# Guidelines for Implementing Recognition of Prior Learning (RPL) Type A

**Widyatama University**

**2023**

# FOREWORD

By offering thanksgiving to God Almighty, the guidebook for implementing Recognition of Prior Learning (RPL) Type A at Widyatama University in 2023 can be completed as expected. It is hoped that this guideline will become a reference for study programs within the university. Widyatama University carries out the mechanism for implementing Recognition of Prior Learning (RPL) in accordance with the provisions of the Minister of Education, Culture, Research, and Technology Regulation Number 41 of 2021 concerning Recognition of Prior Learning and Regulation of the Director General of Higher Education, Research, and Technology Number 162/E/KPT/2022, 2022, regarding Technical Instructions for Implementing Recognition of Prior Learning at Universities that Provide Academic Education.

The Guidelines for Implementing Recognition of Prior Learning (RPL) Type A at Widyatama University contains background, understanding, requirements for prospective participants, registration schemes and procedures, assessment and recognition, quality assurance, and financing.

We would like to thank all the committees who have contributed to the preparation of the 2023 Recognition of Prior Learning Type A (RPL) guidelines, as well as all parties involved, for their support and contributions. We hope that this guideline is useful and ask for input and suggestions for improving it.

Bandung, July 2023

Rector,

Prof. Dr. H. Dadang Suganda, M. Hum.

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# Unit I

# Introduction

## A. Background

Recognition of Prior Learning, abbreviated as RPL, has provided wider access for the community to continue their education at the tertiary level in a flexible, multi-entry, multi-exit, and sustainable manner. Increasing affordability and guaranteed access to higher education is mandated in Law of the Republic of Indonesia Number 20 of 2003 concerning the National Education System and Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education, and technically regulated in Presidential Regulation Number 8 of 2012 concerning Qualification Framework Indonesian National and Minister of Education, Culture, Research, and Technology Regulation Number 41 of 2021 concerning Recognition of Prior Learning, which recognizes equality between formal, non-formal, and informal education results and/or work experience.

Recognition of Prior Learning is recognition of a person's learning achievements obtained from formal, non-formal, informal education, and/or work experience as a basis for continuing formal education and for equivalency with certain qualifications. As stated in article 2, Regulation of the Minister of Education, Culture, Research and Technology Number 41 of 2021, the implementation of RPL includes:

a. RPL to continue formal education; and

b. RPL to carry out equivalency with certain qualifications.

Furthermore, specifically for RPL for continuing formal education at tertiary institutions, in the Decree of the Director General of Higher Education, Research, and Technology Number 162/E/KPT/2022, it is referred to as Type A RPL. Recognition of Learning Achievements for RPL Type A is carried out partially, namely recognition of learning outcomes obtained from:

    a. study program at the previous university;

    b. non-formal or informal education; and/or

    c. work experience after graduating from secondary education or other equivalent forms.

If someone graduates from high school and then works or studies independently through various learning media and methods, then the learning outcomes from non-formal, informal learning and/or experience can be submitted to be equated (recognized) with the formal learning outcomes of several subjects. in the study program at the university or high school environment through assessment. Recognition of learning outcomes from non-formal, informal learning and/or work experience can be recognized as **obtaining credit**. Likewise, if someone is studying or has studied at a university, then stops for various reasons, and after that continues studying, then the results of formal learning at the previous university can be submitted to be equated with the courses at the target university through assessment. Recognition of previous formal learning outcomes can be recognized as a **credit transfer**.

Thus, if the individual wants to continue studying at Widyatama University, he does not need to take all the courses in the intended study program. Learning outcomes from non-formal, informal, and/or experience, or from previous formal learning outcomes, can be equated with learning outcomes from several relevant courses at the target university. By recognizing learning outcomes from non-formal, informal, and/or experience, or from previous formal learning results, prospective students only need to take a few courses, which are courses that are not recognized from all the courses in the program. Targeted study. The procedures for implementing RPL are as regulated in the regulations of the Director General of Learning and Student Affairs, Ministry of Research, Technology, and Higher Education of the Republic of Indonesia Number 123/B/Sk/2017 concerning Guidelines for Implementation Procedures.

In particular, it needs to be stated that the RPL provisions at Widyatama University are open. People can easily apply for past learning experiences to be recognized to reduce the burden of studying when continuing their education at Widyatama University. Through the RPL program, the study completion time at Widyatama University can be shortened because only the remaining semester credit units (sks) are taken, which are not recognized and cannot be converted. However, someone who takes RPL Type A does not necessarily receive a diploma directly, even though the amount of learning experience is sufficient to be converted into the number of credits that need to be fulfilled. This means that the applicant must study at Widyatama University for a certain number of semesters.

## B. Purposes

The Recognition of Prior Learning held at Widyatama University is Type A RPL, namely RPL for continuing formal education at tertiary institutions. The aim of holding RPL at Widyatama University are:

1.  Increase access to higher education so as to increase higher education participation rates.
2.  Provide opportunities for people who already have experience in a particular field of knowledge and skills to apply for recognition of the knowledge and skills they have acquired to obtain academic credit through the RPL assessment.
3.  Provide opportunities for universities to organize RPL in order to increase access to higher education for people who wish to continue their studies in certain study programs through RPL assessments.

## C. RPL Organizer Study Program

The implementation of RPL at Widyatama University is part of the government's efforts to expand access for the community to study at higher education in the context of lifelong learning. The study programs that organize RPL at Widyatama University are as follows:

| No | Study Program Code | Study program | Level | Accreditation |
|---|---|---|---|---|
| 1 | 01 | Accounting | Bachelor | A |
| 2 | 02 | Management | Bachelor | Excellent |
| 3 | 03 | Diploma in Accounting | Diploma | B |
| 4 | 04 | Diploma in Management | Diploma | A |
| 5 | 05 | Industrial Engineering | Bachelor | A |
| 6 | 06 | Informatics Engineering | Bachelor | B |
| 7 | 07 | English | Bachelor | A |
| 8 | 08 | Japanese | Diploma | A |
| 9 | 09 | Graphic design | Applied Bachelor | A |
| 10 | 10 | Multimedia | Diploma | A |
| 11 | 11 | Information Systems | Bachelor | B |
| 12 | 14 | Master of Management | Masters | A |
| 13 | 16 | Master of Accounting | Masters | A |
| 14 | 17 | Japanese | Bachelor | Good |
| 15 | 18 | Electrical Engineering | Bachelor | Good |

| 16 | 19 | Civil Engineering | Bachelor | Good |
|----|----|-------------------|----------|------|
| 17 | 20 | Mechanical Engineering | Bachelor | Good |

A detailed explanation of the study program description and application form can be seen in the appendix to the study program description book.

## D. Principles of RPL Implementation

The principles of implementing RPL at Widyatama University follow the provisions in the Decree of the Director General of Higher Education, Research and Technology, Number 162/E/KPT/2020, concerning Technical Instructions for Implementing Recognition of Prior Learning in Academic Universities, namely:

1. Legality.

   Widyatama University has legality as a higher education provider as specified in Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education.

2. Accessibility.

   Widyatama University guarantees that every individual can access learning opportunities in a fair and inclusive manner. Every individual has the right to access and be involved in all forms of learning that suit their needs with learning outcomes that meet *SN DIKTI*.

3. Equality of Recognition.

   Widyatama University, as the organizer of RPL, provides an equal assessment of learning outcomes obtained from formal, non-formal, informal education, and/or work experience. Each individual's accumulated learning achievements obtained from non-formal, informal education and/or work experience will be treated as equivalent to those obtained through formal learning.

4. Transparent.

   Widyatama University provides information regarding RPL, which is announced widely and openly using clear and explicit language so that it can be understood by all stakeholders (applicants, organizing universities, accreditation institutions, and graduate users). Policies, processes, and criteria are fully disclosed, accurate, and open to the public.

5. Quality assurance.

   Widyatama University guarantees the quality of all RPL implementations. criteria and

procedures for assessing and validating learning outcomes obtained from non-formal, informal education and/or work experience are reliable, relevant, fair, and transparent. RPL policies, procedures, and quality assurance processes are made explicit and open to the public.

6. Institutional.

Widyatama University, as an RPL organizer, must have complete organizational equipment or structure, namely a tertiary senate, an internal quality assurance system *(SPMI),* and an RPL organizing team.

## E. Legal Basis

1. Law Number 20 of 2003 concerning the National Education System.
2. Law Number 12 of 2012 concerning Higher Education.
3. Presidential Regulation Number 62 of 2021 concerning the Ministry of Education, Culture, Research, and Technology.
4. Government Regulation Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education Institutions.
5. Presidential Regulation Number 8 of 2012 concerning the Indonesian National Qualifications Framework.
6. Regulation of the Minister of Education, Culture, Research, and Technology Number 28 of 2021 concerning the Organization and Work Procedures of the Ministry of Education, Culture, Research, and Technology.
7. Minister of Education and Culture Regulation Number 3 of 2020 concerning National Higher Education Standards.
8. Regulation of the Minister of Education, Culture, Research, and Technology Number 41 of 2021 concerning Recognition of Prior Learning
9. Decree of the Director General of Higher Education, Research, and Technology, Number 162/E/KPT/2020, concerning Technical Instructions for Implementing Recognition of Prior Learning at Academic Universities.

### F. RPL Management Organization

The RPL management unit held at Widyatama University consists of:

### RPL ASSESSOR

RPL assessors are tasked with evaluating and validating applications submitted by candidates in the form of various documents that are sufficient to prove the achievement of certain course learning outcomes. The RPL assessor is a study program lecturer or someone outside the study program who is an expert in the field of knowledge and skills according to the study program where the candidate wishes to submit an RPL application and understands the curriculum and RPL assessment procedures.

### RPL ADVISOR

The RPL Advisor is tasked with assisting and guiding candidates in preparing applications for assessment and forwarding the application to the appropriate assessor. An RPL advisor is a lecturer in a study program or outside a study program who is an expert in the field of knowledge and skills according to the study program and has the ability to map out levels of professional development and learning outcomes as well as a qualification curriculum.

### RPL COORDINATOR

The RPL Coordinator is tasked with coordinating support for RPL procedures at the university and study program levels. The RPL Coordinator is the first point of contact for prospective RPL participants and is responsible for informing candidates of their opportunities for RPL and directing them to the appropriate RPL Advisor.

### RPL COMMITTEE

The RPL Committee is responsible for approving the RPL assessment results. It consists of representatives of lecturers from various study programs or someone appointed by the higher education leader.

# Unit  2
## Assessment and Recognition

### A.  Assessment Stages.

Assessment is the process of collecting evidence and making a judgment as to whether someone has achieved certain competencies or not. RPL assessment by assessors can be carried out using various methods. These methods include assignments in the form of projects, conducting oral interviews or exams, exams such as regular learning, carrying out work simulations or observations of practical assignments (demonstrations), or portfolios. For assessments in the context of recognizing learning outcomes or learning achievements originating from non-formal, informal education and/or work experience, portfolio assessment is generally the main element in the assessment process.

In carrying out the assessment, the assessor needs to ensure the following things:

- Candidates are ready to be assessed and understand the process that will be followed;
- Assessment tools or materials have been checked and tested;
- The time and place of the assessment have been agreed with the candidate and other related parties;
- The candidate's specific needs have been taken into account;
- All personnel involved have been informed of this assessment;
- The scope, context and objectives of the assessment are agreed with the candidate;
- Relevant performance criteria requirements are explained to candidates;
- Candidates are given the opportunity to submit objections to the assessment results by submitting an appeal. The appeal process for objections to assessment results must be explained to candidates;
- Information is conveyed using appropriate language and techniques to communicate effectively with candidates and other related parties;
- Evidence is evaluated based on the criteria of validity, adequacy, currentness and authenticity. If necessary, you can request assistance from assessors from industry or professional associations;
- Decisions on the results of the assessment are made in accordance with the specified performance criteria;
- All assessment processes and results are recorded and documented properly in accordance with the provisions of the RPL implementing institution.

Learning outcomes or learning achievements that can be recognized in RPL type A can come from formal education in study programs at previous universities or from non-formal, informal education and/or work experience. This recognition is carried out through an RPL assessment.

**The procedures for implementing the RPL assessment can be carried out as follows:**

## A.1 Assessment of learning outcomes originating from formal education in study programs at previous universities.

The assessment for recognition that comes from learning outcomes in previous higher education study programs is the same as the credit transfer process. This type of RPL aims to facilitate students who move from one study program to another at the same or different universities, or to continue their studies after stopping for reasons such as moving location, stopping for economic reasons, or stopping to work, then continuing to study, or have completed a diploma program (one, two, or three) and will continue to a diploma four program or bachelor's program.
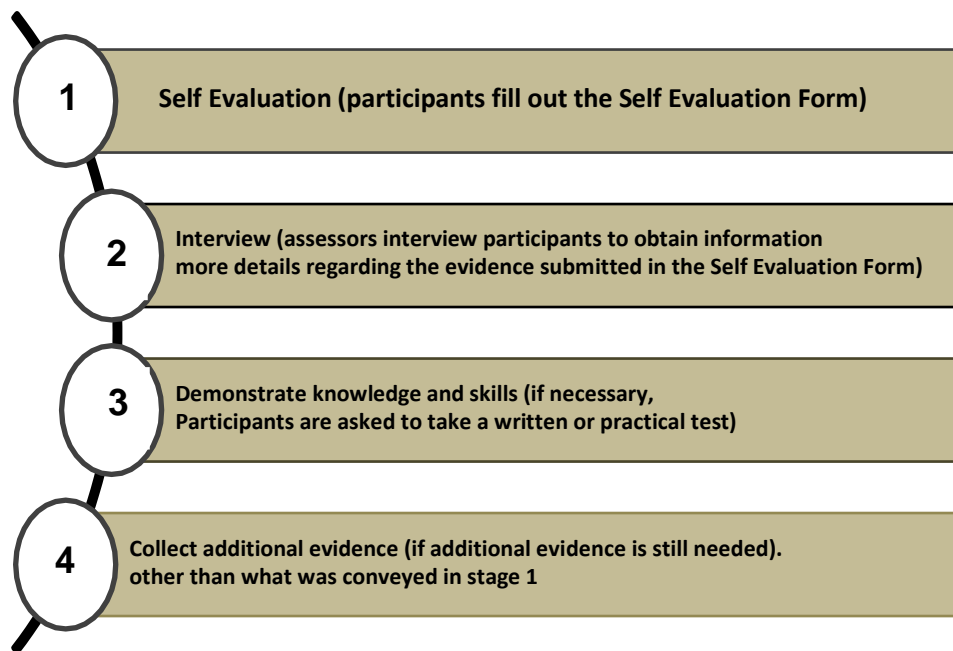
Evidence that must be submitted to support claims of fulfilling learning outcomes derived from formal education learning outcomes is a diploma and/or grade transcript or graduation certificate and syllabus information from courses taken at the previous higher education level.

Evaluation and validation of evidence for applications for recognition originating from formal education (transfer of credits or credit) includes:

a) checking the authenticity of the academic transcript, graduation certificate, and syllabus from the previous university and the accreditation status of the study program from the previous university.

b) Course equivalence assessment to assess the equivalence of content and level of learning achievement in courses from the originating university and the target university. Content equivalence assessment is based on the acquired knowledge and skills covered in a course, and level assessment is based on breadth and contemporary knowledge, understanding of critical thinking, problem solving, relevance to practice, ability to work independently, concern for social and ethical issues, and innovation.

## A.2 Assessment of learning outcomes originating from non-formal, informal education and/or work experience

Assessment for recognition of learning achievements originating from non-formal, informal education and/or work experience is carried out by following the following stages.

| 1 | Self Evaluation (participants fill out the Self Evaluation Form) |

| 2 | Interview (assessors interview participants to obtain information more details regarding the evidence submitted in the Self Evaluation Form) |

| 3 | Demonstrate knowledge and skills (if necessary, Participants are asked to take a written or practical test) |

| 4 | Collect additional evidence (if additional evidence is still needed). other than what was conveyed in stage 1 |

**Self-evaluation of potential participants**

At this stage, the self-evaluation form that has been submitted by the prospective participant is verified and validated by the assessor. With this self-evaluation form, prospective participants are given the opportunity to determine their level of proficiency in the knowledge and skills they have, both from non-formal and informal education and from work experience in relevant institutions, companies, and industries.

Portfolio documents (evidence) to support the candidate's claim regarding the statement of fulfillment of the subject learning achievement criteria must be verified and validated according to the principles of evidence, namely, valid, sufficient, current, and authentic. Evaluation and validation of evidence for applications for recognition originating from non-formal, informal learning outcomes and/or work experience (credit acquisition) includes:

a) Examination of the Self Evaluation Form with complete portfolio evidence.

b) Assessment of portfolio evidence on the expected final abilities/course learning outcomes to assess validity, that is, there is a clear relationship between the required evidence and the indicators of course learning outcomes to be assessed, sufficiency: that is, evidence that submitted must show performance indicators of the learning outcomes of the course being assessed, and currently, namely the evidence submitted demonstrating the knowledge and skills possessed by the candidate at the current time, and authenticity, namely the evidence submitted can be verified in the workplace or on site. others who publish evidence.

**Interview with the assessor**

If the information provided in the candidate's self-evaluation indicates potential to be recognized but still requires more detailed information regarding the portfolio evidence submitted, then the assessment can be continued by collecting further evidence through interviews. With this interview, the candidate and assessor have the opportunity to have a professional conversation about the knowledge and skills required. This interview can take the form of a series of direct questions or a list of topics for discussion drawn from a list of required skills and knowledge. Instructions need to be made for assessors, indicating which questions or topics are the main ones to be assessed.

As stated above, for assessing learning outcomes and learning achievements originating from non-formal, informal education and/or work experience, portfolio assessment is generally the main element in the assessment process. For this reason, portfolio assessment through the self-evaluation of prospective participants and interviews can provide an overview for assessors to decide the results. If other evidence is still needed because the results of the self-evaluation and interview are still considered inadequate, then the assessor can continue the assessment stage to the next stage, namely a written assessment and/or practical assessment to demonstrate knowledge and skills.

**Demonstrate knowledge and skills**

If the results of the self-evaluation and interview show that the candidate's knowledge and skills are still inadequate, then the assessment can be continued at the next stage, namely observing and assessing the candidate's performance in demonstrating knowledge and skills in the learning outcomes of the courses to be recognized. Assessment can be carried out by asking questions (written assessment), giving structured assignments or practical assignments, or, if necessary, making observations at the candidate's workplace or carrying out practical work in a work simulation, laboratory, or workshop. (Examples of forms for written assessments and practical assessments can be seen in the appendix to each study program description).

Practical assignments provide an opportunity for candidates to demonstrate the application of knowledge and skills to the learning outcomes of a course for which they will be recognized. In carrying out practical assignment assessments, several things that need to be prepared include:
- instructions for work to be carried out (job sheet),
- equipment to be used,

- materials and other necessary resources
- observation checklist
-  list of performance questions related to practical assignments

When carrying out observations, it is necessary to create an observation checklist to record the results of the practical assessment. This checklist should record comprehensive job assessment details for all the competency unit performance criteria assessed.

**Provides an opportunity to gather additional evidence.**

To complete the evidence that has been obtained at the stage mentioned above, candidates may be given the opportunity to collect further documentary evidence to support the fulfillment of the candidate's claim regarding the statement of performance criteria for competency units or competency clusters, or learning achievement criteria for courses or learning modules that are still considered insufficient. The types of documentary evidence that can be provided to support further evidence of a candidate's claim are the same as those listed in the preparation stage, namely, among others, third-party verification reports, work records or photos of work carried out, etc.

## B. Portfolio Evidence.

Evidence that can be used to support participants' claims of achieving professionalism in the course learning outcomes includes:

a) For recognition of previous formal learning achievements, namely for prospective students who apply for recognition of learning achievements obtained from formal education in previous higher education study programs, for example, having attended lectures at higher education, whether completed or not completed or dropped out of college, candidates can submit evidence in the form of:

- Certificate and/or Grade Transcript, or Certificate of Passing Courses taken at the previous Higher Education level, and accompanied by syllabus information.

b) For recognition of Non-formal, Informal Learning Achievements and Work Experience, namely for prospective students who apply for recognition of learning achievements obtained from non-formal, informal education and/or work experience, they can submit evidence in the form of, but not limited to:

1. a work history list with details of tasks performed;

2. Competency Certificate;

3. Operating certificate or license held (for example, forklift operator, crane, etc.);

4. Documentation of work carried out (photos, videos, products/test results, etc.);

5. Diary or daily record of work carried out at the workplace;

6. Assignment sheets or worksheets when working at the company;

7. Analysis or design documents (partial or complete) when working at the company;

8. Logbook (work notebook);

9. A training certificate accompanied by a description of the training materials and duration of the training;

10. membership in relevant professional associations;

11. Reference/certificate/third-party verification report from the employer or supervisor;

12. Awards from industry; and

13. Company performance assessment.

The evidence must be numbered and named clearly so that it can be easily traced by the assessor.

## C. Recognition of Assessment Results

The results of the RPL assessment of formal and non-formal, informal learning achievements and/or work experience are declared passed, and then proof of graduation is provided with a Higher Education Leadership Decree containing a list of courses, number of credits, and grades for each candidate.

RPL at Widyatama University, whether through semester credit transfer or semester credit earned, can be transferred into semester credit units (credits), namely at:

1. Applied Bachelor Program (D4): maximum 100 of 144 credits.

2. Undergraduate Program (S1): maximum 100 of 144 credits.

3. Master's Program (S2) with a maximum of 25 of 36 credits.

4. Doctoral Program (S3): maximum 30 of 42 credits.

5. Professional Program (Level 7) with a maximum of 50% of the required credit load.

# Unit 3
## Requirements for Prospective Participants and Registration Procedures

### A. Requirements for Type A RPL Participant Candidates

**General requirement**

1) The RPL applicant is a graduate of formal education at least in high school *(SMA)* or equivalent.

2) The RPL applicant has proof of non-formal/informal education experience/competency certificate/letter of support from a professional association, or industry association/work experience certificate of membership in a professional association whose study program is at Widyatama University.

**Special Requirements**

The applicant must submit:

1) Fill out the application form to take part in the RPL.
2) Fill out the Curriculum Vitae.
4) Fill out the Course Self-Evaluation Form.
5) A legalized photocopy of a formal education diploma from at least high school or an equivalent.
6) A good behavior letter from the police.
7) Photocopy of transcript from previous college.
8) Resignation letter or certificate of transfer from the previous university.

### B. Registration Procedures and Recognition Stages

The implementation of RPL goes through the following stages:

a. The applicant studies the RPL instructions and fills out the RPL Application Form.

b. The applicant consulted with the Widyatama University RPL Management Unit.

   Activities that can be carried out at this stage are:

   • The applicant consulted with the Widyatama University RPL management unit regarding the procedures that must be followed.

   • The Widyatama University RPL Management Unit assists the applicant in identifying study program options that enable the applicant to find a study program that is in line with the study results at the previous university.

   • If substantial in-depth information is required, the Widyatama University RPL

management unit can direct the applicant to the RPL management at the faculty/postgraduate school level (study program) to obtain a detailed explanation regarding the evidence needed to complete the application file for recognition of formal education learning outcomes, as well as the procedures for the evaluation of academic transcripts from previous universities.

c. The applicant prepares an academic transcript.

The transcript provided is from the home university, accompanied by information about the credits and the grades obtained. Next, applicants are required to register via the official website, namely https://rpl.widyatama.ac.id/.

d. Applicants fill out various forms and credit transfer documents

The application form has been provided by Widyatama University. The main credit transfer document is a transcript obtained from the previous university. Apart from that, prospective RPL students are required to carry out an independent assessment on the website https://rpl.widyatama.ac.id/ via a previously registered account. Forms provided by Widyatama University include:

1) RPL Application Form (Form 1/F01)

2) RPL Curriculum Vitae Form

3) Course Self-Evaluation Form

e. Filing of credit transfer documents by faculty and postgraduate school RPL managers. The filing of documents consists of filling in assessment formats, which will be filled in by the RPL assessor.

f. Credit transfer files that will be assessed by the RPL assessor include:

- Check the authenticity of academic transcripts from the home university and the status of the home university.

- Assessment to assess the equality of content and level of learning outcomes of courses from the home university and learning outcomes of courses in the study program. Content equivalency assessment is based on knowledge, understanding of critical thinking, problem solving, relevance to practice, ability to work independently, concern for social and ethical issues, and innovation.

g. Widyatama University issues a Credit Transfer Decree

The Decision Letter is issued based on the results of the credit transfer file assessment by the RPL Assessor.

h. The applicant studied at Widyatama University

The applicant completes a number of credits until graduation in accordance with the study

program's learning outcomes.

i. Issuance of a certificate or letter of termination of education.

## C. Selection of Recognition Participants

The selection of applicants for the RPL program is carried out using the assessment method. Assessment is the process of collecting evidence and making an assessment of whether someone has achieved some or all of their learning outcomes. The evaluation of the RPL program uses assessment methods, and the evidence for the assessment process must be valid, relevant, adequate, and current. This evidence can vary and can be collected from various sources obtained directly, indirectly, and from other additional sources.

Applicants are required to submit complete supporting documents for registration in the form of:

a. Completed registration forms

b. The completed Self Evaluation Form is accompanied by types of evidence relevant to the course learning outcomes *(CPMK),* including:

    1) Diplomas and/or transcripts from courses taken at the previous higher education level (especially for credit transfers);

    2) Work history list with details of tasks performed;

    3) Competency Certificate;

    4) Operating certificate/license owned;

    5) Photos of work previously carried out;

    6) Diary;

    7) Analysis/design documents (partial or complete) when working at the company;

    8) Logbook;

    10) On-site training records;

    11) Membership of relevant professional associations;

    12) Reference/certificate letter/third party verification report from employer/ supervisor;

    13) Awards from industry;

    14) Performance assessment of agencies;

    15) Other supporting documents.

Self-assessment documents are used to assess the suitability of work experience for learning outcomes. The results of the independent assessment are used by the RPL team to determine the number of courses and credits.

Collecting the necessary evidence as required is generally a process that takes a long time. The required evidence must be clearly informed by the RPL team. The way evidence is collected can determine how the assessment method will be carried out, as shown in Table 1.

**Table 1. Types of Supporting Evidence for Assessment**

| TYPE OF EVIDENCE | | |
|---|---|---|
| **DIRECT** | **INDIRECT** | **ADDITION** |
| ▪ Direct observation<br>▪ Demonstrate skills | ▪ Assessment of work results<br>▪ Review of the work that has been done<br>▪ Written test of relevant theoretical knowledge | ▪ Written statement from the applicant<br>▪ Written report from supervisor<br>▪ (logbook)<br>▪ Interview |

The choice of assessment method depends on how evidence will be collected and the learning achievement criteria. Table 2 shows several types of assessment methods that can be carried out and examples.

**Table 2. Assessment Methods**

| ASSESSMENT METHODS | EXAMPLES |
|---|---|
| Observation | ▪ Work activities at the workplace or in the laboratory/workshop |
| Ask | ▪ Assess/assess your own abilities<br>▪ Oral questions/Interviews<br>▪ Written questions |
| Portfolio | ▪ Testimonials<br>▪ Study of work results, notes on research results, notes on assessment results, journal/logbook<br>▪ Work experience information/curriculum vitae |
| Third Party References | ▪ Interview with the applicant's superior<br>▪ Certificate from the company or co-workers, etc. |
| Structured Activities | ▪ Demonstration Projects<br>▪ Simulation of work or tasks |

The RPL program assessment is carried out by RPL assessors at Widyatama University and professional groups. RPL program assessments must guarantee confidentiality, validity, and reliability and can be compared with the assessment of passing a course.

When conducting an assessment, the assessor may request additional evidence from the applicant to support the applicant's statement regarding the learning achievements that have been obtained. This is done by asking the applicant to take an oral exam, a written exam, or demonstrate their knowledge and skills. Fulfillment of the minimum learning outcomes of 70%. To fulfill the course learning achievement of less than 70%, the applicant must take the course in full. Recognition of learning achievements through assessment and recognition is expressed as a pass or fail status.

The results of the assessment of prospective students in the accelerated education qualification improvement program will be summarized as the final score for each course, which includes portfolio scores, written tests, and interviews. The final course grades have been converted into quality letters with the following conditions:

- score > 3.26 with a quality value of A.
- score 2.75 to 3.25 with a quality value of B.
- score < 2.75 is declared as not passing.

Assessment stages, starting with a portfolio, a written test, and an interview:

(a) If you have passed the portfolio, there is no need for written tests and interviews;

(b) If you do not pass the portfolio, continue with a written test;

(c) If you do not pass the portfolio and written test, continue with an interview.

## D. Determination of Graduation

The determination of the applicant's application through RPL is stated in the Implementation Team's Decision Letter. The Executive Team's Decision Letter contains the recognized courses along with their index scores and serves as a basis for the study program to carry out the recognition process. Graduation is determined through three stages, namely:

1. Determination of acceptance at the document selection stage. Applicants who do not meet the requirements in the specified RPL program will not pass the selection.

2. Determination of graduation at the credit transfer, assessment, and recognition stages. The decision to pass this stage is determined by the agreement of Assessor 1 (one) and Assessor 2 (two), which is stated in the letter.

3. Determination of graduation at the stage of issuing a graduation decree.

Applicants who are declared to have passed the selection will receive a graduation decision

letter from Widyatama University and receive information about RPL that can be recognized to reduce the burden of credits that applicants must take. The number of RPLs recognized is determined by the Dean/Director of the Postgraduate School, while the graduation status is determined and signed by the Rector of Widyatama University.

# Unit 4

## Financing

Financing for new student admissions through RPL consists of registration fees and education fees, namely:

1. PIN Registration/Activation Fee for D3, D4 and S1 Programs is IDR 250.000.
2. Registration/PIN activation fee for the Master's Program is IDR 300.000.
3. Education Fee Payment Scheme
   a. Study programs:
      - Management S1
      - Accounting S1

| Number of Semesters | Entry tuition fee (IDR) | Installments (IDR) | Length of Installments |
|---|---|---|---|
| 2 Semesters | 2.750.000 | 1.927.500 | 12 months |
| 3 Semesters | 3.375.000 | 1.927.500 | 18 months |
| 4 Semesters | 4.000.000 | 1.927.500 | 24 months |
| 5 Semesters | 4.625.000 | 1.927.500 | 30 months |
| 6 Semesters | 5.250.000 | 1.927.500 | 36 months |
| 7 Semesters | 5.875.000 | 1.927.500 | 42 months |
| 8 Semesters | 6.500.000 | 1.927.500 | 48 months |

   b. Study programs:
      - Industrial Engineering S1
      - Informatics Engineering S1
      - Information Systems S1

| Number of Semesters | Entry tuition fee (IDR) | Installments (IDR) | Length of Installments |
|---|---|---|---|
| 2 Semesters | 2.750.000 | 1.775.000 | 12 months |
| 3 Semesters | 3.375.000 | 1.775.000 | 18 months |
| 4 Semesters | 4.000.000 | 1.775.000 | 24 months |
| 5 Semesters | 4.625.000 | 1.775.000 | 30 months |

| Number of Semesters | Entry tuition fee (IDR) | Installments (IDR) | Length of Installments |
|---|---|---|---|
| 6 Semesters | 5.250.000 | 1.775.000 | 36 months |
| 7 Semesters | 5.875.000 | 1.775.000 | 42 months |
| 8 Semesters | 6.500.000 | 1.775.000 | 48 months |

c. Study programs:

- English S1
- Graphic Design D4
- Japanese S1
- Electrical Engineering S1
- Mechanical Engineering S1
- Civil Engineering S1

| Number of Semesters | Entry tuition fee (IDR) | Installments (IDR) | Length of Installments |
|---|---|---|---|
| 2 Semesters | 2.380.000 | 1.600.000 | 12 months |
| 3 Semesters | 2.820.000 | 1.600.000 | 18 months |
| 4 Semesters | 3.260.000 | 1.600.000 | 24 months |
| 5 Semesters | 3.700.000 | 1.600.000 | 30 months |
| 6 Semesters | 4.140.000 | 1.600.000 | 36 months |
| 7 Semesters | 4.580.000 | 1.600.000 | 42 months |
| 8 Semesters | 5.020.000 | 1.600.000 | 48 months |

d. Study programs:

- Accounting D3
- Management D3
- Japanese D3
- Multimedia D3

| Number of Semesters | Entry tuition fee (IDR) | Installments (IDR) | Length of Installments |
|---|---|---|---|
| 2 Semesters | 2.400.000 | 1.575.000 | 12 months |
| 3 Semesters | 2.850.000 | 1.575.000 | 18 months |
| 4 Semesters | 3.300.000 | 1.575.000 | 24 months |
| 5 Semesters | 3.750.000 | 1.575.000 | 30 months |

| Number of Semesters | Entry tuition fee (IDR) | Installments (IDR) | Length of Installments |
|---|---|---|---|
| 6 Semesters | 4.200.000 | 1.591.667 | 36 months |

e. Study programs:
- Master of Management
- Master of Accounting

| Number of Semesters | Entry tuition fee (IDR) | Installments (IDR) | Length of Installments |
|---|---|---|---|
| 1 Semester | 2.500.000 | 1.633.333 | 6 months |
| 2 Semesters | 4.500.000 | 1.550.001 | 12 months |
| 3 Semesters | 4.500.000 | 1.633.334 | 18 months |
| 4 Semesters | 4.500.000 | 1.541.667 | 24 months |

Information:
- Semester I tuition fees include the costs of the University Introduction Program (PPU), Alma Mater Jacket, and insurance;
- The starting fee is paid all at once (paid) at the time of initial registration;
- does not include voluntary contributions whose amounts are multiples IDR 1.000.000

4. International students add 200 USD per semester.

5. Tuition Fee Discounts are given at the time of academic registration for students who pay in full the total tuition fees for the semester they will be taking. The discount is 3.5% of the total tuition fees for that semester. The discount only applies to semesters 1 to 8 for S1/D4, semesters 1 to 6 for D3, and semesters 1 to 4 for Masters.

6. New students graduating from Widyatama University are given a 20% discount on starting fees.

# Unit 5

## Quality Assurance

The implementation of RPL at Widyatama University has the support of a quality assurance system from various components, namely the policy aspect, organizational structure, and technical aspects of implementing RPL.

### A. RPL Policy Aspects

Widyatama University has a policy to support the policy of the Ministry of Education, Culture, Research, and Technology of the Republic of Indonesia regarding the RPL Program to help achieve accessibility and acceleration of higher education nationally. Forms of policy support include the publication of the RPL Implementation Guidelines book at Widyatama University.

### B. Aspects of organizational structure

Widyatama University has formed an organizational structure to ensure the smooth implementation of RPL, which consists of organizational elements, namely the presence of a university RPL manager, a faculty RPL manager, a postgraduate school, and an RPL assessor in each study program.

RPL managers are lecturers who understand the concepts, paradigms, regulations, and mechanisms for implementing RPL and understand the organizational structure of RPL at Widyatama University. Widyatama University RPL assessors are lecturers who receive guarantees from the Head of the Study Program and who have the following competencies:

1. Widyatama University RPL assessors are lecturers who understand the concepts, paradigms, regulations, and mechanisms for implementing assessments and areas of knowledge in accordance with the study program.

2. Widyatama University RPL assessors involve industry practitioners or members of professional associations in the field of expertise related to the proposal submitted by the RPL applicant.

3. Widyatama University RPL assessors have relevant, credible, and competent academic qualifications in the field of expertise related to the proposal submitted by the applicant.

## C. Technical Aspects

Widyatama University has technical aspects that support the implementation of RPL, namely:

1. The Marketing Directorate is tasked with facilitating the registration of prospective RPL students.

2. The Academic Bureau is tasked with managing the Higher Education Database (PD-Dikti), which has the task of ensuring RPL academic data is recorded in PD-Dikti.

3. The Information Technology Bureau provides an information technology system that supports the learning process for RPL applicants.

4. The Facilities Bureau provides adequate facilities and infrastructure, buildings, and other infrastructure to carry out learning for all students on the RPL.