





## Standard Operating Procedures Implementation of Tracer Study

Document Number	: 02/UN63/SOP-UPAPKK/III/2023	Creation Date	: May 23, 2023
Revision Status	: 2 (Completed)	Yard	: 4

 Created by the Career Center Coordinator	By  Head of UPA-PKK	Authorized By  Warek I
--	---	------------------------------

### 1. PURPOSE

This Standard Operating procedure aims to:

- a. Improve the quality of educational programs: Tracer studies can provide information about the success of graduates in finding jobs or continuing their studies. Information from tracer studies can help evaluate educational programs under the auspices of UPN Veteran East Java so that they can improve their quality.
- b. Help promote the university (UPN Veteran East Java): Tracer study can help universities to promote the educational programs offered to then attract prospective new students by showing the success of graduates in finding jobs or continuing studies.
- c. Provide feedback *for graduates: Tracer studies can provide feedback to graduates about the quality of education they have taken, so as to help them to prepare themselves for more successful careers.*
- d. Improve the relationship between the university (UPN Veteran East Java) and graduates: Tracer study can help universities to strengthen relationships with graduates so that they can build strong relationships between graduates and universities.

### 2. SCOPE

The scope of the standard operating procedures of the *tracer study* includes:



## Standard Operating Procedures Implementation of Tracer Study

1. Graduates who are in the process of getting a job in accordance with the field of work of the graduate.
2. Graduates who work in fields relevant to educational programs while at university.
3. Determination of Alumni Tracer Study Team at the department and faculty levels to obtain more complete alumni data.

### 3. DEFINITIONS

Tracer study is an academic activity that needs to be carried out by UPA PKK UPN Veteran East Java which aims to get input from graduates regarding the relevance of the educational process carried out to improve the suitability of graduates in society.

### 4. DISTRIBUTION: Distributed to:

- a) Rector
- b) Head of UPA-PKK
- c) Career Center Coordinator
- d) Career Center Team

### 5. REFERENCES

- Directorate General of Higher Education, Ministry of Education and Culture. (2018). Tracer Study Implementation Guide.
- Law of the Republic of Indonesia Number 12 of 2012 concerning Higher Education.
- Circular Letter of the Ministry of Research, Technology and Higher Education Number: 313 / B / SE / 2016 concerning the Implementation of Higher Education Level Tracer Study.

### 6. RELATED DOCUMENTS

Attached



## 7. PROCEDURE DETAILS

### 7.1 Rector

- 7.1.1 Grant an order to the head of UPA-PKK to conduct a Tracer Study to graduates.
- 7.1.2 Receive and formalize the final report of the UPN tracer study East Java veterans

### 7.2 Head of UPA-PKK

- 7.2.1 Provide the concept of Tracer Study to the Career Center Coordinator
- 7.2.2 Send the final report of tracer study data analysis results to the Rector

### 7.3 Career Center Coordinator

- 7.3.1 Analyze internal tracer study data to determine the initial condition and number of graduates who have not filled out the tracer study
- 7.3.2 Create a WA Blast template related to the appeal to fill in the tracer study update to graduates
- 7.3.3 Send a letter listing graduates who need to fill in and update the tracer study to the faculty
- 7.3.4 Make a final report on the results of tracer study data analysis
- 7.3.5 Submit the final report on the results of tracer study data analysis to the Head of UPA PKK

### 7.4 UPA-PKK Staff/Career Center Team

- 7.4.1 Sending WA Blast to graduates
- 7.4.2 Provide WA blast results report to the Career Center Coordinator
- 7.4.3 Recap the results of filling-updating tracer studies by graduates



# Standard Operating Procedures Implementation of Tracer Study

Jalan Raya Rungkut Madya, Gunung Anyar, 60294, Surabaya, East Java  
Website: <https://upapkk.upnjatim.ac.id> Email: [upapkk@upnjatim.ac.id](mailto:upapkk@upnjatim.ac.id)

