STANDARD OPERATING PROCEDURES

TRACER STUDY
UNIVERSITAS NEGERI SURABAYA
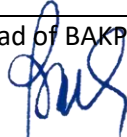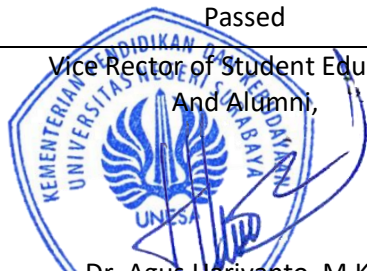

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1.0. Goal

This procedure is a reference in the implementation of alumni *tracking or tracer study* of Universitas Negeri Surabaya by Unesa Career Center..

2.0. Scope

The scope of this procedure starts from the need for unesa and university study programs to track unesa alumni in an effort to support the development of study programs and universities as the implementation of free study policies – independent campuses.

3.0. Reference

3.1. Unesa Development Master Plan (RENIP) 2016-2035

3.2. Rector's Decree No. 318/UN38/HK/KL 2016 on Operational Plan (RENOP) in 2016-2020

3.3. Rector's Decree No. 276/UN38/HK/KL 2016 on Strategic Plan of Universitas Negeri Surabayain 2016-2020.

3.4. Rector's Performance Contract with the Ministry of Education year 2019

3.5. Unesa Main Performance Manualk(IKU) year 2019

3.6. SK UCC Management Team Number 1187/UN38/HK/KM/ 2019

3.7. Tracer Study Division Work Program Unesa Career Center

3.8. Free Pocket Book to Study Independent Campus

3.9. Guidelines for tracking graduates (*tracer study)* Universitas Negeri Surabaya year 2019

4.0. DEFINITION OF ALUMNI TRACKING

Tracking *graduates (tracer study)* merupakan meddiefektif yang digunnakan unukmelacakkerteserapan alumni a college in the world of work. In addition, an effort to track jejak keberadaan alumni, the suitability of the field with the work obtained, the waiting period of alumni in obtaining jobs and other information in accordance with the guidance of the Ministry of Education. Unesa sets alumni tracking on TS-2 which means tracking is done for alumni who have graduated 2 years ago from the current year.

In 2020 tracking will be carried out on alumni who graduate in 2018. In accordance with the established cohort refers to the bill of the Ministry of Education. Tracking results will be used as a basis for the development of courses and universities to get better.

5.0. Conditions

5.1. The implementation *time of tracer study* is from 2 years after graduate

5.2. Implementing *tracer study* is Unesa Career Center at university level and assisted by PIC *tracer study* faculty and faculty program in The Unesa Context

5.3. The questionnaire is done online through the http://tracerstudy.unesa.ac.id

5.4. Account deployment is done via email or other media that is easy to access

5.5. University *tracer study* report compiled by Unesa Career Center

5.6. T *tracer study report* submitted to Vice Rector of Student Affairs and Alumni

6.0. PROCEDURE DETAILS

6.1. Instrument development stage

6.1.1. Mengidentifikasi the purpose of survei refers to tracer *study guidelines from* the Ministry of Education

6.1.2. Establish the year of alumni graduate who will be the respondent and determine the strategy in the graduate search

6.1.3. Determination of technical concepts for the implementation of surveys

6.1.4. Formulate items of questions and ladderspan-ladderp ancufromtracer study instruments of the Ministry of Education by adding additional questions according to the needs of the institution

6.1.5. Questionnaire uploaded online on http://tracerstudy.unesa.ac.id

6.2. Data collection stage

6.2.1. The data collection was conducted by the university's unesa career center and assisted by pic *tracer study* faculty and faculty in The Unesa Context

6.2.2. PIC *tracer study* on the study program conveys information to all graduates appointed, disseminates questionnaires, andfollows*up* alumni to re-collect

6.2.3. Data recapitulation is carried out within three months (quarterly)

6.2.4. Questionnaire data is tabulated and classified according to the course.

6.3. Analysis and reporting stage

6.3.1. Tracer data is obtained from the results of questionnaire filling according to the cohort collected on the online system

6.3.2. Analysis and reports are conducted at the university, faculty and study programs

6.3.3. Persiapan preparation of reports

7.0. PROCEDURE DETAILS

8.0. LIST OF RECORDS

    7.1   Alumni tracking guidelines or *tracer studies*

    7.2   Questionnaire charging guide on this http://tracerstudy.unesa.ac.id

    7.3   Quarterly alumni tracking report or *tracer study*

    7.4   Year-end report tracking alumni or *tracer study*

9.0. CHANGE NOTES