record all corrective actions taken;	- Auditor	- Forms
6.	Continuously monitor the effects of the corrective action	- Dean - Vice Dean - Head of Department/Programme - UJM Chair	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of standards financing of learning;	- Vice Dean - UJM Chair - KKJM	- Forms
8.	Reporting the results of the standard evaluation financing of learning to the Rector, accompanied by suggestions or recommendations	- Vice Dean - UJM Chair	- Forms

5.4 Control of Learning Funding and Financing Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Conduct periodic control every year;	- Vice Dean - UJM Chair - Head of Department/Programme	- Forms
2.	Recording all evaluation findings in the form of irregularities, omissions, errors, or the like from the implementation of education that are not in accordance with the content of the standard;	- Dean - Vice Dean - UJM Chair - Head of Department/Programme	- Forms

3.	Record incomplete documents;	- Dean - Vice Dean - UJMSI Chairman - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes of any deviation from the content of the learning financing standard, or when the content of the standard fails to be achieved;	- Dean - Head of LPPMP - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the contents of the learning financing standard;	- Dean - Vice Dean - UJMSI Chairman - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Dean - Vice Dean - UJMSI Chairman - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Dean - Vice Dean - Head of Department/Programme - UJMSI Chairman	- Forms
8.	Make periodic written reports on all matters concerning the control of financing standards learning;	- Vice Dean - Head of Department/Programme - UJMSI Chairman	- Forms
9.	Report the results of the control of learning financing standards to the Chancellor, accompanied by advice or recommendation	- UJMSI Chairman	- Forms

5.5 Improved Learning Funding and Financing Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Studying the result report control of learning financing standards	- Dean	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by invite relevant structural officials and lecturers;	- Dean	- Forms

3.	Evaluate the content of learning financing standards	<ul style="list-style-type: none"> - Dean - Vice Dean - Head of Department/Programme - Head of Personnel and Finance 	- Forms
4.	Revise the learning financing improvement so that it becomes the new standard;	<ul style="list-style-type: none"> - Dean - Vice Dean - Head of Department/Programme - Head of Sub Division Personnel and Finance 	<ul style="list-style-type: none"> - Form - Standard Setting Manual

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education.
- b. Questionnaires for tracking studies or surveys.
- c. Standard *forms/templates*.






VII. REFERENCES

- a. Anonymous, 2018. Guidelines for Internal Quality Assurance System (academic education–vocational education–distance education–professional education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Years 2012 on Higher Education
- c. Government Regulation No. 8 of 2012 concerning the KKNI.
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Ministry of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to the Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 Concerning the UHO Statute
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated December 26, 2012,

concerning the UHO Development Master Plan 2012-2045.

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPT.01</p>
	<p align="center">RESEARCH STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 9</p>

RESEARCH OUTCOME STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS FACULTY OF ECONOMICS AND BUSINESS UNIVERSITY OF HALU OLEO

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE RESEARCH CONTENT STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate, and set research content standards at a level of depth that contains the principles of usefulness, currency, and anticipates future needs.
- b. The purpose of the standard implementation manual is to implement the research

- content;
- c. The purpose of the Standard Evaluation Manual is to evaluate the implementation of content standards so that the implementation of the research content can be controlled.
 - d. The purpose of the standard control manual is to control the implementation of research content such that it can be achieved or fulfilled.
 - e. The purpose of the standards improvement manual is to improve the content of research.

III. SCOPE OF THE RESEARCH CONTENT STANDARDS MANUAL

This manual applies:

- a. When the research standards are first designed, formulated, and established,
- b. All research content standards and their derivatives at the Faculty of Economics and Business Study Programme level.

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. Research content standards are the minimum criteria for the quality of research content.
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation;
- f. Academic research is conducted in accordance with scientific autonomy and academic culture.
- g. The research was conducted based on competency and competition pathways; knowledge and technology, as well as improving the welfare of society and the competitiveness of the nation;
- i. Research results are all outputs produced through activities that fulfil scientific principles and methods systematically in accordance with scientific autonomy and academic culture;
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service;
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business;
- l. Professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet certain

- quality standards or norms and requires professional education;
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work;
- n. Certification is the process of awarding educational certificates to lecturers;
- o. A certificate of education is formal evidence as recognition given to lecturers as professionals;
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure in various sectors.

V. STEPS OF RESEARCH CONTENT STANDARDS

5.1 Determination of Research Content Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	The vision and mission of FEB UHO are made as the starting point and final goal, starting from designing to setting standards;	- Chairman of LPPM - Head of Department/Programme - Lecturer	- UHO Statute - UHO Strategic Plan - Faculty of Economics and Business Strategic Plan - Department Strategic Plan
2.	The content of the research is elaborated in accordance with the vision and mission and has been orientated to the future, namely in line with the development of Science and technology in management and development coastal, marine and rural areas	- Chairman of LPPM - Head of Department/Programme	- Forms
3.	Collect and study the contents of all regulations legislation- invitations relevant to research content standards	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Checklist
4.	Recording legal norms/requirements contained in laws and regulations that do not can be overridden;	- Chairman of LPPM - Head of Department/Programme	- Forms
5.	Carry out a tracking study or survey of the aspects for which standards will be made towards stakeholders;	- Chairman of LPPM - Head of Department/Programme	- Forms

6.	Conduct a tracking study or survey on research content standards for internal and external stakeholders;	- Chairman of LPPM - Head of Department/Programme - Ka. UPT KPK	- Forms
7.	Analyse the results from steps 3 to 5 by testing them against the vision and Mission of the UHO Faculty of Economics and Business;	- Chairman of LPPM - Dean - Chair - Department/Programme	- Forms
8.	Formulate a draft standard of research content in accordance with the components of <i>Audience, Behaviour, Competence, Degree</i> (ABCD);	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Forms
9.	Conducting a public test or socialisation of the draft standard of Research content by inviting internal and/or external stakeholders to get advice;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
10.	Reformulate the statement Content standards of the research taking into account the results of no. 9;	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Work Instructions - Form - Internal Record
11.	Editing and verifying the standard statement of research content to ensure there are no grammatical errors or writing errors	- Chairman of LPPM - Head of Department/Programme	- Internal Record
12.	Validate and enforce research content standards through determination in the form of a decision.	- Rector	- Rector's Decree

5.2 Implementation of Research Content Standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	Perform technical and/or administrative preparations in accordance with the contents of the standard Research content	- Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	-Form
2.	Socialisation of the content of research standards to all lecturers, education staff, and students	- Chairman of LPPM - Dean - Head of Department/Programme	- Form - Internal Record

		- Lecturer	
3.	Prepare and create written documents in the form of: Procedure Manual or SOP, work instruction, or the like in accordance with the contents of the research Content standards;	- Chairman of LPPM	-Form
4.	Carry out research activities using the research content standards as a benchmark for achievement.	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of Research Content Standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	Recording all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the Content standards research	- Auditor	- Forms
2.	Record incomplete documents;	- Auditor	Checklist
3.	Examine and study the reasons or causes of deviations from the content of the standard The content of the research, or when the content of the standard fails achieved;	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the standard content of the research content;	- Auditor	- Forms
5	Record or capture all corrective actions taken;	- Auditor	- Forms
6	Continuously monitor the effects of the corrective action	- Chairman of LPPM - Dean	- Forms
7	Make a written report periodically on all matters that are concerning the evaluation of research Content standards;	- Chairman of LPPM - Dean	- Forms
8	Report the results of the evaluation of research content standards to the Chancellor, accompanied by suggestions or recommendations;	- Chairman of LPPM	- Forms

5.4 Control of Research Content Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct periodic control every year;	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Program me 	- Forms
2.	Record all findings of evaluation results in the form of irregularities, omissions, errors, or the like from the implementation of non compliant research with the content of the standard;	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Program me 	Checklist
3.	Record incomplete documents	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Program me 	- Forms
4.	Examine and study the reasons or causes of deviations from the content of the standard The content of the research, or when the content of the standard fails Achieved	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Program me 	- Forms
5	Take corrective action against Violations or deviations from the contents of the standard Research content	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/P rogramme 	- Forms
6	Record or capture all corrective actions taken;	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Program me 	- Forms
7	Continuously monitor the effects of the corrective action	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Program me 	- Forms
8	Make periodic written reports on all matters relating to control. Content standards of the research;	- Chairman of LPPM	- Forms
9.	Reporting the results of the control standard of research content to the Rector, accompanied by suggestions or recommendations	- Chairman of LPPM	- Forms

5.5 Improved Research Content Standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	Studying the report on the results of controlling the research content standards	Dean	- Forms 80
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers	Dean	- Forms
3.	Evaluation of standard content Research content	- Chairman of LPPM - Dean - Head of Department/Program me	- Forms
4.	Revise the content of the standard Research content so that in becomes a new standard	- Head of LPPMP - Dean - Head of Department/Program me	- Forms

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Research Guide.
- d. Standardised *forms/templates*.






VII. REFERENCES

- a. Anonymous, 2018. Guidelines for Internal Quality Assurance System (Academic Education-Vocational Education-Distance Education Professional Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNI;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System

- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPT.02</p>
	<p align="center">RESEARCH STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 9</p>

RESEARCH CONTENT STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION AND MISSION OF FACULTY OF ECONOMICS AND BUSINESS UNIVERSITY OF HALU OLEO

Vision of Faculty of Economics and Business UHO

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE RESEARCH CONTENT STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate, and set research content standards at a level of depth that contains the principles of usefulness, currency, and anticipates future needs.
- b. The purpose of the standard implementation manual is to implement the research content;

- c. The purpose of the Standard Evaluation Manual is to evaluate the implementation of content standards so that the implementation of the research content can be controlled.
- d. The purpose of the standard control manual is to control the implementation of research content such that it can be achieved or fulfilled.
- e. The purpose of the standards improvement manual is to improve the content of research.

III. SCOPE OF THE RESEARCH CONTENT STANDARDS MANUAL

This manual applies:

- a. When the research content standards were first designed, formulated and established;
- b. All research content standards and their derivatives at the Faculty of Economics and Business Study Programme level.

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed inSPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the contents of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. Research content standards are the minimum criteria for the quality of research content.
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation;
- f. Academic research is conducted in accordance with scientific autonomy and academic culture.
- g. The research was conducted based on competency and competition pathways;
- h. The results of research in higher education must be directed to develop science and technology, as well as improving the welfare of society and the competitiveness of the nation;
- i. Research results are all outputs produced through activities that fulfil scientific principles and methods systematically in accordance with scientific autonomy and academic culture;
- j. Dosen is a professional education and scientist with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service;
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business;
- l. Professional is a job or activity that is done by someone and becomes a

- source of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education;
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work;
 - n. Certification is the process of awarding educational certificates to lecturers;
 - o. A certificate of education is formal evidence as recognition given to lecturers as professionals;
 - p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STANDARDISED STEPS OR PROCEDURES FOR RESEARCH CONTENT

5.1 Determination of Research Content Standards

No.	Activities	Qualifications of Officials/Insurers Answer	Related Documents
1.	FEB UHO's vision and mission are used as the starting point and ultimate goal, from designing to setting standards;	<ul style="list-style-type: none"> - Chairman of LPPM - Head of Department/Programme - Lecturer 	<ul style="list-style-type: none"> - UHO Statute - UHO Strategic Plan - Faculty of Economics and Business Strategic Plan - Department Strategic Plan
2.	The content of the research is elaborated in accordance with the vision and mission and has been orientated to the future, namely in line with the development of Science and technology in management and development. coastal, marine and rural areas	<ul style="list-style-type: none"> - Chairman of LPPM - Head of Department/Programme 	<ul style="list-style-type: none"> - Forms
3.	Collect and study the contents of all laws and regulations invitations relevant to research content standards	<ul style="list-style-type: none"> - Chairman of LPPM - Head of Department/Programme - Lecturer 	<ul style="list-style-type: none"> - Checklist
4.	Recording legal norms/requirements contained in laws and regulations that do not can be overridden;	<ul style="list-style-type: none"> - Chairman of LPPM - Head of Department/Programme 	<ul style="list-style-type: none"> - Forms
5.	Carry out a tracer study or survey on the aspects that will be standardised against stakeholders;	<ul style="list-style-type: none"> - Chairman of LPPM - Head of Department/Programme 	<ul style="list-style-type: none"> - Forms

6.	Conduct a tracking study or survey on the Content standards of the research to the internal stakeholders and external;	- Chairman of LPPM - Head of Department/Programme - Ka. UPT KPK	- Forms
7.	Analyse the results of steps 3 to 5 by testing them against the vision and mission of the UHO Faculty of Economics and Business;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate a draft standard of research content in accordance with the components of <i>Audience, Behaviour, Competence, Degree</i> (ABCD);	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Forms
9.	Conduct a public test or socialisation of the draft standard of Research content by inviting internal and/or external stakeholders to get advice;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
10.	Reformulate the statement of the research content standard by taking into account the results of no. 9;	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Work Instructions - Form - Internal Record
11.	Editing and verifying the standard statement of research content to ensure there are no grammatical errors or writing errors	- Chairman of LPPM - Head of Department/Programme	- Internal Record
12.	Ratify and enforce the research content standards through a decree.	- Chancellor	- Rector's Decree

5.2 Implementation of Research Content Standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	Perform technical and/or administrative preparations in accordance with the contents of the standard Research content	- Chairman of LPPM - Dean - Head of Department / Prodi - Lecturer	- Forms

2.	Socialisation of the content of research standards to all lecturers, education staff, and students	- Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
3.	Prepare and make written documents in the form of: Procedure Manual or SOP, work instructions, or the like according to with the content of the research Content standards;	- Chairman of LPPM	- Forms
4.	Carry out research activities by using the research content standards as a benchmark achievements	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of Research Content Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Recording all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the Content standards research	- Auditor	- Forms
2.	Record incomplete documents;	- Auditor	Checklist
3.	Examine and study the reasons or causes of deviations from the contents of the Content standard research, or when the content of the standard fails to be achieved;	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the contents of the Content standard Research;	- Auditor	- Forms
5	Record or capture all corrective actions taken;	- Auditor	- Forms
6	Continuously monitor the effects of the corrective action	- Chairman of LPPM - Dean	- Forms
7	Make periodic written reports on all matters concerning the evaluation of the Content standards Research;	- Chairman of LPPM - Dean	- Forms
8	Report the results of the evaluation of research content standards to Rector, along with any suggestions or recommendations;	- Chairman of LPPM	- Forms

5.4 Control of Research Content Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct periodic control every year;	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme 	- Forms
2.	Recording all evaluation findings in the form of deviations, omissions, errors, or the like from the implementation of the programme research that does not comply with the content of the standard;	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme 	Checklist
3.	Record incomplete documents	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme 	- Forms
4.	Examine and study the reasons or causes of deviations from the contents of the standard Content of research, or if the contents of the standard failed to achieve	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme 	- Forms
5	Take corrective action against Violations or deviations from the contents of the standard Research content	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme 	- Forms
6	Record or capture all corrective actions taken;	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme 	- Forms
7	Continuously monitor the effects of the corrective action	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme 	- Forms
8	Make periodic written reports on all matters relating to control. Content standards of the research;	- Chairman of LPPM	- Forms
9.	Reporting the results of controlling the research content standards to the Rector, accompanied by advice or recommendations	- Chairman of LPPM	- Forms

5.5 Improved Research Content Standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	Studying the report on the results of controlling the research content standards	Dean	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers.	Dean	- Forms
3.	Evaluation of standard content Research content	Head of LPPM Dean Head of Department/Programme	- Forms
4.	Revise the content of the standard Content of research so that it becomes new standard	Head of LPPMP Dean Head of Department/Programme	- Forms

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Research Guide.
- d. Standardised *forms/templates*.

VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNi;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the



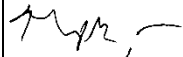


Republic of Indonesia

Number 62 Year 2016 on Higher Education Quality Assurance System

- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPT.03</p>
	<p align="center">RESEARCH STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 8</p>

RESEARCH PROCESS STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND PURPOSE OF FACULTY OF ECONOMICS AND BUSINESS UNIVERSITY HALU OLEO Vision Faculty of Economics and Business UHO

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere
- f. ng the implementation of the tridharma of higher education and increasing the availability of public service facilities and infrastructure

II. PURPOSE OF THE RESEARCH PROCESS STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate and set research process standards as a level of depth that contains the principles of usefulness, currency, and anticipates future needs;

- b. The purpose of the standards implementation manual is to implement the research process;
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of process standards so that the implementation of the research process can be controlled;
- d. The purpose of the standard control manual is to control the implementation of the research process so that it can be achieved or fulfilled.
- e. The purpose of the standards improvement manual is to improve the research process.

III. SCOPE OF THE RESEARCH PROCESS STANDARDS MANUAL

This manual applies:

- a. When research process standards are first designed, formulated and established;
- b. For all research process standards and their derivatives at the Faculty of Economics and Business Study Programme level.

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed inSPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of the SPMI Standard so that the standard is declared valid;
- d. Research process standards are minimum criteria for the quality of the research process.
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Research is conducted by the academic community in accordance with scientific autonomy and academic culture
- g. The research was conducted based on competency and competition pathways
- h. The results of research in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. Research results are all outputs produced through activities that fulfil scientific principles and methods systematically in accordance with scientific autonomy and academic culture.
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and

Business.

- l. Professional is a job or activity that is done by someone and becomes a source of income for life that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
- n. Certification is the process of awarding educational certificates to lecturers
- o. Certificate of education is formal evidence as recognition given to lecturers as professionals
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STANDARDISED STEPS OR PROCEDURES OF THE RESEARCH PROCESS

5.1 Setting research process standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Making FEB UHO's vision and mission as a starting point and goal last, from designing to setting standards	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB I Strategic Plan - Department Strategic Plan
2.	The research process is described in accordance with the vision and mission and is future-orientated, namely in line with the development of science and technology in management and development. coastal, marine and rural areas	- Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspects of the activities for which the research process standards are to be developed.	- Dean - Head of Department/Programme - Lecturer	- Checklist
4.	Recording what is a legal norm or requirement that is listed in laws and regulations that must be fulfilled	- Dean - Head of Department/Programme	- Forms

5.	Carry out a tracking study or survey of the aspects for which standards will be made towards stakeholders;	- Dean - Head of Department/Programme	- Forms
6.	Conduct a tracking study or survey of research process standards for stakeholders internal and external interests	- Head of Department/Programme - Head of UPT KPK	- Forms
7.	Analyse the results from steps 3 to 6 with test it against the vision and mission of the UHO Faculty of Economics and Business;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate a draft standard research process with components of <i>Audience, Behaviour Competence Degree (ABCD)</i> ;	- Dean - Head of Department/Programme - Lecturer	- Forms
9.	Conduct a public test or socialisation of the draft research process standards by inviting internal stakeholders and/or external to get advice;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Forms
10.	Reformulate the statement research process standards with respect to outcome no. 9	- Dean - Head of Department/Programme - Lecturer	- Internal Record
11.	Editing and verification of research process standard statements to ensure that there are no grammatical or writing errors;	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
12.	Establish and enforce research process standards through stipulations in the form of Decision.	- Chancellor	- Rector's Decree

5.2 Implementation of research process standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Perform technical and/or administrative preparation in accordance with the content of the standard research process;	- Dean - Head of Department/Programme - Lecturer	- Forms

2.	Socialising the content of Process standards research to all lecturers, education staff, and students	- Dean - Head of Department/Programme	- Form - Internal Record
3.	Prepare and create written documents in the form of: SOP, work instructions, or the like in accordance with the contents of the standard Research process	- Head of Department/Programme	- Checklist
4.	Carry out research implementation activities using process standards research as a benchmark for achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3. Evaluation of research process standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Recording all findings in the form of irregularities, omissions, errors, or the like that are not in accordance with the law. with the content of the research process standards;	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Internal Record
3.	Examine and study the reasons or causes of any deviation from the content of the research process standards, or if the content of the standards fails to be achieved	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the content of the research process standards;	- Auditor	- Forms
5.	Record or log all corrective actions taken.	- Auditor	- Forms
6.	Continuously monitor the effects of the corrective action	- Auditor	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of research process standards;	- Auditor	- Forms
8.	Report the results of the evaluation of research process standards to the Rector, along with suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Control of research process standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
2.	Record all evaluation findings in the form of irregularities, omissions, errors, or the like of conducting research that is not in accordance with the content of the standard;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes of deviations from the content of the research process standards, or when the content of the standard fails to be achieved;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the content of the research process standards;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Make periodic written reports on all matters relating to control. research process standards;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
9.	Reporting the results of the control of research process standards to the Rector	- Head of LPPMP	- Forms

5.5 Improved research process standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Studying the result report control of research process standards;	- Dean	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers;	- Dean	- Forms
3.	Evaluate the content of the Process standard research	- Chairman of LPPM	- Forms
4.	Make revisions to improve content research process standards so that they become the new standards;	- Chairman of LPPM	- Form - Manual of Standard Setting

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Research Guide.
- d. Standardised *forms/templates*






VII. REFERENCES

- a. Anonymous, 2018. Guidelines for Internal Quality Assurance System (Academic Education-Vocational Education-Distance Education Professional Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKN;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work

- Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Instruments
Higher Education Accreditation.
 - j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
 - k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
 - l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
 - m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
 - n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
 - o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id	Code/No: SPMI-FEB- UHO- MPT.07
	RESEARCH STANDARDS MANUAL	Date 09-09-2020
		Revision : 1
		Page 1 of 8

RESEARCH ASSESSMENT STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE RESEARCH ASSESSMENT STANDARDS MANUAL

- a. The purpose of the standard setting manual is to design, formulate and set standards for research processes based on education, transparency and accountability;
- b. The purpose of the standards implementation manual is to carry out the assessment;

- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of assessment standards so that the implementation of research assessment can be controlled;
- d. The purpose of the standard control manual is to control the implementation of research assessment so that it can be achieved or fulfilled;
- e. The purpose of the standards improvement manual is to improve research assessment.

III. SCOPE OF THE RESEARCH ASSESSMENT STANDARDS MANUAL

This manual applies:

- a. Time assessment standards are designed, formulated and set;
- b. All research assessment standards and their derivatives at the Faculty of Economics and Business Study Programme level

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the contents of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of the SPMI Standard so that the standard is declared valid;
- d. Research assessment standards are the minimum criteria for research quality;
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation;
- f. Academic research is conducted in accordance with scientific autonomy and academic culture.
- g. The research was conducted based on competency and competition pathways;
- h. The results of research in higher education must be directed to develop science and technology, as well as improve the welfare of the community and society.
competitiveness of the nation;
- i. Research results are all outputs produced through activities that fulfil scientific principles and methods systematically in accordance with scientific autonomy and academic culture;
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service;
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business;
- l. Professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education;
- m. Competence is a set of intelligent, responsible actions that a person has as a

- condition for being considered capable by the community in carrying out tasks in certain fields of work;
- n. Certification is the process of awarding educational certificates to lecturers;
 - o. A certificate of education is formal evidence as recognition given to lecturers as professionals;
 - p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. RESEARCH ASSESSMENT STEPS OR PROCEDURES

5.1 Establishment of Research Assessment Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Making the vision and mission of the Faculty of Economics and Business UHO as the starting point and final goal, from designing to setting standards.	- Dean - Vice Dean - Head of Department/Program me - UJMSI	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Department Strategic Plan
2.	The research assessment is elaborated in accordance with the vision and mission and is future-oriented, which is in line with the development of science and technology in the management and development of coastal areas, marine and rural	- Dean - Vice Dean - Head of Department/Program me	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspect of the activity to be carried out. research assessment standards are created	- Dean - Vice Dean - Head of Department/Program me - Lecturer	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations. invitations that must be fulfilled	- Dean - Vice Dean - Head of Department/Program me - UJMSI	- Forms
5.	Conduct self-evaluation by applying SWOT analysis	- Dean - Vice Dean - UJMSI - Head of Department/Program me - Lecturer	- Forms

6.	Carry out a tracer study or survey on the aspects that will be standardised against stakeholders;	- Head of Department/Programme - Vice Dean - UJMSI	- Forms
7.	Analyse the results of steps 3 to 6 by testing them against the vision and mission of the UHO Faculty of Economics and Business;	- Dean - Head of Department/Programme	- Forms
8.	Formulate draft research assessment standards with components <i>Audience, Behaviour, Competence, Degree (ABCD)</i> ;	- Dean - Head of Department/Programme - UJMSI	- Forms
9.	Conduct a public test or socialisation of the draft research assessment standards by inviting internal and/or external stakeholders to obtain the following Suggestion;	- Dean - Head of Department/Programme - UJMSI - Lecturer	- Forms
10.	Reformulate the statement of the research assessment standard by taking into account the results of no. 9	- Dean - UJMSI - Head of Department/Programme - Lecturer	- Internal Record
11.	Conduct editing and verification of research assessment standard statements to ensure there are no grammatical errors or mistakes. Writing;	- Dean - UJMSI - Head of Department/Programme	- Internal Record
12.	Establish and enforce research assessment standards through stipulations in the form of Decision.	- Dean	- Dean's Decree

5.2 Implementation of Research Assessment Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Perform technical and/or administrative preparations in accordance with the contents of the assessment standard Research;	- Dean - Head of Department/Programme - Lecturer	- Forms
2.	Socialise the content of research assessment standards to all lecturers, education personnel, and students	- Dean - Head of Department/Programme	- Form - Internal Record

3.	Prepare and create written documents in the form of: SOP, work instructions, or the like in accordance with the content of research assessment standards	- Head of Department/Programme	- Checklist
4.	Carry out research implementation activities using research assessment standards as benchmarks achievements	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of Research Assessment Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Record all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the research assessment standards;	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Internal Record
3.	Examine and study the reasons or causes of deviations from the content of the research assessment standards, or when the content of the standards fails to be achieved.	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the content of the standard research assessment;	- Auditor	- Forms
5.	Record or log all corrective actions taken.	- Auditor	- Forms
6.	Continuously monitor the effects of the corrective action	- Auditor	- Forms
7.	Make a written report periodically on all matters which concerns the evaluation of research assessment standards;	- Auditor	- Forms
8.	Report the results of the evaluation of research assessment standards to the Rector, accompanied by advice or recommendations	- UJMSI Chairman	- Forms

5.4 Control of Research Assessment Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct periodic control every year;	- Dean - UJMSI Chairman - Head of Department/Programme	- Forms
2.	Record all findings of evaluation results in the form of irregularities, omissions, errors, or the like from the implementation of non-compliant research with the content of the standard;	- Dean - UJMSI Chairman - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- Dean - UJMSI Chairman - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes for deviations from the content of the research assessment standards, or when the content of the standard fails to be achieved;	- Dean - UJMSI Chairman - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the content of the research assessment standards;	- Dean - UJMSI Chairman - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Dean - UJMSI Chairman - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Dean - UJMSI Chairman - Head of Department/Programme	- Forms
8.	Make periodic written reports on all matters concerning the control of research assessment standards;	- Dean - UJMSI Chairman - Head of Department/Programme	- Forms
9.	Report the results of controlling research assessment standards to the Dean, accompanied by suggestions or recommendations	- UJMSI Chairman	- Forms

5.5 Improved Research Assessment Standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Studying the result report control of research assessment standards;	- Dean	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers;	- Dean	- Forms
3.	Evaluate the content of research assessment standards	- Dean - UJMSI Chairman - Head of Department/Programme	- Forms
4.	Revise the assessment of research assessment standards so that they become new standards;	- UJMSI Chairman	- Form - Manual of Standard Setting

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Research Guide.
- d. Standardised *forms/templates*.

VII. REFERENCES






- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKN;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149

Year 2014 concerning the Organisation and Work Procedures of Halu Oleo University

- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPT.05</p>
	<p align="center">RESEARCH STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 8</p>

RESEARCHER STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF RESEARCHER STANDARDS MANUAL

- a. The purpose of the standard setting manual is to design, formulate and set researcher standards based on education, transparency and accountability;
- b. The purpose of the standards implementation manual is to implement

- researcher standards;
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of researcher standards so that the implementation of researcher standards can be controlled;
- d. The purpose of the standard control manual is to control the implementation of researcher standards so that they can be achieved or fulfilled;
- e. The purpose of the standards improvement manual is to improve the standards of researchers.

III. SCOPE OF THE RESEARCHER STANDARDS MANUAL

This manual applies:

- a. Researcher standards are first designed, formulated and set;
- b. All researcher standards along with their derivatives at the Study Programme level within the Faculty of Economics and Business.

IV. STANDARD DEFINITION

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. Research standards are the minimum criteria for research quality
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Research is conducted by the academic community in accordance with scientific autonomy and academic culture
- g. The research was conducted based on competency and competition pathways
- h. The results of research in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. Research results are all outputs produced through activities that fulfil scientific principles and methods systematically in accordance with scientific autonomy and academic culture.
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business.
- l. Professional is a job or activity that is done by someone and becomes a source

- of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
 - n. Certification is the process of awarding educational certificates to lecturers
 - o. Certificate of education is formal evidence as recognition given to lecturers as professionals
 - p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STANDARDISED STEPS OR PROCEDURES FOR RESEARCHERS

5.1 Researcher Standard Setting

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Making UHO's vision and mission as the starting point and the ultimate goal, from designing to establishing standard	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - Faculty Strategic Plan - Department Strategic Plan
2.	Researcher Standards are described in accordance with the vision and mission and are future-orientated, namely in line with the development of science and technology in the management and development of coastal, marine and rural areas.	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspect of the activity to be carried out standardised researcher	- Chairman of LPPM	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations invitations that must be fulfilled	- Chairman of LPPM	- Forms
5.	Conduct self-evaluation by applying SWOT analysis	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms

6.	Carry out a tracer study or survey on standards Researchers against internal and external interests;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
7.	Analyse the results of steps 3 to 6 by testing them against the vision and mission statements UHO;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate draft researcher standards	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
9.	Conducting a public test or socialisation of the draft researcher standards by inviting internal stakeholders and/or external for advice;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Forms
10.	Reformulate the statement researcher's standard with respect to result no. 9	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
11.	Editing and verifying the researcher's standardised statement to ensure there are no grammatical errors or mistakes writing;	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
12.	Defining and enacting researchers through stipulations in form of decision.	- Chancellor	- Rector's Decree

5.2 Implementation of Researcher Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct technical preparation and/or administrative in accordance with the contents of the researcher standard	- Researcher	- Forms
2.	Socialise the contents of researcher standards to all lecturers, education personnel, and students	- Chairman of LPPM	- Form - Internal Record

3.	Prepare and create written documents in the form of: SOP, work instruction, or the like in accordance with the contents of the researcher standard	- Chairman of LPPM	- Checklist
4.	Carry out research implementation activities with using the researcher's standards as a benchmark for achievement	- Researcher	- Form - Internal Record

5.3 Evaluation of Researcher Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Recording all findings in the form of irregularities, omissions, errors, or the like that are not in accordance with the law with the content of the researcher's standards;	- Chairman of LPPM	- Forms
2.	Recording incompleteness document	- Chairman of LPPM	- Internal Record
3.	Examine and study the reasons or causes for deviations from the contents of the researcher standard, or if standard content failed to be achieved	- Chairman of LPPM	- Forms
4.	Take corrective action against violations or deviations from the content of the researcher's standards;	- Chairman of LPPM	- Forms
5.	Note or record all corrective actions taken;	- Chairman of LPPM	- Forms
6.	Continuously monitor the effects of the corrective action	- Chairman of LPPM	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of standards Researcher;	- Chairman of LPPM	- Forms
8.	Report the results of the evaluation of researcher standards to the Rector, with suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Researcher Standard Control

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM	- Forms

2.	Recording all evaluation findings in the form of deviations, omissions, errors, or the like from the implementation of the programme education that is not in line with the content of the standard;	- Chairman of LPPM	- Forms
3.	Record incomplete documents;	- Chairman of LPPM	- Forms
4.	Examine and learn the reasons or causes of any deviation from the content of the researcher's standard, or when the content of the standard fails to be achieved;	- Chairman of LPPM	- Forms
5.	Take corrective action against violations or deviations from the content researcher standards	- Chairman of LPPM	- Forms
6.	Taking notes or recording all corrective actions taken;	- Chairman of LPPM	- Forms
7.	Continuously monitor the effects of the corrective actions;	- Chairman of LPPM	- Forms
8.	Make periodic written reports on all matters concerning control of researcher standards;	- Chairman of LPPM	- Forms
9.	Reporting the results of the control of researcher standards to the Rector, accompanied by suggestions or recommendations	- Chairman of LPPM	- Forms

5.5 Improved Researcher Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Studying the researcher's standard control report;	- Chancellor	- Forms
2.	Organising a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturer;	- Chancellor	- Forms
3.	Evaluate the content of researcher standards	- Chancellor	- Forms
4.	Revised the standardised researcher assessment to be new standards;	- Chairman of LPPM	- Form - Manual of Standard Setting

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Research Guide.
- d. Standardised *forms/templates*.



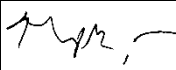


VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNi;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of

Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPT.06</p>
	<p align="center">RESEARCH STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 8</p>

FACILITIES AND INFRASTRUCTURE STANDARDS RESEARCH

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND PURPOSE OF FACULTY OF ECONOMICS AND BUSINESSUNIVERSITY HALU OLEO

II. Vision Faculty of Economics and Business UHO

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

III. PURPOSE OF THE RESEARCH FACILITIES AND INFRASTRUCTURE STANDARDS MANUAL

- a. The purpose of the standardisation of facilities and infrastructure manual is to design, formulate and set standards for research facilities and infrastructure needed in order to fulfil research facilities and infrastructure.

- b. The purpose of the implementation manual for facilities and infrastructure standards is to implement research facilities and infrastructure standards.
- c. The purpose of the facilities and infrastructure standard evaluation manual is to carry out an evaluation of the implementation of research facilities and infrastructure so that the implementation of research facilities and infrastructure can be controlled.
- d. The purpose of the facilities and infrastructure standard control manual is to control the implementation of research facilities and infrastructure so that it can be achieved or fulfilled.
- e. The purpose of the facilities and infrastructure standard improvement manual is to improve research facilities and infrastructure.

IV. SCOPE OF THE RESEARCH FACILITIES AND INFRASTRUCTURE STANDARDS MANUAL

This manual applies:

- a. Research facilities and infrastructure standards were first designed, formulated and established;
- b. All standards of research facilities and infrastructure along with their derivatives at the level of the Study Programme within the Faculty of Economics and Business

V. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the contents of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of the SPMI Standard so that the standard is declared valid;
- d. Research facilities and infrastructure standards are the minimum criteria for research quality
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Research is conducted by the academic community in accordance with scientific autonomy and academic culture
- g. The research was conducted based on competency and competition pathways
- h. The results of research in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. Research results are all outputs produced through activities that fulfil scientific principles and methods systematically in accordance with scientific autonomy and academic culture.

- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business.
- l. Professional is a job or activity that is done by someone and becomes a source of income for life that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
- n. Certification is the process of awarding educational certificates to lecturers
- o. Certificate of education is formal evidence as recognition given to lecturers as professionals
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

VI. STANDARDISED STEPS OR PROCEDURES FOR RESEARCH FACILITIES AND INFRASTRUCTURE

5.1 Determination of Research Facilities and Infrastructure Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Making the vision and mission of the Faculty of Economics and Business UHO as the starting point and final goal, from designing to setting standards.	<ul style="list-style-type: none"> - Dean - Chair of the Senate - Vice Dean - Head of Department/Programme 	<ul style="list-style-type: none"> - UHO Statute - UHO Strategic Plan - Renop UHO - FEB Strategic Plan - Renop FEB
2.	Facilities and infrastructure are described in accordance with the vision and mission and are future-orientated, namely in line with the development of science and technology in the management and development of the region. coastal, marine and rural	Head of General Affairs and Equipment	- Forms
3.	Collect and study the contents of all regulations legislation relevant to the aspect of the activity to be undertaken standardised facilities and infrastructure	Head of General Affairs and Equipment	- Checklist

4.	Record legal norms/conditions contained in laws and regulations that cannot be deviated from;	Head of General Affairs and Equipment	- Forms
5.	Conduct self-evaluation by applying SWOT analysis	- Dean Head of General Affairs and Equipment	- Forms
6.	Carry out a tracking study or survey on the standard of research facilities and infrastructure against internal and external interests	- Dean - Head of General Affairs and Equipment	- Forms
7.	Analyse the results from steps 3 to 6 by testing them against vision and mission of the Faculty of Economics and Business UHO;	- Dean - Head of General Affairs and Equipment	- Forms
8.	Formulate a draft standard for research facilities and infrastructure	- Dean	- Forms
9.	Conduct a public test or socialisation of the draft standard of research facilities and infrastructure by inviting internal stakeholders and/or externally for advice;	- Dean	- Forms
10.	Reformulate the statement of facilities and infrastructure standards research with respect to result no. 9	- Dean	- Internal Record
11.	Editing and verifying the statement of the standard of research facilities and infrastructure to ensure there are no errors grammatical or writing errors;	- Dean	- Internal Record
12.	Establishing and enforcing research facilities and infrastructure standards through the stipulation of in the form of a decision.	- Dean	- Dean's Decree

5.2 Implementation of Research Facilities and Infrastructure Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Perform technical and/or administrative preparations in accordance with the contents of the facilities and services standard. research infrastructure;	Head of General Affairs and Equipment	- Forms
2.	Socialising the content of research facilities and infrastructure standards to all lecturers, education staff, and students.	- Dean	- Form - Internal Record

3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the contents of the SOP research facilities and infrastructure standards	Head of General Affairs and Equipment	- Checklist
4.	Carry out community service activities by using standard research facilities and infrastructure as a benchmark for achievement	- Dean - Researcher	- Form - Internal Record

5.3 Evaluation of Research Facilities and Infrastructure Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Record all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the research facilities and infrastructure standards;	- Dean - Vice Dean - Head of Department/Products	- Forms
2.	Record incomplete documents	- Dean - Vice Dean - Head of Department	- Forms
3.	Examine and study the reasons or causes of deviations from the contents of the standard of research facilities and infrastructure, or if standard content failed to be achieved	- Dean - Vice Dean - Head of Department/Products	- Forms
4.	Take corrective action against any breach or deviation from content of research facilities and infrastructure standards;	- Dean - Vice Dean - Head of Department/Products	- Forms
5.	Note or record all corrective actions taken;	- Dean - Vice Dean - Head of Department/Products	- Forms
6.	Continuously monitor the effects of the corrective action	- Dean - Vice Dean II	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of standards research facilities and infrastructure;	- Dean - Vice Dean - Head of General Affairs and Equipment	- Forms
8.	Report the results of the evaluation of research facilities and infrastructure standards to the Chancellor, accompanied by suggestions or recommendation	- Dean	- Forms

5.4 Control of Research Facilities and Infrastructure Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Conduct periodic control every year;	- Dean - Chairman of LPPM	- Forms
2.	Record all evaluation findings in the form of irregularities, omissions, errors, or the like from the conduct of research that do not in accordance with the content of the standard;	- Dean - Chairman of LPPM	- Forms
3.	Record incomplete documents;	- Dean - Chairman of LPPM	- Forms
4.	Examine and study the reasons or causes of deviations from the contents of the facilities and infrastructure standards. research, or when the content of the standard fails to be achieved;	- Dean - Chairman of LPPM	- Forms
5.	Take corrective action against violations or deviations from the contents of the facilities and infrastructure standards. Research;	- Dean - Chairman of LPPM	- Forms
6.	Record or capture all corrective actions taken;	- Dean - Chairman of LPPM	- Forms
7.	Continuously monitor the effects of the corrective action;	- Dean - Chairman of LPPM - Head of General and Equipment	- Forms
8.	Make periodic written reports on all matters relating to control. standard	- Dean - Chairman of LPPM	- Forms
9.	Reporting the results of controlling the standards of research facilities and infrastructure to the Rector, accompanied by suggestions or recommendations	- Dean - Chairman of LPPM	- Forms

5.5 Improvement of Research Facilities and Infrastructure Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Studying the report on the results of facility standard control and research infrastructure	- Dean	- Forms

2.	Organise a meeting or discussion forum to discuss the results of the report, inviting relevant officials and lecturers;	- Dean	- Forms
3.	Evaluate the content of research facilities and infrastructure standards	- Dean	- Forms
4.	Revise the improvement of research facilities and infrastructure standards so that they become new standards;	- Dean - Chairman of LPPM	- Forms

VII. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Research Guide.
- d. Standardised *forms/templates*.

VIII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNI;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation



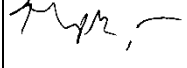
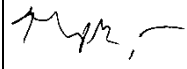

Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)

Halu Oleo University

- i. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id	Code/No: SPMI-FEB- UHO- MPT.07
	RESEARCH STANDARDS MANUAL	Date 09-09-2020
		Revision : 1
		Page 1 of 7

RESEARCH RESULTS MANAGEMENT STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE RESEARCH MANAGEMENT STANDARDS MANUAL

- a. The purpose of the management standard setting manual is to design, formulate and set standards for research facilities and infrastructure needed to support the management needs of research studies in order to fulfil research

- management standards;
- b. The purpose of the management standards implementation manual is to implement research management standards;
- c. The purpose of the management standards evaluation manual is to carry out an evaluation of the implementation of research management standards so that the implementation of research management can be controlled;
- d. The purpose of the management standards control manual is to control the implementation of research management so that it can be achieved or fulfilled;
- e. The purpose of the management standards improvement manual is to improve research management.

III. SCOPE OF THE RESEARCH MANAGEMENT STANDARDS MANUAL

This manual applies:

- a. Research management standards were first designed, formulated and established;
- b. All research management standards with their derivatives at the level of the Faculty of Economics and Business Study Programme

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standards: actions in the form of approval and ratification of SPMI Standards so that the standards are declared valid;
- d. Research management standards are the minimum criteria for research quality
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Research is conducted by the academic community in accordance with scientific autonomy and academic culture
- g. The research was conducted based on competency and competition pathways
- h. The results of research in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. Research results are all outputs produced through activities that fulfil scientific principles and methods systematically in accordance with scientific autonomy and academic culture.
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.
- k. Professor or Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business UHO Professional is a job or activity carried out by a person and becomes a source of life income that requires proficiency,

expertise, or proficiency that meets certain quality standards or norms and requires professional education.

- l. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
- m. Certification is the process of awarding educational certificates to lecturers
- n. Certificate of education is formal evidence as recognition given to lecturers as professionals
- o. The Indonesian National Qualifications Framework (KKNI) is a framework for competency qualifications that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. RESEARCH MANAGEMENT STEPS OR PROCEDURES

5.1 Setting research management standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Making the vision and mission of the Faculty of Economics and Business UHO as the starting point and final goal, from designing to setting standards.	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Department Strategic Plan
2.	Research management is elaborated in accordance with the vision and mission and is already future-orientated, namely in line with the development of science and technology in regional management and development. coastal, marine and rural	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspects of the activities for which the research management standards are to be developed.	- Chairman of LPPM - Dean - Head of Department/Programme	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations that are mandatory fulfilled;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Carry out a tracer study or survey on the aspects that will be standardised to stakeholders;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms

6.	Carry out tracking studies or surveys on research management standards for internal and external interests	- Chairman of LPPM - Head of UPT KPK	- Forms
7.	Analyse the results of steps 3 to 6 by testing them against the vision and mission of the UHO Faculty of Economics and Business;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate draft research management standards in accordance with the components of <i>Audience, Behaviour, Competence, Degree</i> (ABCD);	- Chairman of LPPM - Dean - Head of Department/Programme - Researcher	- Form - Internal Record
9.	Conduct a public test or socialisation of the draft research management standards by inviting internal stakeholders and/ or external for advice;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Researcher	- Work Instructions - Form - Internal Record
10.	Reformulate the research management standard statement with pay attention to result no. 9	- Chairman of LPPM - Dean - Head of Department/Programme	- Form - Internal Record
11.	Editing and verifying the research management standard statement to ensure there are no grammatical errors or mistakes Writing;	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
12.	Establishing and enforcing research management standards through stipulations in the form of Decision.	- Chancellor	- Rector's Decree

5.2 Implementation of research management standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Perform technical and/or administrative preparation in accordance with with the content of research management;	- Chairman of LPPM - Dean - Lecturer/Researcher	- Forms
2.	Socialising the contents of research management standards to all lecturers, staff education, and students	- Dean - Head of Department/Programme	- Form - Internal Record

3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the content of research management	- Dean - Head of Department/Programme	- Checklist
4.	Carry out educational activities by using research management standards as benchmarks for achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of research management standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Record all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the standard research management	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Checklist
3.	Examine and study the reasons or causes of deviations from the contents of research management standards, or when the content of the standard fails to be achieved	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the content of the standard research management	- Auditor	- Forms
5.	Record all corrective actions taken;	- Chairman of LPPM	- Forms
6.	Continuously monitor the effects of the corrective action	- Chairman of LPPM	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of standards research management;	- Chairman of LPPM	- Forms
8.	Report the results of the evaluation of research management standards to the Rector, with suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Control of research management standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM - Head of Department/Programme	- Forms

		mme	
2.	Record all evaluation findings in the form of irregularities, omissions, errors, or the like from the conduct of research that do not in accordance with the content of the standard;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes for deviations from the content of the research management standards, or when the content of the standards fails to be achieved;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the content of research management standards;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Dean	- Forms
8.	Make periodic written reports on all matters concerning standard control	- Chairman of LPPM	- Forms
9.	Report the results of controlling research management standards to Rector, accompanied by advice or recommendations	- Chairman of LPPM	- Forms

5.5 Improved research management standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Studying the result report control of research management standards	- Chancellor	- Forms
2.	Organise a meeting or discussion forum to discuss the report the programme, by inviting relevant structural officials and lecturers;	- Chancellor	- Forms
3.	Evaluate the content of research management standards	- Chairman of LPPM	- Forms
4.	Revise research management improvements so that it becomes the new standard;	- Chairman of LPPM	- Form - Standard Setting Manual

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Research Guide.
- d. Standardised *forms/templates*



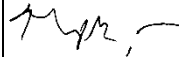


VII. REFERENCES

- a. Anonymous, 2018. Guidelines for Internal Quality Assurance System (Academic Education-Vocational Education-Distance Education Professional Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKN;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Haluh Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening

Research and Development of Research, Technology and Higher Education,
2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPT.08</p>
	<p align="center">RESEARCH STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 8</p>

FUNDING AND FINANCING STANDARDS RESEARCH

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND PURPOSE OF FACULTY OF ECONOMICS AND BUSINESSUNIVERSITY HALU OLEO

Vision Faculty of Economics and Business UHO

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system to be transparent, accountable, and credible so that it can provide excellent services for high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE RESEARCH FUNDING AND FINANCING STANDARDS MANUAL

- a. The purpose of the manual is to design, formulate, and set financing standards through research funding and financing mechanisms.

- b. The purpose of the financing standards implementation manual is to implement research funding and financing standards
- c. The purpose of the financing standards evaluation manual is to carry out an evaluation of the implementation of financing standards so that the implementation of research funding and financing management can be controlled.
- d. The purpose of the financing standards control manual is to control the implementation of research funding and financing so that it can be achieved or fulfilled.
- e. The purpose of the financing standards improvement manual is to increase research funding and financing

III. SCOPE OF THE RESEARCH FUNDING AND FINANCING STANDARDS MANUAL

This manual applies:

- a. First, research funding and financing standards were designed, formulated, and established.
- b. All research funding and financing standards and their derivatives at the Faculty of Economics and Business Study Programme level.

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the contents of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. Research financing standards are the minimum criteria for research quality
- e. Research in Higher Education directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Research conducted by academicians in accordance with scientific autonomy and academic culture
- g. The research was conducted based on competency and competition pathways
- h. The results of research in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. Research results are all outputs produced through activities that fulfil scientific principles and methods systematically in accordance with scientific autonomy and academic culture.
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business.

- l. Professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
- n. Certification is the process of awarding educational certificates to lecturers
- o. Certificate of education is formal evidence as recognition given to lecturers as professionals
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STEPS OR PROCEDURES FOR RESEARCH FUNDING AND FINANCING

5.1 Setting research financing standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Making FEB UHO's vision and mission as the starting point and final goal, from designing to setting standards	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - UHO Strategic Plan - Department Strategic Plan
2.	Research funding is outlined in accordance with the vision and mission and is future-orientated, namely in line with the development of science and technology in the management and development of the region coastal, marine and rural	- Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations that are relevant to the aspect of the activity for which the financing standard is to be made research	- Dean - Head of Department/Programme - Lecturer	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations that are mandatory fulfilled;	- Dean - Head of Department/Programme	- Forms
5.	Conduct self-evaluation by applying SWOT analysis;	- Dean - Head of Department/Programme	- Forms
6.	Carry out a tracking study or survey on the aspect that the standard will be made on stakeholder;	- Head of Department/Programme - Head of PR	- Forms
7.	Analyse the results from steps 3 to 6 by testing them against vision and mission of the Faculty of Economics and Business UHO;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate a draft of research financing standards in accordance with the components of <i>Audience, Behaviour, Competence,</i>	- Dean - Head of Department/Programme	- Form - Internal Record

	<i>Degree</i> (ABCD);	- Lecturer	
9.	Conduct a public test or socialisation of the draft research financing standards by inviting stakeholders	- Rector - Chairman of LPPM - Dean	- Work Instructions - Form - Internal Record
	internal and/or external for advice;	- Head of Department/Programme - Lecturer	
10.	Reformulate the standard statement research financing with respect to result no. 9	- Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
11.	Editing and verifying the statement of research financing standards to ensure there are no grammatical or other errors. writing errors;	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
12.	Establish and enforce research financing standards through a decree.	- Chancellor	- Rector's Decree

5.2 Implementation of research financing standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct technical and/or administrative preparations in accordance with the content of the research funding;	- Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Forms
2.	Socialising the content of research financing standards to all lecturers, education staff, and students	- Dean - Head of Department/Programme	- Form - Internal Record
3.	Prepare and create written documents in the form of: SOP, work instruction or the like in accordance with the content of research financing	- Chairman of LPPM - Ka. Finance Bureau	- Checklist
4.	Carry out educational activities using standardised financing research as a benchmark	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of research financing standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Record all findings of irregularities, omissions, errors, or the like that are not in accordance with the contents of the standard	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Checklist
3.	Examine and study the reasons or causes of deviations from the content of research financing standards, or when the content of the standard fails to be achieved	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the contents of the research financing standard;	- Auditor	- Forms
5.	Take notes or record everything corrective actions taken;	- Auditor	- Forms
6.	Continuously monitor the effects of the corrective action	- Chairman of LPPM	- Forms
7.	Make periodic written reports on all matters concerning evaluation of research financing standards;	- Chairman of LPPM	- Forms
8.	Report the results of the evaluation of research financing standards to the Rector with suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Control of research financing standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
2.	Record all evaluation findings in the form of irregularities, omissions, errors, or the like from the conduct of research that do not in accordance with the content of the standard;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms

4.	Examine and learn the reasons or causes of any deviation from the content of the research financing standard, or when the content of the standard fails to be achieved;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the content of research financing standards;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Make periodic written reports on all matters concerning the control of financing standards Research;	- Chairman of LPPM	- Forms
9.	Report the results of controlling research financing standards to Rector, accompanied by advice or recommendations	- Chairman of LPPM	- Forms

5.5 Improved research financing standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Study the report on the results of controlling financing standards research	- Chancellor	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the study the report, by inviting relevant officials and lecturers;	- Chancellor	- Forms
3.	Evaluate the content of research financing standards	- Chairman of LPPM - Head of Finance Bureau	- Forms
4.	Revise the increase in research funding to become the new standard;	- Chairman of LPPM - Ka. Finance Bureau	- Form - Manual

VI. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.






- b. Availability of regulations in no. 1.
- c. Research Guide.
- d. Standardised *forms/templates*.

VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNI;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Haluh Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology, and Higher Education, 2018.

	HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id	Code/No: SPMI-FEB- UHO- MPM.01
	SERVICE STANDARD MANUAL	Date 09-09-2020
		Revision : 1
		Page 1 of 8

STANDARD OF SERVICE RESULTS TO COMMUNITY

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OCEAN UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE SERVICE OUTCOME STANDARD MANUAL

- a. The purpose of the standard setting manual is to design, formulate and set standards for service outcomes at the Faculty of Economics and Business;
- b. The purpose of the standard implementation manual is to implement the

- service outcome standard;
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of the service results standard so that the implementation of the content of the service results can be controlled;
- d. The purpose of the standard control manual is to control the implementation of service results so that they can be achieved or fulfilled;
- e. The purpose of the standards improvement manual is to improve service outcomes.

SCOPE OF SERVICE OUTCOME STANDARD

This manual applies:

- a. When the service standards were first designed, formulated and established;
- b. for all service outcome standards along with their derivatives at the Faculty of Economics and Business Study Programme level.

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed inSPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the contents of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. The standard of service results is the minimum criteria regarding the quality of research results
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Research is conducted by the academic community in accordance with scientific autonomy and academic culture
- g. The research was conducted based on competency and competition pathways
- h. The results of community service in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. The results of dedication are all outputs produced through activities that fulfil scientific principles and methods systematically according to scientific autonomy and academic culture
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business.

- l. Professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
- n. Certification is the process of awarding educational certificates to lecturers
- o. Certificate of education is formal evidence as recognition given to lecturers as professionals
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STEPS OR PROCEDURES OF THE SERVICE OUTCOME STANDARD MANUAL

5.1 Establishment of service outcome standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Making the vision, mission of the UHO Faculty of Economics and Business as the starting point and final goal, from designing to set the standard	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Department Strategic Plan
2.	Elaborating the results of service in accordance with the vision, mission and already oriented to the future, namely in line with the development of science and technology in the management and development of coastal, marine and rural areas.	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspect of the activity for which the standard is to be made. service result	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
4.	Recording what is a legal norm or requirement that is listed in laws and regulations that must be fulfilled	- Dean - Head of Department/Programme	- Forms
5.	Carry out a tracking study or survey on the aspect that the standard will be made on stakeholder;	- Dean - Head of Department/Programme	- Forms

6.	Conducting a tracking study or survey on research outcome standards for internal stakeholders and external;	- Head of Department/Programme - Head of UPT KPK	- Forms
7.	Analyse the results from steps 3 to 6 by testing them against vision and mission of the Faculty of Economics and Business UHO;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate a draft standard of service results with components of <i>Audience, Behaviour, Competence, Degree</i> (ABCD);	- Dean - Head of Department/Programme - Lecturer	- Forms
9.	Conducting a public test or socialisation of the draft research results standard by inviting internal and/or external stakeholders to get advice	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Form - Work Instructions
10.	Reformulate the standard statement of service results by taking into account the results of no. 9;	- Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
11.	Editing and verifying the standard statement of service outcomes to ensure there are no grammatical errors or errors Writing;	- Head of LPPMP - Dean - Head of Department/Programme	- Internal Record
12.	Establish and enforce service outcome standards through stipulation in the form of a decision.	- Chancellor	- Rector's Decree

5.2 Implementation of service outcome standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Perform technical and/or administrative preparations in accordance with the contents of the service outcome standard	- Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	

2.	Socialise the content of research results standards to all lecturers, education staff, and students;	- Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
3.	Prepare and create written documents in the form of: SOP, work instruction, or similar according to the content of the standard	- Chairman of LPPM	- Forms
4.	Carry out standardised service delivery activities service results as a benchmark	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of service outcome standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Recording all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the results standard. devotion;	- UHO Auditor	- Forms
2.	Record incomplete documents;	- UHO Auditor	- Checklist
3.	Examine and study the reasons or causes of any deviation from the content of the service outcome standard or if the content of the standard fails to be achieved;	- UHO Auditor	- Forms
4.	Take corrective action against violations or deviations from the contents of the service outcome standards;	- UHO Auditor	- Forms
5.	Record or log all corrective actions taken;	- UHO Auditor	- Forms
6.	Continuously monitor the effects of the corrective actions;	- Chairman of LPPM	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of service outcome standards;	- Chairman of LPPM	- Forms
8.	Reporting the results of the evaluation of service outcome standards to the Rector, accompanied by suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Control of service outcome standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct periodic control every year;	- Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme	- Forms
2.	Record all findings of the evaluation results in the form of irregularities, omissions, errors, or the like from the implementation of services that are not in accordance with the evaluation results. with the content of the standard	- Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes of deviations from the content of the service outcome standard, or when the content of the standard fails to be achieved;	- Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the contents of the results standard deviation;	- Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme	- Forms
6.	Recording or taping all corrective actions taken	- Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action	- Head of LPPMP - Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Make periodic written reports on all matters relating to the control of service outcome standards	- Chairman of LPPM	- Forms

9.	Reporting the results of controlling the standard of service results to the Chancellor, accompanied by suggestions or recommendations	- Head of LPPMP	- Forms
----	---	-----------------	---------

5.5 Improved service outcome standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Studying the report on the results of controlling the standard of service results	- Chancellor	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers;	- Chancellor	- Forms
3.	Evaluate the content of service outcome standards	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
4.	Revise the content of the service results standard so that it becomes a new standard;	- Head of LPPMP - Dean - Head of Department/Programme	- Form - Manual

VI. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Service Guide.
- d. Standardised *forms/templates*






VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKN;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher

- Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
 - g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
 - h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
 - i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
 - j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
 - k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
 - l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
 - m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
 - n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
 - o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018.

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPM.02</p>
	<p align="center">COURT STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 8</p>

SERVICE CONTENT STANDARD

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF SERVICE CONTENT STANDARD MANUAL

- a. The purpose of the standard setting manual is to design, formulate and set standards for the content of dedication as a level of depth that contains the principles of usefulness, currency, and anticipates future needs.
- b. The purpose of the standard implementation manual is to implement the contents of the devotion

- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of the service content standards so that the implementation of the service content can be controlled.
- d. The purpose of the standard control manual is to improve the content of the service.

III. SCOPE OF SERVICE CONTENT STANDARD MANUAL

This manual applies:

- a. When the service content standard was first designed, formulated and established;
- b. For all service content standards along with their derivatives at the Faculty of Economics and Business Study Programme level.

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the contents of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of the SPMI Standard so that the standard is declared valid;
- d. Service content standards are minimum criteria regarding the quality of service content;
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation;
- f. Devotion is carried out by the Academic Community in accordance with scientific autonomy and academic culture;
- g. Service is carried out based on competency and competition pathways;
- h. The results of Pengabdian in higher education must be directed to develop science and technology, as well as improve the welfare of society and the competitiveness of the nation;
- i. Pengabdian results are all outputs produced through activities that fulfil scientific principles and methods systematically according to scientific autonomy and academic culture;
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service;
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business;
- l. Professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet certain

- quality standards or norms and requires professional education;
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work;
- n. Certification is the process of awarding educational certificates to lecturers
- o. A certificate of education is formal evidence as recognition given to lecturers as professionals;
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STEPS OR PROCEDURES OF THE SERVICE CONTENT STANDARDS MANUAL

5.1 Determination of service content standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	The vision and mission of the UHO Faculty of Economics and Business are used as the starting point and ultimate goal, from designing to setting standards;	- Chairman of LPPM - Head of Department/Programme - Lecturer	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Department Strategic Plan
2.	The content of the service is described in accordance with the vision and mission and is future-oriented, namely in line with the development of science and technology in the management and development of coastal, marine and rural areas.	- Chairman of LPPM - Head of Department/Programme	- Forms
3.	Collect and study the contents of all relevant laws and regulations. with service content standards	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Checklist
4.	Record legal norms/conditions contained in laws and regulations that cannot be deviated from;	- Chairman of LPPM - Head of Department/Programme	- Forms
5.	Carry out a tracer study or survey on the aspects that will be standardised to stakeholders;	- Chairman of LPPM - Head of Department/Programme	- Forms

6.	Conducting a tracking study or survey on the standard content of the service to internal stakeholders and external;	- Chairman of LPPM - Head of Department/Programme - Ka. UPT KPK	- Forms
7.	Analyse the results of steps 3 to 5 by testing them against the vision and mission of the UHO Faculty of Economics and Business;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate a draft standard of service content in accordance with the components of <i>Audience, Behaviour, Competence, Degree</i> (ABCD);	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Forms
9.	Conduct a public test or socialisation of the draft standard Service content by inviting internal and/or external stakeholders to get suggestions;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
10.	Reformulate the statement of standard content of service by taking into account the results of no. 9;	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Work Instructions - Form - Internal Record
11.	Editing and verifying the standard statement of service content to ensure there are no grammatical errors or writing errors.	- Chairman of LPPM - Head of Department/Programme	- Internal Record
12.	Legalise and enact standard of service content through stipulation in the form of a decision.	- Chancellor	- Rector's Decree

5.2 Implementation of service content standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Perform technical and/or administrative preparations in accordance with the contents of the standard Service content	- Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Forms

2.	Socialisation of the contents of the standard Service content to all lecturers, education staff, and students	- Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
3.	Prepare and create written documents in the form of: Procedure Manual or SOP, work instruction, or the like in accordance with the contents of the standard Service content;	- Chairman of LPPM	- Forms
4.	Carry out community service activities by using the community service content standard as a benchmark measure its achievement	- Chairman of LPPM - Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of service content standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Record all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the standard Service content	- Auditor	- Forms
2.	Record incomplete documents;	- Auditor	Checklist
3.	Examine and study the reasons or causes of deviations from the contents of the standards The contents of the court, or when the content of the standard fails to be achieved;	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the contents of the standard Service content;	- Auditor	- Forms
5	Record or capture all corrective actions taken;	- Auditor	- Forms
6	Continuously monitor the effects of the corrective action	- Chairman of LPPM - Dean	- Forms
7	Make periodic written reports on all matters concerning the evaluation of the standard of service content;	- Head of LPPM Dean	- Forms
8	Reporting the results of the standard evaluation the content of the judgement to the Chancellor, along with any advice or recommendations;	-LPPM Chair	- Forms

5.4 Control of service content standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct periodic control every year;	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/P rogramme 	- Forms
2.	Record all evaluation findings in the form of deviations, omissions, errors, or the like from the implementation of services that are not in accordance with the contents of the standard;	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/P rogramme 	Checklist
3.	Record incomplete documents	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/P rogramme 	- Forms
4.	Examine and study the reasons or causes of deviations from the contents of the standard Service content, or when the content of the standard fails to be achieved	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/P rogramme 	- Forms
5	Take corrective action against violations or deviations from the contents of the standard Service content	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/P rogramme 	- Forms
6	Record or capture all corrective actions taken;	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/P rogramme 	- Forms
7	Continuously monitor the effects of the corrective action	<ul style="list-style-type: none"> - Head of LPPMP - Chairman of LPPM - Dean - Head of Department/P rogramme 	- Forms
8	Make periodic written reports about all matters concerning the control of the standard of service content;	Chairman of LPPM	- Forms

9.	Reporting the results of controlling the standard of service content to the Chancellor, accompanied by advice or recommendation	Chairman of LPPM	- Forms
----	---	------------------	---------

5.5 Improved service content standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Studying the report on the results of controlling the Content standard dedication	- Chancellor	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturers	- Chancellor	- Forms
3.	Evaluation of standard content Devotion content	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
4.	Revise the content of the standard Service content so that it becomes a new standard	- Head of LPPMP - Dean - Head of Department/Programme	- Forms

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Service Guide.
- d. Standardised *forms/templates*


VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNi;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia




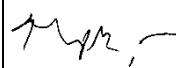

Number 43

Year 2012 concerning UHO Statute;

- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPM.03</p>
	<p align="center">COURT STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 16</p>

SERVICE PROCESS STANDARD

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education...
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE SERVICE PROCESS STANDARDS MANUAL

- a. The purpose of the manual for determining the standard of service process is to design, formulate and determine the standard of the research process as a level of depth that contains the principles of usefulness, sophistication, and

- anticipates future needs.
- b. The purpose of the manual for implementing the service process standards is to carry out the service process
- c. The purpose of the service process standard evaluation manual is to carry out an evaluation of the implementation of the service process standards so that the implementation of the service process can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the service process so that it can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve the service process

III. SCOPE OF THE SERVICE PROCESS STANDARD MANUAL

This manual applies:

- a. When the service process standards are first designed, formulated and established;
- b. For all service process standards and their derivatives at the Faculty of Economics and Business Study Programme level.

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed inSPMI. This activity can be in the form of elaborating / describing 24 Higher Education SNs and determining Higher Education Standards that are unique to the UHO Faculty of Economics and Business, both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standards: actions in the form of approval and ratification of SPMI Standards so that the standards are declared valid;
- d. The service process standard is the minimum criteria regarding the quality of the research process
- e. Research in Higher Education is directed to develop Science and Technology, and improve the welfare of society,
and the competitiveness of the nation,
- f. dedication is carried out by the Academic Community in accordance with scientific autonomy and academic culture
- g. Service is carried out based on competency and competition pathways
- h. The results of research in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. The results of service are all outputs produced through activities that fulfil scientific principles and methods systematically according to scientific autonomy and academic culture.
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.

- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business.
- l. Professional is a job or activity that is done by someone and becomes a source of income for life that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
- n. Certification is the process of awarding educational certificates to lecturers
- o. Certificate of education is formal evidence as recognition given to lecturers as professionals
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STEPS OR PROCEDURES OF THE SERVICE PROCESS STANDARDS MANUAL

5.1 Establishment of service process standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Making FEB UHO's vision and mission as the starting point and final goal, from designing to setting standards	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Department Strategic Plan
2.	The service process is elaborated in accordance with the vision and mission and has been orientated to the future, namely in line with the development of science and technology in regional management and development coastal, marine and rural	- Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all relevant laws and regulations. aspects of the activity to be standardised service process	- Dean - Head of Department/Programme - Lecturer	- Checklist

4.	Recording what are the legal norms or requirements listed in the laws and regulations that must be fulfilled.	- Dean - Head of Department/Programme	- Forms
5.	Carry out a tracking study or survey on the aspect that the standard will be made on stakeholder;	- Dean - Head of Department/Programme	- Forms
6.	Conduct a tracking study or survey on the standard service process for stakeholders internal and external	- Head of Department/Programme - Head of UPT KPK - UJMSI	- Forms
7.	Analyse the results of steps 3 to 6 by testing them against the vision and mission of the UHO Faculty of Economics and Business;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate a standard draft of the service process with components of Audience, Behaviour, Competence, Degree (ABCD);	- Dean - Head of Department/Programme - Lecturer	- Forms
9.	Conduct a public test or socialisation of the draft service process standard by inviting stakeholders internal and/or external for advice;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Forms
10.	Reformulate the standard statement of the service process with pay attention to result no. 9	- Dean - Head of Department/Programme - Lecturer	- Internal Record
11.	Editing and verification of research process standard statements to ensure there are no errors. grammatical or writing errors;	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
12.	Establish and enforce service process standards through determination in the form of a decision.	- Chancellor	- Rector's Decree

5.2 Implementation of service process standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct technical and/or administrative preparations in accordance with the contents of the service process standards;	- Dean - Head of Department/Programme - Lecturer	- Forms
2.	Socialising the contents of the standard service process to all lecturers, education staff, and students	- Dean - Head of Department/Programme	- Form - Internal Record
3.	Prepare and create written documents in the form of: SOP, work instruction or the like in accordance with the content of the standard	- Head of Department/Programme	- Checklist
4.	Carry out community service activities using the research process standards as a benchmark for achievement	- Head of Department/Product Lecturer	- Internal Record Form

5.3 Evaluation of service process standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Recording all findings in the form of irregularities, omissions, errors, or the like that are not in accordance with the law with the content of the service process standards;	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Internal Record
3.	Examine and study the reasons or causes of deviations from the contents of the service process standards or when the content of the standard fails to be achieved	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the contents of the service process standards;	- Auditor	- Forms
5.	Note or record all corrective actions taken;	- Auditor	- Forms
6.	Continuously monitor the effects of the corrective action	- Auditor	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of the service process	- Auditor	- Forms

	standards;		
8.	Reporting the results of the evaluation of the standardised teaching process to the Rector, along with suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Control of service process standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
2.	Record all evaluation findings in the form of deviations, omissions, errors, or the like from the implementation of services that are not in accordance with the contents of the standard;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes of deviations from the contents of the service process standards, or when the contents of the standards fail to be achieved;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the content of the service process standards;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Make periodic written reports on all matters relating to the control of process standards devotion;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
9.	Reporting the results of process standard control devotion to the Rector	- Head of LPPMP	- Forms

5.5 Improved service process standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Studying the process standard control report judgement;	- Chancellor	- Forms
2.	Organising a meeting or discussion forum to discuss the results of the report, by inviting relevant structural officials and lecturer;	- Chancellor	- Forms
3.	Evaluate the content of the service process standard	- Chairman of LPPM	- Forms
4.	Revise the content of the service process standard so that it becomes a standard that is suitable for all parties New;	- Chairman of LPPM	- Standard Setting Manual Form

VI. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of Research.
- b. Availability of regulations in no. 1.
- c. Service Guide.
- d. Standardised *forms/templates*



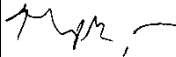
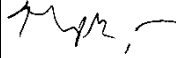

VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNi;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University

- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University.

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPM.04</p>
	<p align="center">COURT STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 6</p>

SERVICE ASSESSMENT STANDARD

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEUNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education...
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE SERVICE ASSESSMENT STANDARDS MANUAL

- a. The purpose of the standard setting manual is to design, formulate and set standards for service assessment based on education, transparency and accountability.
- b. The purpose of the standard implementation manual is to carry out the

- assessment of devotion
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of service assessment standards so that the implementation of service assessment can be controlled.
- d. The purpose of the standard control manual is to control the implementation of service assessment so that it can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve service assessment

III. SCOPE OF THE SERVICE ASSESSMENT STANDARD MANUAL

This manual applies:

- a. When the service assessment standard was first designed, formulated and established;
- b. For all service assessment standards along with their derivatives at the Faculty of Economics and Business Study Programme level

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. The service assessment standard is a minimum criterion about the quality of service.
- e. Research in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Devotion is carried out by the Academic Community in accordance with scientific autonomy and academic culture
- g. Service is carried out based on competency and competition pathways
- h. The results of service in higher education must be directed to develop science and technology, as well as improving the welfare of society and the competitiveness of the nation
- i. The results of dedication are all outputs produced through activities that fulfil scientific principles and methods systematically according to scientific autonomy and academic culture
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business.
- l. Professional is a job or activity that is done by someone and becomes a source

- of income for life that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
 - n. Certification is the process of awarding educational certificates to lecturers
 - o. Certificate of education is formal evidence as recognition given to lecturers as professionals
 - p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STEPS OR PROCEDURES OF THE SERVICE ASSESSMENT STANDARDS MANUAL

5.1 Establishment of service assessment standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Making the vision and mission of the Faculty of Economics and Business UHO as the starting point and final goal, starting from designing to set standards	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Department Strategic Plan
2.	The service assessment is elaborated in accordance with the vision and mission and has been oriented to the future, namely in line with the development of science and technology in the management and development of coastal, marine areas and rural areas	- Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspect of the activity for which the assessment standard is to be made dedication	- Dean - Head of Department/Programme - Lecturer	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations. invitations that must be fulfilled	- Dean - Head of Department/Programme	- Forms
5.	Conduct self-evaluation by applying SWOT analysis	- Dean - Head of Department/Programme - Lecturer	- Forms

6.	Carry out a tracking study or survey on the aspect that the standard will be made on stakeholder;	- Head of Department/Programme - Head of UPT KPK	- Forms
7.	Analyse the results from steps 3 to 6 by testing them against vision and mission of FEB UHO;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate draft assessment standards service with Audience, Behaviour, Competence, Degree (ABCD) components;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
9.	Conducting a public test or socialisation of the draft service assessment standard by inviting internal and/or external stakeholders to get advice;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Forms
10.	Reformulate the statement of service assessment standards with pay attention to result no. 9	- Dean - Head of Department/Programme - Lecturer	- Internal Record
11.	Editing and verification of service assessment standard statements to ensure there are no errors. grammatical or writing errors;	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
12.	Set and enforce standards service assessment through stipulation in the form of a decision.	- Chancellor	- Rector's Decree

5.2 Implementation of service assessment standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Perform technical and/or administrative preparation in accordance with with the contents of the service assessment standard;	- Dean - Head of Department/Programme - Lecturer	- Forms
2.	Socialising the content of service assessment standards to all lecturers, education staff, and students	- Dean - Head of Department/Programme	- Form - Internal Record

3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the contents of the SOP. service assessment standard	- Head of Department/Programme	- Checklist
4.	Carry out community service activities by using community service assessment standards as a benchmark for achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of service assessment standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Record all findings in the form of deviations, omissions, errors, or the like that are not in accordance with the contents of the service assessment standards;	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Internal Record
3.	Examine and study the reasons or causes of deviations from the contents of the service assessment standard, or when the contents of the standard fail to be achieved.	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the content service assessment standards;	- Auditor	- Forms
5.	Note or record all corrective actions taken;	- Auditor	- Forms
6.	Continuously monitor the effects of the corrective action	- Auditor	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of service assessment standards;	- Auditor	- Forms
8.	Report the results of the evaluation of service assessment standards to the Rector, accompanied by advice or recommendations	- Chairman of LPPM	- Forms

5.4 Control of service assessment standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
2.	Record all evaluation findings in the form of deviation, negligence,	- Chairman of LPPM - Dean	- Forms
	errors, or the like from the implementation of services that are not in accordance with the contents of the standard;	- Head of Department/Programme	
3.	Record incomplete documents;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes for deviations from the content of the service assessment standard, or when the content of the standard fails to be achieved;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the contents of the service assessment standard;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
7.	Continuously monitor the effects of the corrective action;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Make periodic written reports on all matters concerning the control of assessment standards deviation;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
9.	Report the results of controlling the standard of service assessment to the Chancellor, accompanied by suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Improved service assessment standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Studying the report on the results of controlling the service assessment standards;	- Chancellor	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, inviting related structural officials and lecturers;	- Chancellor	- Forms
3.	Evaluate the content of service assessment standards	- Dean - Head of Department/Programme	- Forms
4.	Conduct revised assessment improvements service assessment standard so that it becomes a new standard;	- Head of LPPMP	- Form - Manual of Standard Setting

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:


- a. List of laws and regulations in the field of education
- b. Service Guide.
- c. Standardised *forms/templates*

VII. REFERENCES






- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKN;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work

Procedures of Halu Oleo University

- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPM.05</p>
	<p align="center">COURT STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 6</p>

STANDARD OF SERVICE IMPLEMENTATION

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education...
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. THE PURPOSE OF THE SERVICE IMPLEMENTATION STANDARDS MANUAL

- a. The purpose of the manual is to design, formulate and set standards for the research process based on education, transparency and accountability.
- b. The purpose of the service implementer standard implementation manual is to implement the service implementer standard

- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of the assessment standards so that the implementation of the service implementer standards can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the service implementer standards so that they can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve the implementer of service

III. SCOPE OF THE SERVICE IMPLEMENTER STANDARD MANUAL

This manual applies:

- a. When the service standards were first designed, formulated and established;
- b. For all service standards along with their derivatives at the Faculty of Economics and Business Study Programme level

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed inSPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. Service standards are minimum criteria for research quality
- e. Service in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Devotion is carried out by the Academic Community in accordance with scientific autonomy and academic culture
- g. Service is carried out based on competency and competition pathways
- h. The results of community service in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. The results of dedication are all outputs produced through activities that fulfil scientific principles and methods systematically according to scientific autonomy and academic culture
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business.
- l. Professional is a job or activity that is done by someone and becomes a source of income for life that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.

- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
- n. Certification is the process of awarding educational certificates to lecturers
- o. Certificate of education is formal evidence as recognition given to lecturers as professionals
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STEPS OR PROCEDURES OF THE SERVICE IMPLEMENTATION STANDARD MANUAL

5.1 Establishment of service implementation standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Making the vision and mission of the Faculty of Economics and Business UHO as the starting point and the ultimate goal, from designing to set the standard	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - Faculty Strategic Plan - Department Strategic Plan
2.	The standards for implementing the service are elaborated in accordance with the vision and mission and are future-orientated, namely in line with the development of science and technology in the management and development of coastal, marine areas and rural areas	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations.	- Chairman of LPPM	- Checklist
	relevant to aspects of the activity for which the service implementer standard is to be made		
4.	Recording what is a legal norm or requirement listed in the laws and regulations that must be fulfilled	- Chairman of LPPM	- Forms
5.	Conduct self-evaluation by applying SWOT analysis	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms

6.	Carry out a tracking study or survey about the standard of service implementers to internal and external interests;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
7.	Analyse the results from steps 3 to 6 by testing them against vision and mission;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate a draft standard for service implementers	- Chairman of LPPM - Dean	- Forms
9.	Conduct a public test or socialisation of the draft researcher standards by inviting internal and/or external stakeholders to obtain suggestions;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Forms
10.	Reformulate the standard statement of the service implementer with pay attention to result no. 9	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
11.	Editing and verifying the standard statement of the service implementer to ensure there are no grammatical errors or errors Writing;	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
12.	Determining and enforcing service implementers through the determination of in the form of a decision.	- Chancellor	- Rector's Decree

5.2 Implementation of service implementer standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Perform technical and/or administrative preparation in accordance with the content of the standard implementation of service	- Researcher	- Forms
2.	Socialise the contents of the standard for implementing service to all lecturers education personnel, and students	- Chairman of LPPM	- Form - Internal Record
3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the contents of the SOP standard of service	- Chairman of LPPM	- Checklist

	implementer		
4.	Carry out service delivery activities using service implementation standards as a benchmark for achievement	- Researcher	- Form - Internal Record

5.3 Evaluation of service implementation standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Recording all findings in the form of irregularities, omissions, errors, or the like that are not in accordance with the content service implementation standards;	- Chairman of LPPM	- Forms
2.	Record incomplete documents	- Chairman of LPPM	- Internal Record
3.	Examine and study the reasons or causes of deviations from the contents of the service implementation standards, or when the content of the standard fails to be achieved	- Chairman of LPPM	- Forms
4.	Take corrective action against violations or deviations from the content service implementation standards;	- Chairman of LPPM	- Forms
5.	Record or capture all corrective actions taken;	- Chairman of LPPM	- Forms
6.	Continuously monitor the effects of the corrective action	- Chairman of LPPM	- Forms
7.	Make periodic written reports on all matters concerning evaluation of service implementation standards;	- Chairman of LPPM	- Forms
8.	Report the results of the evaluation of the service implementation standards to the Chancellor with suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Control of service implementation standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM	- Forms
2.	Recording all evaluation findings in the form of irregularities, omissions, errors, or the like from the implementation of education that are not in accordance with the content of the standard;	- Chairman of LPPM	- Forms
3.	Record incomplete documents;	- Chairman of LPPM	- Forms

4.	Examine and learn the reasons or causes of deviations from the contents of the service implementation standards, or when the content of the standard fails to be achieved;	- Chairman of LPPM	- Forms
5.	Take corrective action against violations or deviations from the contents of the service implementation standards;	- Chairman of LPPM	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of LPPM	- Forms
7.	Continuously monitor the effects of the corrective actions;	- Chairman of LPPM	- Forms
8.	Make periodic written reports on all matters concerning control of service implementation standards;	- Chairman of LPPM	- Forms
9.	Reporting the results of the control standards for implementing service to the Rector, accompanied by suggestions or recommendations	- Chairman of LPPM	- Forms

5.5 Improved standards of service implementers

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Studying the report on the results of controlling the service implementation standards;	- Chancellor	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting officials related structures and lecturers;	- Chancellor	- Forms
3.	Evaluate the content of the service implementer standard	- Chancellor	- Forms
4.	Conduct revised assessment improvements the standard of service implementers so that it becomes a new standard;	- Chairman of LPPM	- Form - Manual


VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:



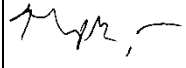


- a. List of laws and regulations in the field of Research and Service.
- b. Availability of regulations in no. 1.
- c. Service Guide.
- d. Standardised *forms/templates*

VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNl;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPM.06</p>
	<p align="center">COURT STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 7</p>

FACILITIES AND INFRASTRUCTURE STANDARDS DUTIES

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OCEAN UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education...
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE SERVICE FACILITIES AND INFRASTRUCTURE STANDARDS MANUAL

- a. The purpose of the manual for setting standards for facilities and infrastructure is to design, formulate and set standards for service facilities and infrastructure needed to support the needs of service facilities and

infrastructure standards in order to fulfil ~~service~~ facilities and infrastructure standards.

- b. The purpose of the implementation manual of facilities and infrastructure standards is to implement the standards of facilities and infrastructure for service.
- c. The purpose of the evaluation manual for facilities and infrastructure standards is to carry out an evaluation of the implementation of service facilities and infrastructure standards so that the implementation of service facilities and infrastructure standards can be controlled.
- d. The purpose of the facilities and infrastructure standard control manual is to control the implementation of service facilities and infrastructure standards so that they can be achieved or fulfilled.
- e. The purpose of the manual for improving facilities and infrastructure standards is to improve service facilities and infrastructure.

III. SCOPE OF THE SERVICE FACILITIES AND INFRASTRUCTURE STANDARDS MANUAL

This manual applies:

- a. The service facilities and infrastructure standards were first designed, formulated and established;
- b. All service facilities and infrastructure standards along with their derivatives at the Faculty of Economics and Business Study Programme level.

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. Service facilities and infrastructure standards are minimum criteria regarding the quality of service
- e. Service in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Devotion is carried out by the Academic Community in accordance with scientific autonomy and academic culture
- g. Service is carried out based on competency and competition pathways
- h. The results of research in higher education must be directed to develop science

and technology, as well as improve the welfare of the community and the competitiveness of the nation.

- i. The results of dedication are all outputs produced through activities that fulfil scientific principles and methods systematically according to scientific autonomy and academic culture
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating science, technology and art through education, research and community service.
- k. Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching within the Faculty of Economics and Business.
- l. Professional is a job or activity that is done by someone and becomes a source of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
- n. Certification is the process of awarding educational certificates to lecturers
- o. Certificate of education is formal evidence as recognition given to lecturers as professionals
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STEPS OR PROCEDURES OF THE SERVICE FACILITIES AND INFRASTRUCTURE STANDARDS MANUAL

5.1 Determination of service facilities and infrastructure standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Making the vision and mission of the Faculty of Economics and Business UHO as the starting point and the ultimate goal, from designing to set the standard	- Rector - Chairman of LPPM - Chair of the Senate	- UHO Statute - UHO Strategic Plan - Renop UHO
2.	Facilities and infrastructure are described in accordance with the vision and mission and are future-orientated, namely in line with the development of science and technology in the management and development of coastal, marine areas and rural areas	- Head. Facilities and Infrastructure	- Forms
3.	Collect and study the contents of all relevant laws and regulations. aspects of the activity to be standardised facilities and infrastructure	- Head. Facilities and Infrastructure	- Checklist
4.	Recording legal norms/conditions that contained in laws and regulations that cannot be circumvented;	- Head. Facilities and Infrastructure	- Forms
5.	Conduct self-evaluation by applying SWOT analysis	- Chairman of LPPM - Head of Facilities and Infrastructure	- Forms
6.	Carry out a tracking study or survey of facility standards and service infrastructure to internal and external interests	- Chairman of LPPM - Head of Facilities and Infrastructure	- Forms
7.	Analyse the results from steps 3 to 6 by testing them against vision and mission of the Faculty of Economics and Business UHO;	- Chairman of LPPM - Head. Facilities and Infrastructure	- Forms
8.	Formulate a draft standard of service facilities and infrastructure	- Chairman of LPPM	- Forms
9.	Conduct a public test or socialisation of the draft standard of service facilities and infrastructure by inviting internal stakeholders and / or external for advice;	- Chairman of LP PM	- Forms
10.	Reformulate the statement of service facilities and infrastructure standards with respect to result no. 9	- Chairman of LPPM	- Internal Record

11.	Perform editing and verification statement of service facilities and infrastructure standards to ensure that there are no grammatical errors or writing errors	- Chairman of LPPM	- Internal Record
12.	Establish and enforce service facilities and infrastructure standards through determination in the form of a decision.	- Chancellor	- Rector's Decree

5.2 Implementation of service facilities and infrastructure standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct technical preparation and/or administrative in accordance with the contents of the service facilities and infrastructure standards;	- Head of Facilities and Infrastructure	- Forms
2.	Socialising the contents of the standard of facilities and infrastructure for dedication to all lecturers, education personnel, and students	- Chairman of LPPM	- Form - Internal Record
3.	Prepare and create written documents in the form of: SOPs, work instructions, or similar to the contents of the service facilities and infrastructure standard	- Head of Facilities and Infrastructure	- Checklist
4.	Carry out community service activities by using service facilities and infrastructure standards as benchmarks achievements	- Chairman of LPPM - Researcher	- Form - Internal Record

5.3 Evaluation of service facilities and infrastructure standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Record all findings in the form of irregularities, omissions, errors, or the like that are not in accordance with the contents of the facilities and infrastructure standards. devotion;	Chairman of LPPM	- Forms
2.	Record incomplete documents	Chairman of LPPM	- Forms
3.	Examine and study the reasons or causes of deviations from the contents of the service facilities and infrastructure standards, or if the contents of the standards fail to meet the standards. achieved	Chairman of LPPM	- Forms

4.	Take corrective action against violations or deviations from the contents of the facilities and infrastructure standards. devotion;	Chairman of LPPM	- Forms
5.	Note or record all corrective actions taken;	Chairman of LPPM	- Forms
6.	Continuously monitor the effects of the corrective action	- Chairman of LPPM - Head. Facilities and Infrastructure	- Forms
7.	Make periodic written reports on all matters concerning the evaluation of standards service facilities and infrastructure;	- Chairman of LPPM - Head. Facilities and Infrastructure	- Forms
8.	Report the results of the evaluation of service facilities and infrastructure standards to the Rector, accompanied by advice or recommendations	Chairman of LPPM	- Forms

5.4 Control of service facilities and infrastructure standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM	- Forms
2.	Record all evaluation findings in the form of deviations, omissions, error, or the like	- Chairman of LPPM	- Forms
3.	Record incomplete documents;	- Chairman of LPPM	- Forms
4.	Examine and learn the reasons or causes of deviations from the contents of the service facilities and infrastructure standards, or if the contents of the standards fail to meet the standards. achieved;	- Chairman of LPPM	- Forms
5.	Take corrective action against violations or deviations from the content service facilities and infrastructure standards;	- Chairman of LPPM	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of LPPM	- Forms
7.	Continuously monitor the effects of the corrective action;	- Head of LPPM Kabag. Facilities & Infrastructure	- Forms
8.	Make periodic written reports on all matters relating to the control of facilities and standards service infrastructure;	- Chairman of LPPM	- Forms

9.	Report the results of controlling the standards of service facilities and infrastructure to the Chancellor, accompanied by suggestions or recommendations	- Chairman of LPPM	- Forms
----	---	--------------------	---------

5.5 Improved service facilities and infrastructure standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Studying the report on the results of controlling service facilities & infrastructure standards	- Chancellor	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report the programme, by inviting relevant structural officials and lecturers;	- Chancellor	- Forms
3.	Evaluating the content of the standard service facilities and infrastructure	- Chancellor	- Forms
4.	Conducting revised standardised improvement of service facilities and infrastructure so that it becomes the new standard;	- Chairman of LPPM	- Forms

VI. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of dedication.
- b. Availability of regulations in no. 1.
- c. Service Guide.
- d. Standardised *forms/templates*.




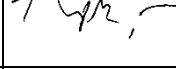

VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNi;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;

- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations in Halu Oleo University Environment
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPM.07</p>
	<p align="center">COURT STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 7</p>

SERVICE MANAGEMENT STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education...
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE SERVICE MANAGEMENT STANDARDS MANUAL

- a. The purpose of the management standard setting manual is to design, formulate and set standards for service management standards needed to fulfil service management standards.
- b. The purpose of the management standard implementation manual is to

- implement the service management standard.
- c. The purpose of the management standards evaluation manual is to carry out an evaluation of the implementation of service management standards so that the implementation of service management can be controlled.
- d. The purpose of the management standards control manual is to control the implementation of service management standards so that they can be achieved or fulfilled.
- e. The purpose of the management standards improvement manual is to improve service management standards

III. SCOPE OF THE SERVICE MANAGEMENT STANDARDS MANUAL

This manual applies:

- a. The service management standards were first designed, formulated and established;
- b. All service management standards along with their derivatives at the Faculty of Economics and Business Study Programme level.

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 SN Dikti and determining Dikti Standards that are unique to the Faculty of Economics and Business UHO both Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. Research management standards are the minimum criteria for research quality
- e. Service in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Research is conducted by the academic community in accordance with scientific autonomy and academic culture
- g. Service is carried out based on competency and competition pathways
- h. The results of community service in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. The results of dedication are all outputs produced through activities that fulfil scientific principles and methods systematically according to scientific autonomy and academic culture
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art

- through education, research and community service.
- k. Professor or Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching in the UHO environment.
 - l. Professional is a job or activity that is done by a person and becomes a source of income for life.
 - m. requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.
 - n. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
 - o. Certification is the process of awarding educational certificates to lecturers
 - p. Certificate of education is formal evidence as recognition given to lecturers as professionals
 - q. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STANDARD STEPS OR PROCEDURES OF SERVICE MANAGEMENT

5.1 Establishment of service management standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Making UHO's vision and mission as the starting point and final goal, from designing to setting standards	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - Faculty Strategic Plan - UHO Strategic Plan - Department Strategic Plan
2.	Service management is elaborated in accordance with the vision and mission and is future-oriented, namely in line with the development of science and technology in the management and development of coastal, marine and rural areas.	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspect of the activity for which the standard is to be made. service management	- Chairman of LPPM - Dean - Head of Department/Programme	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations invitations that must be fulfilled;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Carry out a tracer study or survey on the aspects that will be standardised to stakeholders;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
6.	Carry out a tracking study or survey on management standards devotion to internal and external interests	- Chairman of LPPM - Head of UPT KPK	- Forms
7.	Analyse the results from step 3 to 6 by testing them against UHO's vision and mission;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate a draft of service management standards in accordance with the following components	- Chairman of LPPM - Dean - Head of Department/Programme	- Form - Internal Record

	<i>Audience, Behaviour, Competence, Degree (ABCD);</i>	mme - Researcher	
9.	Conducting a public test or socialisation of the draft service management standard by inviting internal and/or external stakeholders to get advice;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Researcher	- Work Instructions - Form - Internal Record
10.	Reformulate the statement of service management standards with pay attention to result no. 9	- Chairman of LPPM - Dean - Head of Department/Programme	- Form - Internal Record
11.	Editing and verification of service management standard statements to ensure there are no grammatical errors or errors Writing;	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
12.	Establish and enforce service management standards through determination in the form of a decision.	- Chancellor	- Rector's Decree

5.2 Implementation of service management standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Conduct technical preparation and/or administrative in accordance with the content of service management;	- Chairman of LPPM - Dean - Lecturer/Researcher	- Forms
2.	Socialising the contents of service management standards to all lecturers, education staff, and students	- Dean - Head of Department/Programme	- Form - Internal Record
3.	Prepare and make written documents in the form of: SOPs, work instructions, or the like in accordance with the content of service management	- Dean - Head of Department/Programme	- Checklist
4.	Carry out education implementation activities using standardised service management as a benchmark for achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of service management standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Record all findings of irregularities, omissions, errors, or omissions. the like that is not in accordance with the contents of the service management standard	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Checklist
3.	Examine and study the reasons or causes of deviations from the contents of the service management standard, or when the content of the standard fails to be achieved	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the content service management standards;	- Auditor	- Forms
5.	Note or record all corrective actions taken;	- Chairman of LPPM	- Forms
6.	Continuously monitor the effects of the corrective action	- Chairman of LPPM	- Forms
7.	Make periodic written reports on all matters concerning evaluation of service management standards;	- Chairman of LPPM	- Forms
8.	Reporting the results of the standard evaluation service management to the Rector, accompanied by suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Control of service management standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM - Head of Department/Programme	- Forms
2.	Record all findings of the evaluation results in the form of irregularities, omissions, errors, or the like from the implementation of the service that are not in accordance with the content of the standard;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms

4.	Examine and learn the reasons or causes of deviations from the contents of the service management standard, or when the contents of the standard fail to be achieved;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the content service management standards;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
7.	Continuous monitoring of the effects of the corrective action;	- Dean - Head of Department/Programme	- Forms
8.	Make periodic written reports on all matters concerning the control of management standards dedication	- Chairman of LPPM	- Forms
9.	Reporting the results of controlling the standard of management of service to Rector, accompanied by advice or recommendations	- Chairman of LPPM	- Forms

5.5 Improved service management standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Studying the result report control of service management standards	- Chancellor	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report, by inviting officials related structures and lecturers;	- Chancellor	- Forms
3.	Evaluate the content of service management standards	- Chairman of LPPM	- Forms
4.	Revise the improvement of service management so that become the new standard;	- Chairman of LPPM	- Form - Manual

VI. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of dedication.
- b. Availability of regulations in no. 1.






- c. Service Guide.
- d. Standardised *forms/templates*

VII. REFERENCES

- a. Anonymous, 2018. Internal Quality Assurance System Guidelines (Academic Education-Vocational Education-Professional Education-Distance Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- b. Indonesian Law Number 12 Year 2012 on Higher Education;
- c. Government Regulation no. 8 of 2012 concerning KKNi;
- d. Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- e. Minister of Research, Technology and Higher Education Regulation No. 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
- g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
- h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
- i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
- j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
- k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
- o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MPM.08</p>
	<p align="center">COURT STANDARDS MANUAL</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 7</p>

SERVICE FUNDING AND FINANCING STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE SERVICE FUNDING AND FINANCING STANDARDS MANUAL

- a. The purpose of the manual for determining financing standards is to design, formulate and set financing standards through funding mechanisms and

- service financing.
- b. The purpose of the financing standards implementation manual is to implement the funding and financing standards of the dedication
 - c. The purpose of the financing standards evaluation manual is to carry out an evaluation of the implementation of financing standards so that the implementation of dedication can be controlled.
 - d. The purpose of the financing standards control manual is to control the implementation of funding and financing standards for dedication so that they can be achieved or fulfilled.
 - e. The purpose of the financing standards improvement manual is to improve the funding and financing standards of the service.

III. SCOPE OF THE SERVICE FUNDING AND FINANCING STANDARDS MANUAL

This manual applies:

- a. The standard for the financing of dedication was first designed, formulated and established;
- b. All Service financing standards and their derivatives at the Faculty of Economics and Business Study Programme level

IV. DEFINITION OF TERMS

- a. Designing standards: thinking to produce standards about what is needed in SPMI. This activity can be in the form of elaborating / describing 24 Higher Education SNs and determining Higher Education Standards that are unique to UHO for Academic Field Standards and Non-academic Field Standards;
- b. Formulating SPMI Standards: writing the content of each SPMI standard into a complete and complete statement using the ABCD formula (*Audience, Behaviour, Competence, and Degree*);
- c. Establishing SPMI Standard: an action in the form of approval and ratification of SPMI Standard so that the standard is declared valid;
- d. Research financing standards are the minimum criteria for research quality
- e. Service in Higher Education is directed at developing Science and Technology, as well as improving the welfare of society and the competitiveness of the nation,
- f. Devotion is carried out by the Academic Community in accordance with scientific autonomy and academic culture
- g. Service is carried out based on competency and competition pathways
- h. The results of community service in higher education must be directed to develop science and technology, as well as improve the welfare of the community and the competitiveness of the nation.
- i. The results of dedication are all outputs produced through activities that fulfil scientific principles and methods systematically according to scientific autonomy and academic culture
- j. Lecturers are education professionals and scientists with the main task of transforming, developing, and disseminating knowledge, technology and art through education, research and community service.
- k. Professor or Professor (hereinafter referred to as professor) is the highest functional position for lecturers who are still teaching in the UHO environment.
- l. Professional is a job or activity that is done by someone and becomes a

source of life income that requires proficiency, expertise, or skills that meet certain quality standards or norms and requires professional education.

- m. Competence is a set of intelligent, responsible actions that a person has as a condition for being considered capable by the community in carrying out tasks in certain fields of work.
- n. Certification is the process of awarding educational certificates to lecturers
- o. Certificate of education is formal evidence as recognition given to lecturers as professionals
- p. The Indonesian National Qualifications Framework (KKNI) is a competency qualification framework that can juxtapose, align, and integrate between the fields of education and the fields of vocational training and work experience in order to provide recognition of work competencies in accordance with the structure of work in various sectors.

V. STEPS OR PROCEDURES OF THE SERVICE FUNDING AND FINANCING STANDARDS MANUAL

5.1 Establishment of service funding and financing standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Making UHO's vision and mission as the starting point and final goal, from designing to setting standards	- Chairman of LPPM - Dean - Head of Department/Programme	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - UHO Strategic Plan - Department Strategic Plan
2.	Service financing is elaborated in accordance with the vision and mission and is future-oriented, namely in line with the development of science and technology in the management and development of coastal, marine and rural areas.	- Dean - Head of Department/Programme	- Forms
3.	Collect and study the contents of all laws and regulations relevant to the aspect of the activity for which the standard is to be made. service financing	- Dean - Head of Department/Programme	- Checklist
4.	Recording what are the legal norms or requirements listed in the laws and regulations. must be fulfilled;	- Dean - Head of Department/Programme	- Forms
5.	Conduct self-evaluation by applying SWOT analysis;	- Dean - Head of Department/Programme	- Forms
6.	Carry out a tracking study or survey on the aspect that the standard will be made on stakeholder;	- Head of Department/Programme - Head of PR	- Forms
7.	Analyse the results from step 3 to 6 by testing them against UHO's vision and mission;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Formulate a draft of service financing standards in accordance with the components of <i>Audience, Behaviour, Competence, Degree (ABCD)</i> ;	- Dean - Head of Department/Programme - Lecturer	- Form - Internal Record

9.	Conducting a public test or socialisation of the draft service financing standard by inviting internal and/or external stakeholders to get advice;	- Rector - Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Work Instructions - Form - Internal Record
10.	Reformulate the statement of service financing standards with pay attention to result no. 9	- Dean - Head of Department/Programme - Lecturer	- Form - Internal Record
11.	Editing and verifying the standard statement of service financing to ensure there are no grammatical errors or errors Writing;	- Chairman of LPPM - Dean - Head of Department/Programme	- Internal Record
12.	Establish and enforce service financing standards through determination in the form of a decision.	- Chancellor	- Rector's Decree

5.2 Implementation of service funding and financing standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Perform technical and/or administrative preparation in accordance with the contents of service financing;	- Chairman of LPPM - Dean - Head of Department/Programme - Lecturer	- Forms
2.	Socialise the content of service financing standards to all lecturers, education personnel, and students	- Dean - Head of Department/Programme	- Form - Internal Record
3.	Prepare and create documents written in the form of: SOPs, work instructions, or the like in accordance with the standard	- Chairman of LPPM - Ka. Finance Bureau	- Checklist
4.	Carry out education implementation activities using standardised service financing as a benchmark for achievement	- Head of Department/Programme - Lecturer	- Form - Internal Record

5.3 Evaluation of service funding and financing standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Recording all findings in the form of irregularities, omissions, errors, or the like that are not in accordance with the content service financing standards;	- Auditor	- Forms
2.	Record incomplete documents	- Auditor	- Checklist

3.	Examine and study the reasons or causes of deviations from the contents of the service financing standard, or when the content of the standard fails to be achieved	- Auditor	- Forms
4.	Take corrective action against violations or deviations from the content service financing standards;	- Auditor	- Forms
5.	Note or record all corrective actions taken;	- Auditor	- Forms
6.	Continuously monitor the effects of the corrective action	- Chairman of LPPM	- Forms
7.	Make a written report periodically on all matters concerning the evaluation of service financing standards;	- Chairman of LPPM	- Forms
8.	Report the results of the evaluation of service financing standards to the Chancellor, with suggestions or recommendations	- Chairman of LPPM	- Forms

5.4 Control of service funding and financing standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Conduct periodic control every year;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
2.	Record all evaluation findings in the form of deviations, omissions, errors, or the like from the implementation of services that are not in accordance with the contents of the standard;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
3.	Record incomplete documents;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
4.	Examine and learn the reasons or causes of deviations from the contents of the service financing standard, or when the contents of the standard fail to be achieved;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
5.	Take corrective action against violations or deviations from the contents of the service financing standard;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
6.	Record or capture all corrective actions taken;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms

		mme	
7.	Continuously monitor the effects of the corrective action;	- Chairman of LPPM - Dean - Head of Department/Programme	- Forms
8.	Make periodic written reports on all matters concerning the control of financing standards dedication	- Chairman of LPPM	- Forms
9.	Reporting the results of controlling service financing standards to the Chancellor, accompanied by suggestions or recommendations	- Chairman of LPPM	- Forms

5.5 Improved service funding and financing standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Studying the report on the results of controlling service financing standards	- Chancellor	- Forms
2.	Organise a meeting or discussion forum to discuss the results of the report the programme, by inviting relevant structural officials and lecturers;	- Chancellor	- Forms
3.	Evaluate the content of service financing standards	- Chairman of LPPM - Head of Finance Bureau	- Forms
4.	Revise the increase in service financing so that become the new standard;	- Chairman of LPPM - Ka. Finance Bureau	- Form - Standard Setting Manual

VI. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- List of laws and regulations in the field of dedication.
- Availability of regulations in no. 1.
- Service Guide.
- Standardised *forms/templates*


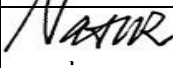



VII. REFERENCES

- Anonymous, 2018. Guidelines for Internal Quality Assurance System (Academic Education-Vocational Education-Distance Education Professional Education). Ministry of Research, Technology and Higher Education, Directorate of Quality Assurance, Jakarta.
- Indonesian Law Number 12 Year 2012 on Higher Education;
- Government Regulation no. 8 of 2012 concerning KKNi;
- Regulation P No. 4 of 2014 on the Organisation of Higher Education and Management of Higher Education;
- Minister of Research, Technology and Higher Education Regulation No.

- 50/2018 on Amendments to Minister of Research, Technology and Higher Education Regulation No. 44/2015 on National Higher Education Standards;
- f. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning UHO Statute;
 - g. Regulation of the Minister of Research, Technology and Higher Education of the Republic of Indonesia No. 62/2016 on Higher Education Quality Assurance System
 - h. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 149 of 2014 concerning the Organisation and Work Procedures of Halu Oleo University
 - i. Regulation of the National Accreditation Board for Higher Education Number 59 of 2018 concerning Guidelines for Preparing Self-Evaluation Reports, Guidelines for Preparing Performance Reports, Higher Education, and Assessment Matrices in Higher Education Accreditation Instruments.
 - j. Rector's Regulation Number 2610/UN29/PR/2012, dated 26 December 2012 concerning the UHO Development Master Plan 2012-2045.
 - k. University of Halu Oleo Rector Regulation Number: 01/UN29/PR/2014 concerning Amendments to University of Halu Oleo Rector Regulation Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI)
Halu Oleo University
 - l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
 - m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
 - n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 5426/UN.29.6/KP/2020 concerning Internal Quality Documents of SPMI Faculty of Economics and Business, Halu Oleo University
 - o. Guidelines for Research and Community Service XII Edition, Directorate of Research and Community Service. Directorate General of Strengthening Research and Development of Research, Technology and Higher Education, 2018

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MST.01</p>
	<p align="center">ADDITIONAL STANDARD MANUALS</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 4</p>

STANDARD OF CO-OPERATION

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF MANUAN STANDARD OF CO-OPERATION

- a. The purpose of the standard setting manual is to design, formulate and set standards for cooperation at the Faculty of Economics and Business;
- b. The purpose of the standard implementation manual is to implement the co-operation standard;
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of the cooperation standards so that the implementation of

the implementation of the contents of the cooperation standards can be controlled;

- d. The purpose of the standard control manual is to control the implementation of the contents of the cooperation standard so that it can be achieved or fulfilled;
- e. The purpose of the standards improvement manual is to improve the content of the co-operation standards.

III. SCOPE OF COOPERATION STANDARD MANUAL

This manual applies:

- a. When co-operation standards are first designed, formulated and established;
- b. For co-operation standards

IV. STANDARD STEPS OR PROCEDURES MANUAL FOR CO-OPERATION

4.1 Establishment of Cooperation Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Analyse the need for cooperation standards	- Rector - BKG Chairperson - University Senate - Head of LPPMP	- UHO Statute - UHO Strategic Plan
2.	Form a standard drafting team	- Rectum	- Letter of Assignment
3.	Draft co-operation standards	- Standard Drafting Team	- Draft Co-operation Standard
4.	Socialisation of draft cooperation standards	- Chancellor	- Draft Co-operation Standard
5.	Setting standards for co-operation	- Chancellor	- Rector's Decree
6.	Socialisation of standard cooperation documents;	- Chancellor	- Standard of co-operation

4.2 Implementation of Cooperation Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	The Cooperation Standard is used as a guideline for the implementation of activities	- Work Unit Leader	- Co-operation Standard
2.	Implementation of cooperation in accordance with governance standards among	- Work Unit Leader	Standard implementation checklist co-operation
3.	Activity report on the implementation of cooperation standards	- Work Unit Leader	Report on the implementation of cooperation standards

4.3 Cooperation Standard Evaluation

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Formation of a monitoring and evaluation team for the implementation of cooperation standards	-Rector	- Letter of Assignment
2.	Implementation of monitoring and evaluation of cooperation standards	-UHO Auditor	- Monev minutes
3.	Reporting of monitoring and evaluation findings implementation of cooperation standards	-UHO Auditor	- Minutes of monev
4.	Monitoring and evaluation report on the implementation of cooperation standards	- Chairman of LPPM	- M&E Report

4.4 Co-operation Standard Control

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Implementation of monev evaluation of cooperation activities	-Rector	Monev report on cooperation activities
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	Minutes of management review Follow-up plan
3.	Preparation of a programme of activities related to cooperation	-Rector	Activity Programme Plan

4.5 Improved Co-operation Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Implementation of outcome evaluation monitoring and evaluation of cooperation activities	Rector	MONEV report on cooperation activities
2.	Implementation of management review meetings	Rector Chair of BKG Chair of LPPM	Minutes of the meeting management review Follow-up plan
3.	Submission of changes to the contents of the cooperation standard	Rector	Changes in co-operation standards

V. NOTE

To complete this manual, it requires the availability of written documents in the form of:






- a. List of laws and regulations in the field of education or related to education.
- b. Standardised *forms/templates*.

VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education Number
- e. 62/2016 on Higher Education Quality Management System
- f. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- g. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- h. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities
- i. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- j. Regulation of the Minister of Research Technology and Higher Education Number
- k. 100/2016 on Establishment, Change, Dissolution of State Universities and Establishment, Change, Revocation of Private Universities Licences
- l. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MST.02</p>
	<p align="center">ADDITIONAL STANDARD MANUALS</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 16</p>

STANDARD OF GOVERNANCE

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE GOVERNANCE STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate and set standards for pamong governance at UHO.
- b. The purpose of the standard implementation manual is to implement the standard of self-governance.
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the

- implementation of the pamong system so that the implementation of the implementation of the contents of the pamong system standards can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the contents of the pamong standard so that it can be achieved or fulfilled.
 - e. The purpose of the standards improvement manual is to improve the content of the standards of self-governance

III. SCOPE OF THE SELF-GOVERNANCE STANDARDS MANUAL

This manual applies:

- a. When the first Standard of Care is designed, formulated and set;
- b. For the standard of governance.

IV. STEPS OR PROCEDURES OF THE GOVERNANCE STANDARDS MANUAL

4.1 Establishment of Civil Service Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Analyse the need for cooperation standards	- Dean - Faculty Senate - Head of LPPMP	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standard drafting team	- Dean	- Letter of Assignment
3.	Draft the standard of governance	- Standard Drafting Team	- Draft Governance Standard
4.	Socialisation of the draft standard of self-governance	- Dean	- Draft Pamong Standard
5.	Establishment of governance standards	- Dean	- Dean's Decree
6.	Socialisation of the standard governance document;	- Dean	- Governance Standard

4.2 Implementation of Governance Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Governance standards are used as as a guideline for the implementation of activities	- Work Unit Leader	- Governance standards
2.	Implementation of governance in accordance with governance standards pamong	- Work Unit Leader	Standard implementation checklist GOVERNANCE
3.	Activity report on the implementation of governance standards pamong	- Work Unit Leader	Report on the implementation of self-governance standards

4.3 Evaluation of Civil Service Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Formation of a monitoring and evaluation team for the implementation of self-governance standards	-Rector	- Letter of Assignment
2.	Implementation of monitoring and evaluation of governance standards pamong	-UHO Auditor	- Monev minutes
3.	Reporting of outcome findings monitoring and evaluation of the implementation of pamong governance standards	-UHO Auditor	- Minutes of monev
4.	Monitoring and evaluation report on the implementation of pamong governance standards	- Chairman of LPPM	- M&E Report

4.4 Control of Civil Service Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Implementation of monev evaluation of pamong system activities	- Chancellor	- Monitoring and evaluation report on pamong activities
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	- Minutes of management review - Follow-up plan
3.	Preparation of a programme of pamong-related activities	- Chancellor	- Activity Programme Plan

4.5 Improvement of Civil Service Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Implementation of evaluation of monitoring and evaluation results governance activities	- Chancellor	- MONEV report of Tata activities Pamong
2.	Implementation of management review meetings	- Rector - BKG Chairperson - Chairman of LPPM	- Minutes of management review meeting Follow-up plan

3.	Submission of changes to the content of the standard of self-governance	- Chancellor	- Changes to governance standards
----	---	--------------	-----------------------------------


V. NOTE

To complete this manual, it requires the availability of written documents in the form of:



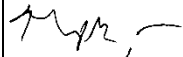


- a. List of laws and regulations in the field of education or related to education;
- b. Standardised *forms/templates*.

VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education Number e. 62/2016 on Higher Education Quality Management System
- f. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- g. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- h. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities
- i. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- j. Regulation of the Minister of Research Technology and Higher Education Number k. 100/2016 on Establishment, Change, Dissolution of State Universities and Establishment, Change, Revocation of Private Universities Licences
- l. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MST.03</p>
	<p align="center">ADDITIONAL STANDARD MANUALS</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 4</p>

NEW STUDENT SERVICE STANDARD

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE NEW PROSPECTIVE STUDENT SERVICE STANDARD MANUAL

- a. The purpose of the standard setting manual is to design, formulate and establish service standards for prospective new students.
- b. The purpose of the standard implementation manual is to implement the service standards of prospective new students
- c. The purpose of the standard evaluation manual is to carry out an evaluation of

the implementation of the prospective new student service standards so that the implementation of the contents of the prospective new student service standards can be controlled.

- d. The purpose of the standard control manual is to control the implementation of the contents of the new prospective student service standards so that they can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve the content of the new prospective student service standards.

III. SCOPE OF THE PROSPECTIVE NEW STUDENT SERVICE STANDARD MANUAL

This manual applies:

- a. When the new prospective student service standards are first designed, formulated and established;
- b. For new student cal0n service standards

IV. STEPS OR PROCEDURES FOR NEW PROSPECTIVE STUDENT SERVICE STANDARDS

4.1 Establishment of New Student Candidate Service Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Analysing needs service standards for prospective new students	- Dean - Faculty Senate - Vice Dean	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standard drafting team	- Dean	- Letter of Assignment
3.	Draft new prospective student service standards	- Standard Drafting Team	- Draft Standard prospective new student services
4.	Socialisation of draft service standards for prospective new students	- Dean	- Draft Standard
5.	Establishment of service standards for prospective new students	- Dean	- Dean's Decree
6.	Socialisation of new prospective student service standard documents	- Dean	- Standard document

4.2 Implementation of New Student Candidate Service Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Service standards for prospective new students are used as guidelines for implementing activities	- Vice Dean for Academic Affairs - Head of Academic Affairs	- Service standards for prospective new students
2.	Implementation of prospective new student services in accordance with prospective student service standards	- Vice Dean for Academic Affairs - Head of Academic Affairs	- Checklist for the implementation of new prospective student service standards
3.	Activity report on the implementation of new prospective student service standards	- Vice Dean for Academic Affairs - Head of Academic Affairs	- Report on the implementation of candidate service standards new students

4.3 Evaluation of New Student Candidate Service Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Formation of a monitoring and evaluation team for the implementation of new prospective student service standards	- Chancellor	- Letter of Assignment
2.	Implementation of monitoring and evaluation of new prospective student service standards	- UHO Auditor	- Monev minutes
3.	Reporting of findings from monitoring and evaluation of standard implementation prospective new student services	- UHO Auditor	- Minutes of monev
4.	Monev report on the implementation of prospective student service standards New	- Chairman of LPPM	- M&E Report

4.4 Control of New Student Candidate Service Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Implementation of monev evaluation of new prospective student service activities	- Chancellor	- Monev report on prospective student service activities New

2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	- Minutes of management review - Follow-up plan
3.	Preparation of a programme of activities related to new prospective student services	- Chancellor	- Activity Programme Plan

4.5 Improved Service Standards for New Student Candidates

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Implementation of outcome evaluation monitoring and evaluation of prospective new student service activities	-Rector	- MONEV Report prospective new student service activities
2.	Implementation of management review meetings	- Rector - Chairman of LPPM	- Minutes of management review meeting - Follow-up plan
3.	Submission of changes to the standard of service for prospective new students	-Rector	- Changes in service standards for prospective new students

V. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education;
- b. Standardised *forms/templates*.






VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education Number e. 62/2016 on Higher Education Quality Management System
- f. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- g. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- h. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities

- i. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- j. Regulation of the Minister of Research Technology and Higher Education Number
- k. 100/2016 on Establishment, Change, Dissolution of State Universities and Establishment, Change, Revocation of Private Universities Licences
- l. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MST.04</p>
	<p align="center">ADDITIONAL STANDARD MANUALS</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 4</p>

STUDENT AND ALUMNI STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF STUDENT AND ALUMNI STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate and set standards for students and alumni.
- b. The purpose of the standard implementation manual is to implement the student and alumni standards.
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of the student and alumni standards so that the

implementation of the implementation of the contents of the student and alumni standards can be controlled.

- d. The purpose of the standard control manual is to control the implementation of the contents of the student and alumni standards so that they can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve the content of the student and alumni standards

III. SCOPE OF THE STUDENT AND ALUMNI STANDARDS MANUAL

This manual applies:

- a. When the student and alumni standards were first designed, formulated and established;
- b. For student and alumni standards.

IV. STEPS OR PROCEDURES FOR THE STUDENT AND ALUMNI STANDARDS MANUAL

4.1 Establishment of student and alumni standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Analyse the standard needs of students and alumni	- Dean - Faculty Senate - Vice Dean III - UJMSI Faculty	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standardisation team	- Dean	- Letter of Assignment
3.	Draft the standard students and alumni	- Drafting Team Standard	- Draft Standard
4.	Socialisation of draft student and alumni standards	- Dean - UJMSI Faculty	- Draft Standard
5.	Setting student standards and alumni	- Dean	- Dean's Decree
6.	Socialisation of student and alumni standard documents	- Dean - UJMSI Faculty	- Standard Document

4.2 Implementation of student and alumni standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Student and alumni standards are used as guidelines for the implementation of activities	- Vice Dean for Student Affairs and Alumni - Head of Student Affairs	- Student and alumni standards

2.	Student and alumni implementation in accordance with student and alumni standards	- Vice Dean for Student Affairs and Alumni - Head of Student Affairs	- Standard implementation on checklist
3.	Activity report on the implementation of student and alumni standards	- Vice Dean of Student Affairs and Alumni - Head of Sub Division Student Affairs	- Standard implementation on report

4.3 Evaluation of student and alumni standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Establishment of a monitoring and evaluation team for the implementation of student and alumni standards	- Chancellor	- Letter of Assignment
2.	Implementation of monitoring and evaluation of student and alumni standards	- UHO Auditor	- Monev minutes
3.	Reporting of findings from monitoring and evaluation of standard implementation student affairs and alumni	- UHO Auditor	- Minutes of monev
4.	Monev report on the implementation of student affairs standards and alumni	- Chairman of LPPM	- M&E Report

4.4 Control of student and alumni standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Implementation of evaluation monitoring and evaluation of student and alumni activities	- Chancellor	- M&E Report
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	- News ways - Follow-up plan
3.	Preparation of a programme of related activities student affairs and alumni	- Chancellor	- Programme Plan Activities

4.5 Improved student and alumni standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Implementation of evaluation of the results of monitoring and evaluation of student activities and alumni	- Chancellor	- MONEV Report
2.	Implementation of management review meetings	- Chancellor	- Minutes of the meeting - Follow-up plan
3.	Submission of changes to the content of student and alumni standards	- Chancellor	- Changes to standard documents

V. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education;
- b. Standardised *forms/templates*.






VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education No. 62/2016 on Higher Education Quality Management System
- e. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 Year 2,016 concerning the Organisation and Work Procedures of Halu Oleo University
- f. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- g. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities
- h. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- i. Minister of Research Technology and Higher Education Regulation No. 100/2016 on the Establishment, Amendment, Dissolution of State Universities and Establishment, Amendment, Revocation of Private Universities Licences

- j. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MST.05</p>
	<p align="center">ADDITIONAL STANDARD MANUALS</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 4</p>

VISION AND MISSION STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. VISION AND MISSION STANDARDS MANUAL OBJECTIVES

- a. The purpose of the standard-setting manual is to design, formulate and set vision and mission standards.
- b. The purpose of the standard implementation manual is to implement the vision and mission standards.
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of the vision and mission standards so that the

implementation of the implementation of the contents of the vision and mission standards can be controlled.

- d. The purpose of the standard control manual is to control the implementation of the contents of the vision and mission standards so that they can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve the content of vision and mission standards

III. SCOPE OF VISION AND MISSION STANDARD MANUAL

This manual applies:

- a. When vision and mission standards are first designed, formulated and established;
- b. For vision and mission standards.

IV. STEPS OR PROCEDURES FOR THE VISION AND MISSION STANDARDS MANUAL

4.1 Setting vision and mission standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Analyse the needs of vision and mission standards	- Dean - Faculty Senate - Chairman of UJMSI Faculty - Vice Dean	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standard drafting team	- Dean	- Letter of Assignment
3.	Draft vision and mission standards	- Standard Drafting Team	- Draft vision and mission standards
4.	Socialisation of draft vision and mission standards	- Dean - Chairman of UJMSI Faculty	- Draft vision and mission standards
5.	Setting vision and mission standards	- Dean	- Dean's Decree
6.	Socialisation of vision and mission standard documents	- Dean - Chairman of UJMSI Faculty	- Vision and mission standards

4.2 Implementation of vision and mission standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	The vision and mission standards are used as guidelines for the implementation of UHO's academic and non-academic activities.	- Chairman of UJMSI Faculty	Vision and Mission Standards
2.	Implementation of academic and non-academic programmes in accordance with vision and mission standards	- Chairman of UJMSI Faculty	Checklist for the implementation of vision standards and mission
3.	Activity report on the implementation of vision and mission standards	- Chairman of UJMSI Faculty	Vision standard implementation report and mission

4.3 Evaluation of vision and mission standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Formation of a monitoring and evaluation team for the implementation of vision standards and mission	- Chancellor	- Letter of Assignment
2.	Implementation of monitoring and evaluation of vision standards and mission	- UHO Auditor	- Monev minutes
3.	Reporting of findings from monitoring and evaluation of standard implementation vision and mission	- UHO Auditor	- Minutes of monev
4.	M&E Report implementation of vision and mission standards	- Chairman of LPPM	- M&E Report

4.4 Control of vision and mission standards

No.	Activities	Officer Qualifications /Responsible	Related Documents
1.	Evaluation implementation monev UHO programme activities according to UHO vision and mission standards	- Chancellor	- M&E Report
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	- News ways - Follow-up plan

3.	Preparation of a programme of activities related to the vision and mission	- Chancellor	- Program me Plan Activities
----	--	--------------	---------------------------------------

4.5 Improved vision and mission standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Implementation of outcome evaluation monitoring and evaluation of activities to implement vision and mission standards	- Chancellor	- MONEV Report
2.	Implementation of management review meetings	- Rector - Chairman of LPPM	- Minutes of management review meeting - Follow-up plan
3.	Submission of changes to the content of vision and mission standards	- Chancellor	- Changes in vision standards and mission

V. NOTE

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education;
- b. Standardised *forms/templates*.



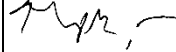
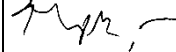

VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education Number
- e. 62/2016 on Higher Education Quality Management System
- f. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- g. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- h. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities
- i. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- j. Regulation of the Minister of Research Technology and Higher Education Number

- k. 100/2016 on Establishment, Change, Dissolution of State Universities and Establishment, Change, Revocation of Private Universities Licences
- l. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University

	HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id	Code/No: SPMI-FEB- UHO- MST.06
	ADDITIONAL STANDARD MANUALS	Date 09-09-2020
		Revision : 1
		Page 1 of 4

QUALITY ASSURANCE STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE QUALITY ASSURANCE STANDARDS MANUAL

- a. The purpose of the standard setting manual is to design, formulate and set quality assurance standards.
- b. The purpose of the standard implementation manual is to implement quality assurance standards
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of quality assurance standards so that the implementation

- of the content of quality assurance standards can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the contents of quality assurance standards so that they can be achieved or fulfilled.
 - e. The purpose of the standard improvement manual is to improve the content of quality assurance standards

III. SCOPE OF THE QUALITY ASSURANCE STANDARDS MANUAL

This manual applies:

- a. When quality assurance standards are first designed, formulated and established;
- b. For quality assurance standards

IV. STEPS OR PROCEDURES FOR THE QUALITY ASSURANCE STANDARDS MANUAL

4.1 Establishment of quality assurance standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Analyse the need for quality assurance standards	- Dean - Faculty Senate - Vice Dean - Chairman of UJMSI Faculty	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standard drafting team	- Dean	Letter of Assignment
3.	Draft quality assurance standards	- Standard Drafting Team	Draft Standard quality assurance
4.	Socialisation of draft quality assurance standards	- Chairman of UJMSI Faculty	Draft quality assurance standard
5.	Establishment of assurance standards quality	- Dean	Dean's Decree
6.	Socialisation of quality assurance standard documents	- Chairman of UJMSI Faculty	Quality assurance standards

4.2 Implementation of quality assurance standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	Quality assurance standards are used as guidelines for the implementation of academic and non-academic activities. academic Faculty of Economics and Business	- Chairman of UJMSI Faculty	Quality assurance standards
2.	Implementation of academic and non-academic programmes in accordance with quality assurance standards	- Chairman of UJMSI Faculty	Checklist for the implementation of quality assurance standards
3.	Activity report on the implementation of quality assurance standards	- Chairman of UJMSI Faculty	Report on the implementation of quality assurance standards

4.3 Evaluation of quality assurance standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Establishment of a monitoring team and evaluation of the implementation of quality assurance standards	- Chancellor	Letter of Assignment
2.	Implementation of monitoring and evaluation of quality assurance standards	- UHO Auditor	Monev minutes
3.	Reporting of outcome findings monitoring and evaluation of the implementation of quality assurance standards	- UHO Auditor	Minutes of monev
4.	Monitoring and evaluation report on the implementation of quality assurance standards	- Chairman of LPPM - Kapus. SPMI	M&E Report

4.4 Control Quality assurance standards

No.	Activities	Qualification of Officer/Caretaker Answer	Related Documents
1.	Implementation of monev evaluation of UHO programme activities according to quality assurance standards	- Chancellor	- Monev report on academic activities and non academic
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP - Kapus. SPMI	- Minutes - Follow-up plan

3.	Preparation of a programme of activities related to assurance quality	- Chancellor	- Activity Programme Plan
----	---	--------------	---------------------------

4.5 Improved quality assurance standards

No.	Activities	Qualification Officer/Responsible	Related Documents
1.	Implementation of evaluation of the results of monitoring and evaluation of activities implementation of quality assurance standards	- Chancellor	- MONEV Report standard implementation activities quality assurance
2.	Implementation of management review meetings	- Rector - Chairman of LPPM	- Minutes of management review meeting - Follow-up plan
3.	Submission of changes to the content of quality assurance standards	- Chancellor	- Changes quality assurance standards

V. NOTE

To complete this manual, it requires the availability of written documents in the form of:


- a. List of laws and regulations in the field of education or related to education;
- b. Standardised forms/templates.

VI. REFERENCES




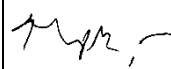

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43
Year 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education Number
- e. 62/2016 on Higher Education Quality Management System
- f. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- g. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- h. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities
- i. Regulation of the Minister of Research Technology and Higher Education

Number 61 of 2016 concerning Higher Education Databases

- j. Regulation of the Minister of Research Technology and Higher Education No. 100/2016 on the Establishment, Amendment, Dissolution of State Universities and Establishment, Amendment, Revocation of Licences of Private Universities
- k. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MST.07</p>
	<p align="center">ADDITIONAL STANDARD MANUALS</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision: 1</p>
		<p align="center">Page 1 of 4</p>

ACADEMIC ATMOSPHERE STANDARD

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying research results and intellectual products of national and/or international standards for the welfare of the institution and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system which is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and intellectual property acquisition.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education...
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE ACADEMIC ATMOSPHERE STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate and set standards for the academic atmosphere.
- b. The purpose of the standard implementation manual is to implement the academic atmosphere standard
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of the academic atmosphere standards so that the

implementation of the implementation of the contents of the academic atmosphere standards can be controlled.

- d. The purpose of the standard control manual is to control the implementation of the contents of the academic atmosphere standards so that they can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve the content of the academic atmosphere standard

III. SCOPE OF THE ACADEMIC ATMOSPHERE STANDARDS MANUAL

This manual applies:

- a. When academic atmosphere standards are first designed, formulated and established;
- b. For academic atmosphere standards

IV. STEPS OR PROCEDURES FOR THE ACADEMIC ATMOSPHERE STANDARDS MANUAL

4.1 Determination of academic atmosphere standards

No.	Activities	Qualification of Responsible Officer	Related Documents
1.	Analyse the needs of academic atmosphere standards	- Dean - Faculty Senate - UJMSI Faculty	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standard drafting team	- Dean	- Letter of Assignment
3.	Draft academic atmosphere standards	- Standard Drafting Team	- Draft Standard
4.	Socialisation of draft academic atmosphere standards	- Vice Dean I - UJMSI Faculty	- Draft Standard
5.	Determination of academic atmosphere standards	- Dean - Vice Dean I	- Rector's Decree
6.	Socialisation of the academic atmosphere standard document	- Vice Dean I - UJMSI Faculty	- Standard document

4.2 Implementation of academic atmosphere standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Academic atmosphere standards are used as guidelines for the implementation of academic and non-academic activities of FEB UHO.	- UJMSI Faculty	- Academic atmosphere standard

2.	Implementation of academic and non-academic programmes in accordance with academic atmosphere standards	- UJMSI Faculty	- Checklist for implementing atmosphere standards academic
3.	Activity report on the implementation of academic atmosphere standards	- UJMSI Faculty	- Standard implementation report academic atmosphere

4.3 Evaluation of academic atmosphere standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Formation of a monitoring and evaluation team for the implementation of academic atmosphere standards	-Rector	- Letter of Assignment
2.	Implementation of monitoring and evaluation of atmosphere standards academic	-UHO Auditor	- Monev minutes
3.	Reporting the findings of monitoring and evaluation of the implementation of atmosphere standards academic	-UHO Auditor	- Minutes of monev
4.	Monev report on the implementation of academic atmosphere standards	- Chairman of LPPM	- M&E Report

4.4 Control of academic atmosphere standards

No.	Activities	Qualifications of Officials/ Person in Charge	Related Documents
1.	Implementation of monev evaluation of UHO programme activities according to academic atmosphere standards	- Chancellor	- Monev report on academic activities and non academic
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	- Minutes - Follow-up plan

3.	Preparation of a programme of activities related to the atmosphere academic	- Chancellor	- Activity Programme Plan
----	---	--------------	---------------------------

4.5 Improved academic atmosphere standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Implementation of evaluation of the results of monitoring and evaluation of implementation activities academic atmosphere standard	- Chancellor	- MONEV Report
2.	Implementation of management review meetings	- Rector - Chairman of LPPM	- Minutes - Follow-up plan
3.	Submission of changes in the content of academic atmosphere standards	- Chancellor	- Changes to academic atmosphere standards

V. NOTE


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education;
- b. Standardised *forms/templates*.






VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research, Technology and Higher Education No. IX.
- e. 62 Year 2016 on Higher Education Quality Management System
- f. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- g. Regulation of the Minister of Research, Technology and Higher Education No. 44 of 2015 on National Standards for Higher Education
- h. Regulation of the Minister of Research, Technology and Higher Education No. 32 of 2016 on Accreditation of Study Programmes and Higher Education
- i. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- j. Regulation of the Minister of Research, Technology and Higher Education No. IX.
- k. 100/2016 on the Establishment, Change, Dissolution of State Universities and Establishment, Change, Revocation of Private Universities Licences

- I. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University

	HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id	Code/No: SPMI-FEB- UHO- MST.08
	ADDITIONAL STANDARD MANUALS	Date 09-09-2020
		Revision: 1
		Page 1 of 4

INFORMATION SYSTEM STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publication and acquisition of intellectual property;
- c. Applying research results and intellectual products of national and/or international standards for the welfare of the institution and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and intellectual property acquisition.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education...
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE INFORMATION SYSTEM STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate and set information standards.
- b. The purpose of the standards implementation manual is to implement the information standards
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of information standards so that the implementation of the

- implementation of the content of information standards can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the contents of the information standard so that it can be achieved or fulfilled.
 - e. The purpose of the standards improvement manual is to improve the content of information standards

III. SCOPE OF THE INFORMATION SYSTEM STANDARDS MANUAL

This manual applies:

- a. When information system standards are first designed, formulated and established;
- b. For Information system standards

IV. STEPS OR PROCEDURES OF THE INFORMATION SYSTEM STANDARDS MANUAL

4.1 Information system standardisation

No	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Analyse the needs of information system standards	- Dean - Faculty Senate - Chairman of UJMSI Faculty	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standard drafting team	- Dean	- Letter of Assignment
3.	Draft information system standards	- Ad hoc Team	- Draft Standard
4.	Socialisation of draft information system standards	- UJMSI Faculty	- Draft Standard
5.	Information system standardisation	- Dean	- Rector's Decree
6.	Socialisation of the information system Standard document	- Chairman of UJMSI Faculty	Information system standards

4.2 Implementation of information system standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Information system standards are used as guidelines for the implementation of academic and non-academic activities FEB UHO	- Head of PUSTIK	Information system standards
2.	Implementation of academic and non-academic programmes in accordance with information system standards	- Head of PUSTIK	Implementation checklist Information system standards

3.	Activity report on the implementation of information system standards	- Head of PUSTIK	Implementation report Information system standards
----	---	------------------	---

4.3 Evaluation of information system standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Establishment of a monitoring and evaluation team for the implementation of Information system standards	- Chancellor	- Letter of Assignment
2.	Implementation of monitoring and evaluation of information system standards	- UHO Auditor	- Monev minutes
3.	Reporting the findings of monitoring and evaluation of the implementation of information system standards	- UHO Auditor	- Minutes of monev
4.	M&E Report implementation of information system standards	- Head of LPPMP	- M&E Report

4.4 Control of information system standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Implementation of monev evaluation of UHO programme activities according to information system standards	- Chancellor	- M&E report academic and non-academic
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	- Minutes of management review - Action plan Continue
3.	Preparation of a programme of information-related activities	- Chancellor	- Plan Programme of Activities

4.5 Control of information system standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
-----	------------	---	-------------------

1.	Implementation of evaluation of the results of monitoring and evaluation of implementation activities Information system standards	- Chancellor	- MONEV Report standard implementation activities Information
2.	Implementation of management review meetings	- Rector - Chairman of LPPM	- Minutes of management review meeting - Plan Follow-up.
3.	Submission of changes to the content of information system standards	- Chancellor	- Changes Information system standards

V. NOTES


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education;
- b. Standardised *forms/templates*.






VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education No. 62/2016 on Higher Education Quality Management System
- e. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- f. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- g. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities
- h. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- i. Minister of Research Technology and Higher Education Regulation No. 100/2016 on the Establishment, Amendment, Dissolution of State Universities and Establishment, Amendment, Revocation of Private Universities Licences
- j. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014

- concerning Amendments to the Rector Regulation of Halu Oleo University
Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance
System (SPMI) of Halu Oleo University
- k. Rector Regulation of Halu Oleo University Number: 01/UN29/PR/2014
concerning Amendments to the Rector Regulation of Halu Oleo University
Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance
System (SPMI) of Halu Oleo University
 - l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning
Academic Regulations at Halu Oleo University
 - m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning
Internal Quality Assurance System of Halu Oleo University
 - n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo
University Number: 447a/UN29.7/SK/PP/2019 Regarding SPMI Policy of
the Faculty of Economics and Business, Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MST.09</p>
	<p align="center">ADDITIONAL STANDARD MANUALS</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision : 1</p>
		<p align="center">Page 1 of 4</p>

PUBLIC FACILITIES AND INFRASTRUCTURE STANDARDS

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying research results and intellectual products of national and/or international standards for the welfare of the institution and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.
- f.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF THE PUBLIC FACILITIES AND INFRASTRUCTURE STANDARDS MANUAL

- a. The purpose of the standard-setting manual is to design, formulate and set standards for public facilities and infrastructure.
- b. The purpose of the standard implementation manual is to implement the standard of public facilities and infrastructure

- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of public facilities and infrastructure standards so that the implementation of the contents of the standard can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the contents of the standard of public facilities and infrastructure so that it can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve the content of the public facilities and infrastructure standards.

III. SCOPE OF THE PUBLIC FACILITIES AND INFRASTRUCTURE STANDARDS MANUAL

This manual applies:

- c. When public facilities and infrastructure standards were first designed, formulated and established;
- d. For general facilities and infrastructure standards

IV. STEPS OR PROCEDURES OF THE PUBLIC FACILITIES AND INFRASTRUCTURE STANDARDS MANUAL

4.1 Standardisation of public facilities and infrastructure

No	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Analyse standard requirements	- Dean - Faculty Senate - Chairman of UJMSI Faculty	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standard drafting team	- Dean	- Letter of Assignment
3.	Draft the standard	- Ad hoc Team	- Draft Standard
4.	Socialisation of draft standards	- UJMSI Faculty	- Draft Standard
5.	Standard setting	- Dean	- Rector's Decree
6.	Socialisation of standard documents	- Chairman of UJMSI Faculty	Information system standards

4.2 Implementation of public facilities and infrastructure standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	General facilities and infrastructure standards are used as guidelines implementation of academic and non-academic	- WR II	Information system standards

	activities of FEB UHO		
2.	Implementation of academic and non-academic programmes in accordance with public facilities and infrastructure standards	- WR II	- Standard implementation checklist
3.	Activity report on the implementation of public facilities and infrastructure standards	- WR II	- Standard implementation report

4.3 Evaluation of information system standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Establishment of a monitoring and evaluation team for the implementation of public facilities and infrastructure standards	- Chancellor	- Letter of Assignment
2.	Implementation of monitoring and evaluation of public facilities and infrastructure standards	- UHO Auditor	- Monev minutes
3.	Reporting of findings from monitoring and evaluation of standard implementation public facilities and infrastructure	- UHO Auditor	- Minutes of monev
4.	Monitoring and evaluation report on the implementation of public facilities and infrastructure standards	- Head of LPPMP	- M&E Report

4.4 Standard Control of public facilities and infrastructure

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Implementation of monev evaluation of UHO programme activities according to public facilities and infrastructure standards	- Chancellor	- M&E report academic and non-academic
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	- Minutes of management review - Action plan Continue
3.	Preparation of a programme of activities related to public facilities and infrastructure	- Chancellor	- Plan Programme of Activities

4.5 Standard Control of public facilities and infrastructure

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Implementation of evaluation of the results of monitoring and evaluation of activities for the implementation of facilities and standards public infrastructure	- Chancellor	- MONEV Report
2.	Implementation of management review meetings	- Rector - Head of LPPMP	- Minutes of management review meeting - Plan Follow-up.
3.	Submission of changes in the content of public facilities and infrastructure standards	- Chancellor	- Standard changes

V. NOTES

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education;
- b. Standardised *forms/templates*.




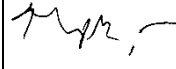

VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education No. 62/2016 on Higher Education Quality Management System
- e. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- f. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- g. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities
- h. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- i. Minister of Research Technology and Higher Education Regulation No. 100/2016 on the Establishment, Amendment, Dissolution of State Universities and Establishment, Amendment, Revocation of Private Universities Licences
- j. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014

- concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University
- k. Rector Regulation of Halu Oleo University Number: 01/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University
 - l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
 - m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
 - n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 447a/UN29.7/SK/PP/2019 Regarding SPMI Policy of the Faculty of Economics and Business, Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS</p> <p align="center">Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MST.10</p>
	<p align="center">ADDITIONAL STANDARD MANUALS</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision: 1</p>
		<p align="center">Page 1 of 4</p>

CAMPUS ENVIRONMENTAL MANAGEMENT STANDARD

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying the results of research and intellectual products of national and / or international standards for the welfare of institutions and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF CAMPUS ENVIRONMENTAL MANAGEMENT STANDARD MANUAL

- a. The purpose of the standard-setting manual is to design, formulate and set campus environmental management standards.
- b. The purpose of the standard implementation manual is to implement the campus environmental management standard.

- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of campus environmental management standards so that the implementation of the implementation of the contents of the campus environmental management standards can be controlled.
- d. The purpose of the standard control manual is to control the implementation of the contents of the campus environmental management standards so that they can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve the content of the campus environmental management standard

III. SCOPE OF THE CAMPUS ENVIRONMENTAL MANAGEMENT STANDARDS MANUAL

This manual applies:

- a. When the campus environmental management standards were first designed formulated and established;
- b. For campus environmental management standards

IV. STEPS OR PROCEDURES OF THE CAMPUS ENVIRONMENTAL MANAGEMENT STANDARDS MANUAL

4.1 Establishment of Campus Environmental Management Standards

No	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Analyse the needs of information system standards	- Dean - Faculty Senate - Chairman of UJMSI Faculty	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standard drafting team	- Dean	- Letter of Assignment
3.	Draft the standard	- Ad hoc Team	- Draft Standard
4.	Socialisation of draft standards	- UJMSI Faculty	- Draft Standard
5.	Standard setting	- Dean	- Rector's Decree
6.	Socialisation of standard documents	- Chairman of UJMSI Faculty	- Standard Document

4.2 Implementation of Campus Environmental Management Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	General facilities and infrastructure standards are used as guidelines implementation of academic and non-academic activities of FEB UHO	- WR II	Information system standards

2.	Implementation of academic and non-academic programmes in accordance with standard	- WR II	- Implementation checklist standard
3.	Activity report on the implementation of public facilities and infrastructure standards	- WR II	- Standard implementation report

4.3 Evaluation of Campus Environmental Management Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Establishment of a monitoring and evaluation team for the implementation of standard	- Chancellor	- Letter of Assignment
2.	Implementation of standard monitoring and evaluation	- UHO Auditor	- Monev minutes
3.	Reporting of findings from monitoring and evaluation of standard implementation	- UHO Auditor	- Minutes of monev
4.	Monitoring and evaluation report on the implementation of standards	- Head of LPPMP	- M&E Report

4.4 Control of Campus Environmental Management Standards

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Implementation of monev evaluation of UHO programme activities according to standards	- Chancellor	- Monev report on academic activities and non academic
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	- Minutes of management review - Follow-up plan
3.	Preparation of a programme of activities related to environmental management campus	- Chancellor	Programme Plan Activities

4.5 Control of Campus Environmental Management Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Implementation of evaluation of the results of monitoring and evaluation of activities for the implementation of facilities and standards	- Chancellor	- MONEV Report

	public infrastructure		
2.	Implementation of management review meetings	- Rector - Head of LPPMP	- Minutes of management review meeting - Follow-up plan
3.	Submission of changes to the content of the standard	- Chancellor	- Standard changes

V. NOTES


To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education;
- b. Standardised *forms/templates*.






VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education No. 62/2016 on Higher Education Quality Management System
- e. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- f. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- g. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities
- h. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- i. Minister of Research Technology and Higher Education Regulation No. 100/2016 on the Establishment, Amendment, Dissolution of State Universities and Establishment, Amendment, Revocation of Private Universities Licences
- j. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014 concerning
- k. Amendment to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University
- l. Rector Regulation of Halu Oleo University Number: 01/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University

- m. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University
- n. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- o. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 447a/UN29.7/SK/PP/2019 Regarding SPMI Policy of the Faculty of Economics and Business, Halu Oleo University

	<p align="center">HALU OLEO UNIVERSITY FACULTY OF ECONOMICS AND BUSINESS Bumi Tridharma Anduonohu Green Campus Jl. H.E.A. Mokodompit, Kendari 93232 www.feb.uho.ac.id</p>	<p align="center">Code/No: SPMI-FEB- UHO- MST.10</p>
	<p align="center">ADDITIONAL STANDARD MANUALS</p>	<p align="center">Date 09-09-2020</p>
		<p align="center">Revision: 1</p>
		<p align="center">Page 1 of 4</p>

STANDARD OF CO-OPERATION

Process	Person in Charge			Date
	Name	Position	Signature	
1. Formulation	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		10-07-2020
2. Inspection	Dr La Ode Suriadi, SE, M.Si	Vice Dean for Academic Affairs		09-09-2020
3. Approval	Prof. Dr LM. Harafah, SE, M.Si	Chair of the Senate		20-10-2020
4. Designation	Prof. Dr H. Arifuddin Mas'ud, S.E., M.Si.	Dean		26-11-2020
5. Control	Prof Dr Muhammad Nasir, SE, M.Si	UJMSI Coordinator		26-11-2020

I. VISION, MISSION AND OBJECTIVES OF THE FACULTY OF ECONOMICS AND BUSINESS, HALU OLEO UNIVERSITY

Vision of UHO Faculty of Economics and Business

The vision of the Faculty of Economics and Business (FEB) UHO is "To become a world-class faculty in producing human resources in the fields of economics and business based on coastal, marine, and rural areas by 2045".

Mission of UHO Faculty of Economics and Business

- a. Develop national and/or international collaborative research-based education by utilizing advances in information technology so that graduates can compete and adapt at a global level.
- b. Developing excellent research oriented towards coastal, marine and rural areas, as well as publications and intellectual property acquisition;
- c. Applying research results and intellectual products of national and/or international standards for the welfare of the institution and society, as well as the advancement of science and technology;
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education;
- e. Developing student potential in the fields of spirituality, reasoning, sports, arts, culture, and entrepreneurship that support comprehensive intelligence to build an academic atmosphere.

Purpose of UHO Faculty of Economics and Business

- a. Producing graduates who are competitive at the national and global levels.
- b. Producing excellent research based on coastal, marine, and rural areas that are oriented towards publications and the acquisition of intellectual property.
- c. Achieving the application of research results and other superior intellectual products for the welfare of institutions and society, as well as the advancement of science and technology.
- d. Strengthening the FEB UHO governance system that is transparent, accountable, and credible so that it is able to provide excellent services of high quality education.
- e. Forming students with character and entrepreneurial spirit, who support comprehensive intelligence to build an academic atmosphere

II. PURPOSE OF COOPERATION STANDARD MANUAL

- a. The purpose of the standard-setting manual is to design, formulate and set standards for co-operation.
- b. The purpose of the standard implementation manual is to implement the Cooperation standard
- c. The purpose of the standard evaluation manual is to carry out an evaluation of the implementation of the Cooperation standard so that the implementation of

the implementation of the contents of the Cooperation standard can be controlled.

- d. The purpose of the standard control manual is to control the implementation of the contents of the Cooperation standard so that it can be achieved or fulfilled.
- e. The purpose of the standard improvement manual is to improve the content of the Cooperation standard

III. SCOPE OF THE COOPERATION STANDARD MANUAL

This manual applies:

- a. When the Co-operation Standard is first designed, formulated and established;
- b. For Cooperation standard

IV. STEPS OR PROCEDURES OF THE CO-OPERATION STANDARD MANUAL

4.1 Establishment of Cooperation Standards

No	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Analyse the needs of information system standards	- Dean - Faculty Senate - Chairman of UJMSI Faculty	- UHO Statute - UHO Strategic Plan - FEB Strategic Plan - Renop FEB
2.	Form a standard drafting team	- Dean	- Letter of Assignment
3.	Draft the standard	- Ad hoc Team	- Draft Standard
4.	Socialisation of draft standards	- UJMSI Faculty	- Draft Standard
5.	Standard setting	- Dean	- Rector's Decree
6.	Socialisation of standard documents	- Chairman of UJMSI Faculty	- Standard Document

4.2 Implementation of Cooperation Standards

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	General facilities and infrastructure standards are used as guidelines mplementation of academic and non-academic activities of FEB UHO	- WR II	- Informati on system standards
2.	Implementation of academic and non-academic programmes in accordance with environmental management standards campus	- WR II	- Standard implementati on checklist

3.	Report on standard implementation activities	- WR II	- Standard implementation report
----	--	---------	----------------------------------

4.3 Cooperation Standard Evaluation

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Establishment of a monitoring and evaluation team for the implementation of standard	- Chancellor	- Letter of Assignment
2.	Implementation of monitoring and standard evaluation	- UHO Auditor	- Minutes Money
3.	Reporting of findings from monitoring and evaluation of standard implementation	- UHO Auditor	- Minutes of money
4.	Monitoring and evaluation report on the implementation of standards	- Head of LPPMP	- M&E Report

4.4 Co-operation Standard Control

No.	Activities	Qualifications of Officials/ Person in Charge	Document Related
1.	Implementation of money evaluation of UHO programme activities according to standards	- Chancellor	- Money report on academic activities and non academic
2.	Implementation of management review meetings	- Rector - University Senate - Head of LPPMP	- Minutes of management review - Follow-up plan
3.	Preparation of a programme of activities related to cooperation	- Chancellor	- Plan Programme of Activities

4.5 Co-operation Standard Control

No.	Activities	Qualification of Officer/ Responsible Person	Related Documents
1.	Implementation of outcome evaluation monitoring and evaluation of standard implementation activities	- Chancellor	- MONEV Report

2.	Implementation of management review meetings	- Rector - Head of LPPMP	- Minutes of management review meeting - Follow-up plan
3.	Submission of changes to the content of the standard	- Chancellor	- Standard changes

V. NOTES

To complete this manual, it requires the availability of written documents in the form of:

- a. List of laws and regulations in the field of education or related to education;
- b. Standardised *forms/templates*.

VI. REFERENCES

- a. Indonesian Law Number 12 of 2012 on Higher Education
- b. Regulation of the Minister of Education and Culture of the Republic of Indonesia Number 43 of 2012 concerning the Statute of Universitas Haluoleo
- c. Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions
- d. Regulation of the Minister of Research Technology and Higher Education No. 62/2016 on Higher Education Quality Management System
- e. Regulation of the Minister of Research Technology and Higher Education of Indonesia Number 62 of 2016 concerning the Organisation and Work Procedures of Halu Oleo University
- f. Minister of Research Technology and Higher Education Regulation No. 44 of 2015 on National Higher Education Standards
- g. Regulation of the Minister of Research Technology and Higher Education Number 32 of 2016 concerning Accreditation of Study Programmes and Universities
- h. Regulation of the Minister of Research Technology and Higher Education Number 61 of 2016 concerning Higher Education Databases
- i. Regulation of the Minister of Research Technology and Higher Education No. 100/2016 on the Establishment, Amendment, Dissolution of State Universities and Establishment, Amendment, Revocation of Licences of Private Universities
- j. Rector Regulation of Halu Oleo University Number: 7411/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University
- k. Rector Regulation of Halu Oleo University Number: 01/UN29/PR/2014 concerning Amendments to the Rector Regulation of Halu Oleo University Number: 2406a/UN29/LL/2012 concerning Internal Quality Assurance System (SPMI) of Halu Oleo University
- l. Halu Oleo University Rector Regulation Number 1 of 2019 concerning Academic Regulations at Halu Oleo University

- m. Halu Oleo University Rector Regulation Number 2 of 2019 concerning Internal Quality Assurance System of Halu Oleo University
- n. Decree of the Dean of the Faculty of Economics and Business, Halu Oleo University Number: 447a/UN29.7/SK/PP/2019 Regarding SPMI Policy of the Faculty of Economics and Business, Halu Oleo University