

The Role of the University Archivist Supports the Implementation of FORLAP DIKTI

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Abstract: This study aims to describe the understanding of records managers and archivists in universities as managers of student records that will be a source of data in Pangkalan Data Pendidikan Tinggi (Forlap Dikti). The study conduct survey to obtain their understanding of the Forlap Dikti and student records that would be the primary data in the forlap dikti. The results of the study will provide an overview of knowledge, attitudes, and activities that have been carried out by archivists and records managers at the university to support Forlap Dikti as a centre of data collection of high education providers throughout Indonesia. The research results can provide input to universities to ensure student record management programs can support data in the ForLap Dikti system. Besides that, the results of this study will also provide input to the Kemenristek Dikti to strengthen the role of Forlap Dikti as a reference for scholarships, research, and student level competitions in Indonesia.

1 INTRODUCTION

The existence of archival institutions as an instrument in the organization of national archives is first regulated in Article 16 paragraph 3 of Law No. 43 of 2009 concerning Archives that consist of ANRI archives, provincial archives, county/city archives, and higher institution archives (Indonesia, 2009). University archive institutions are regulated in Article 1 number 17 of Law No. 43 of 2009 concerning Archives, that the University Archives is an institution in the form of an organizational unit in the university, both public and private (Indonesia, 2009). The group carries out functions and tasks of organizing files, records, and archives, in a higher institution environment. The role of University archives as the unit responsible for managing documents and archives produced has become increasingly important with rules No. 61 of 2016 concerning Pangkalan Data Perguruan Tinggi regulated by KemenristekDikti. With the regulation, reference for scholarships, research, student-level competitions, and other things, use Student data at Forlap Dikti. Also, said Franova, student data at Forlap Dikti is very important when a student will move to another university (PT). (Indonesia, 2016) Franova said, besides these matters, BKN (State Personnel Agency) and BKD (Regional Personnel

Agency) also knew the Forlap Dikti's strategic function to track the legality of higher education prospective civil servants (PNS) and active civil servants. (Hadi, 2015)

The university must apply the principles of proper records management by ensuring the existence of student records from the beginning of its creation. The University Archive applies records management from creation to storage according to applicable rules and proper management standards. The university must also ensure that the goal of records management is to help universities organize their archives and records for retrieval and storage and to protect them from misuse. In many universities, the management of this archival institution still faces various obstacles, both regarding policies and management systems, according to research conducted by Pusat Pengkajian dan Pengembangan Sistem Kearsipan ANRI (2013). (ANRI, 2013) All records and archives produced from teaching and learning, research, community service, and academic activities are evidence of the university's performance and accountability. To support efficient records management, universities can implement ICT in the management of student records. The implementation of ICTs and records management can be done at the institutional and ministerial level to simplify the management process. ICT implementation in managing archives and records must ensure that

documents or files in the system are original, reliable, and reliable. With these criteria, the organization protects from risks that can damage its function, mission, or reputation. (Asma, et al., 2016).

2 LITERATURE REVIEW

Universities can protect their graduates' rights by ensuring the existence of student records (student records) since the beginning of their creation. Providing excellent and efficient management of student records is a challenge in university. A study conducted by ANRI (2013) also showed in many universities, the management of this archives institution still encounters various obstacles both regarding policy and management systems. (ANRI, 2013) Administrative work to serve data access requests at university takes considerable time and resources. The data and information provided must be accurate, current, and fast for various types of needs both for students and other academic activities. The data and information provided must also consider all privacy and security requirements. By viewing the complexity and availability of existing infrastructure, the management must optimize these services. Besides, student archive management must be able to save time but must also be quite easily managed and useful by all stakeholders. Current student archive management systems generally lead to inefficient use of the time and resources of computer IT units. The problem of overworked employees hinders the IT units in the data management unit from concentrating on more strategic issues, such as creating new procedures as a solution to more efficient data and information service problems. (Khalil, et al., 2015)

To ensure the protection of the rights of graduates, the university needs to apply proper records management, by applicable laws and standards. Without appropriate management of record program, an institution will face the risk of not carrying out consistent supervision of its record creation, storage, and service. The absence of a kind archive management program will also reduce the quality and integrity of the institutional archive (Kaczmarek, 2006). Based on studies conducted at Indiana University and the University of Michigan, found that the college archive manager had little guidance to solve new challenges in their work that were caused by the application of e-records. This study shows that records management function is still limited mainly to managing static records, and there is often no systematic way to obtain institutional records for ongoing activities. Also, this study shows that even

when there is a policy to use electronic records, it is often not equipped with an implementation system. (Zach & Peri, 2010)

Other studies show that the attitude of authorities also influences the success of record management. Such a study was conducted to analyze management policies of state land records in India in implementing an integrated electronic records management system. The results of this study indicate that there are the most important standard features of land records in India at the time of data entry in the order. The research also shows that the policy objectives of computation or modernization of land data refer to policy changes in the context of changes in political economy policy. (Nayak, 2013) Thus, the application of policies issued by the authorities or the Government influences the success of an archive management system involving many institutions. These are results obtained from studies conducted in Turkey. Tests are held in the Electronic Records Management System (ERMS), through web services, sending e-correspondence packages to IEM (Institutional e-Mail) service providers. Using web services interrogating pending packets, if any, sent for display on the ERMS record manager screen.

The institutions participating in the Ministry of Development pilot scheme actively practice the e-correspondence process; all communication between organizations is ready to be carried out on electronic media. The ERM system applied in this study is considered to contribute to the productivity of management to share, produce, receive, archive, evaluate, and ensure effective use of records in organizations and between organizations created in business processes. Based on the results, a study was conducted to see the effectiveness of ERM applications' achievements at the institutional level. (Demirtel & Bayram, 2014) The results of the TÜRKİSAT A.Ş. study shows the importance of collaboration. A study in developing the "Electronic Records Management System (ERMS)" which can manage, record, and archive record securely on the web for institutions. This study examines the application of record system automation in government agencies using forms. This application has been practised or applied at an experimental stage in most institutions, TÜRKİSAT A.Ş. This application aims to carry out the process of sharing records management systems between institutions. With regulations made in this system, the institution keeps records in structure, and documents are also stored in electronic media to share information. Management records share with other institutions must have the same quality. (Özlem, et al., 2013) Whereas another

study on UK social care, which focuses explicitly on the design of electronic records for social workers. The study looked at common problems that arise because of the need to work with complex electronic documentation that usually results from most professional, legal, and medical work domains as well as academics in universities (Wastell & White, 2014). Based on the various studies above, it concluded that standards and best practices are needed to serve several vital functions in managing digital records. In a time of rapid technological change, rules, and best practices provide the foundation and understanding of the same concepts and practices that will impact the problems and technology used in information management. Standards play an essential role in ensuring the authenticity, accessibility, and preservation of digital records and information resources (Kunde, Spring-Summer, 2009) Thus, it can be concluded that to provide the protection of the rights of its graduates, the university and the authorities need to apply proper records management. The Government ensures that all higher education institutions comply with the applicable regulations and complement their records management system with excellent management standards.

3 RESEARCH METHOD

This paper is the result of qualitative descriptive research on the understanding of records managers and archivists about *Pangkalan Data Pendidikan Tinggi (Forlap Dikti)*. This study provides an overview of knowledge, attitudes, and activities that have been carried out by archivists and records managers at the university to support Forlap Dikti as a center of data collection of high education providers throughout Indonesia.

The survey was conducted on 255 archivists in the Higher Education Archives Forum group from various universities in Indonesia. From 255 archivists, there were 48 respondents from around 20 different universities in Indonesia Data collection methods were conducted through an online survey. This study also uses data from PPID ANRI from the Subdirektorat Pusat III.

4 RESULT AND DISCUSSION

As is known, all data of higher education in PDDikti are all data provided by higher educational institutions themselves, so that all data quality and

strength are the full responsibility of the institution. The source of the data on the educational activity organizing process is the entire record or archive created by the activity in the institution. Under Permenristek Dikti Permeristek Dikti No. 78 of 2017 article 27 organizing archival events in higher institutions is the responsibility of structural officials in the field of Archives, Archivists, Archives organizers and staffs in the Archives discipline. (Indonesia, 2017) Therefore, the role of higher institutions archivists in managing their records and archives determines the quality and quantity of PDDikti data. To find out how the relationship between the role of archivists in managing PDDikti, the following will explain PDDikti, University Archives and Records Center (LKPT) and understanding of archivists about PDDikti based on the results of a survey conducted.

4.1 Pangkalan Data Pendidikan Tinggi

Based on the Ministry of Higher Education Regulation No. 61 of 2016 concerning Pangkalan Data Perguruan Tinggi, article 1, Pangkalan Data Perguruan Tinggi, starting now referred to as PDDikti is a system that collects higher education data from all nationally integrated higher institutions. (Indonesia, 2016) PDDikti or better known as the Forlap Dikti (Higher Education Report Forum), is a centre of data collection of high education providers throughout Indonesia. PDDIKTI was born from the mandate of Law no. 12 of 2012 concerning Higher Education as a reference Higher Education data. (Hadi, 2015)

PDDikti is an activity of collecting, processing, and storage of data and information about Higher Education by the Government, which is useful to control the fulfilment of a high-quality education guarantee system. Starting from Universities, Study Program Profiles, Lecturer Profiles, Profile of Teachers, Student Profiles, and Research both PTN, PTS, and PTK. The Directorate General of Higher Education manages these data sets addressed at <http://forlap.dikti.go.id/>, which is a synchronized data PDDIKTI application distributed by each national college, and Kemenristekdikti is not authorized to change, add, and reduce the reported data. To collect data from higher institutions, PDDikti Feeder is used, which is software that is placed in higher institutions and has a replica database structure from the PDDikti database, which uses as an official reporting tool for higher education throughout the higher institutions. Regulation of the Ministry of Research and Technology No. 61 of 2016, article 2, states the

purpose of the PDDikti. PDDikti objectives are for accreditation institutions, to accredit the Study Program and Higher Education; for Government, to regulate, plan, supervise, monitor, and evaluate and guidance and coordination of Study Programs and Universities and for the community, to find out the performance of the Study Program and Higher Education. (Indonesia, 2016).

4.2 University Archives and Records Center

The existence of higher institution archive institutions is in the Directorate of Higher Education Regulation

No. 78 of 2017 Article 6 Paragraph (2). According to the regulation, universities must have a Filing Organization consisting of Processing Units (Unit of Work), Filing Unit II (Faculty Archive Unit), and Filing Unit I or Higher institution Archives Institution (Archive Office). As the primary unit in charge of records and archives management, university archives act as the Filing Unit I. The duty to Prepare Policy in Archive fields: Arranging a filing system at PTN; Do collection maintenance . ; Acquisition of Static Archives at PTN; Eradicate Archives by the provisions of the Act; Conducting Evaluation of Filing Performance at PTN. (Indonesia, 2017)

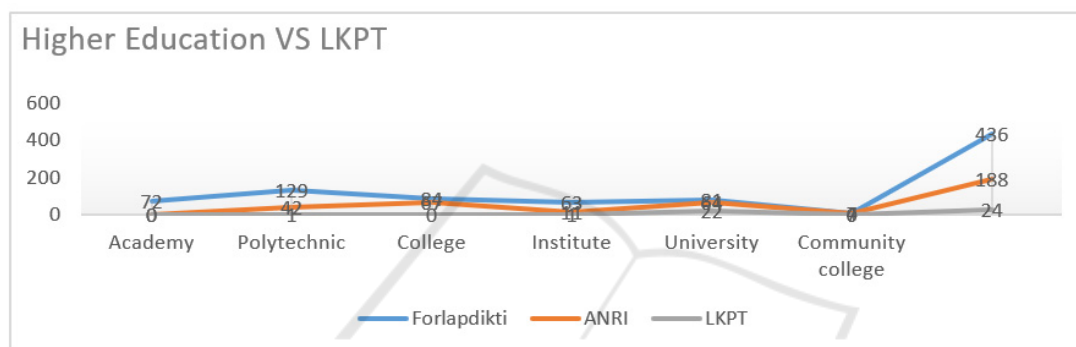


Figure 1: Higher Education VS LKPT

The existence of archival institutions as an instrument in the organization of national archives is first regulated in Article 16 paragraph 3 of Law No. 43 of 2009 concerning Archives that consist of ANRI archives, provincial archives, county/city archives, and higher institution archives. University archive institutions are regulated in Article 1 number 17 of Law No. 43 of 2009 concerning Archives, that the University Archives is an institution in the form of an organizational unit in the university, both public and private (Indonesia, 2009) fields: Arranging a filing system at PTN; Do collection maintenance . ; Acquisition of Static Archives at PTN; Eradicate Archives by the provisions of the Act; Conducting Evaluation of Filing Performance at PTN. (Indonesia, 2017)

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organizational unit in the university, both public and private. (Indonesia, 2009).

The significant role of archival management in higher institutions is under Law No. 43 of 2009 concerning the Archives and Permeristek Dikti No. 78 of 2017. Also, ANRI has a specific unit called a Central Sub Directorate III that specializes in guiding for organizing archives in universities in Indonesia. Based on data obtained from PPDikti higher institutions in Indonesia amounted to 4709 with 436 state higher institutions consisting of various types of higher institutions. While based on data collected from PPID ANRI regarding the number of higher institutions that have been under the guidance of the Central Sub Directorate III is 188. Of the total higher institutions, there are only 24 higher institutions that have archival institutions mandated in Law No. 43 of 2009 article 27 (2). With the existence of autonomy of higher education and higher institution position as organizer of archives, there is an adjustment of authority, existence, and nomenclature of the archival institution in a higher institution position as organizer of archives, there is an adjustment of authority, existence, and nomenclature of the archival institution in a higher institution environment with the

title of Archival of Higher Education. (ANRI, 2019) university archives in higher institutions (LKPT).

From the graph above, it can seem that only 43% of universities have coordinated with ANRI as a guiding institution for all national archiving activities, and only 5.5% of universities have LKPT. These conditions have seen even though the existence of LKPT, which plays a role in fostering the organization of archives in higher institutions mandated by rules, cannot yet encourage higher institutions to implement them.

4.3 Archivist and PDDikti

Given the role of higher archivists in managing the educational process documents in their institutions, it is necessary to know the understanding of higher archivists about PDDikti. The Ministry of Research and Technology Regulation No. 78 of 2017 concerning the Administration of Archives in the Ministry of Research, Technology, and Higher Education, article 27, regulated the role of archivists specifically in higher institutions. In this article, explain that the Archiving human resources consist of structural officials in the field of Archives, Archivists, Archive stylist, and staff in the area of Archives. (Indonesia, 2017)

This study tries to see the extent to which university archivists know and are involved in the process of providing data for PDDikti through online surveys. The survey was conducted on 255 archivists in the Higher Education Archives Forum group from various universities in Indonesia. From 255 archivists, there were 48 respondents from around 20 different universities in Indonesia, including the University of Indonesia, Padjadjaran University, Gajah Mada University, Pattimura University, University, and the State of Malang.

The first three questions contain a basic introduction to the archives regarding the existence of PDDikti, including the experience of interacting with PDDikti, that is, having heard, had accessed, and or been involved in managing data. Respondents' answers showed that although 83% of archivists had heard/knew the existence of PDDikti, only 31% of archivists had involved in managing the data. (see Figure 2).

The next three questions relate to the data in PDDikti, including ease of access, data sources, and data transmission through direct synchronization. Archivists know that PDDikti data is easily accessible; 70 % of respondents also understand that the data comes from reported higher institutions. Only half of the respondents see the method of

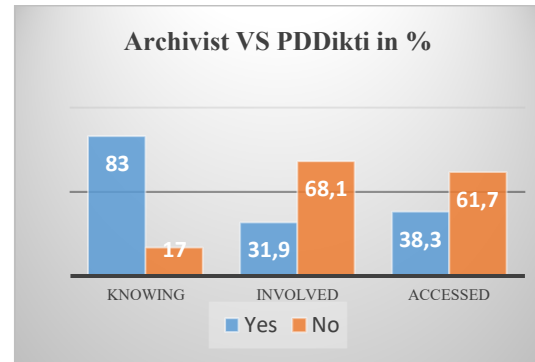


Figure 2: Archivist vs. PDDikti in %

entering PDDikti data by higher institutions. The level of understanding of respondents showed in the following figure (Figure 3).

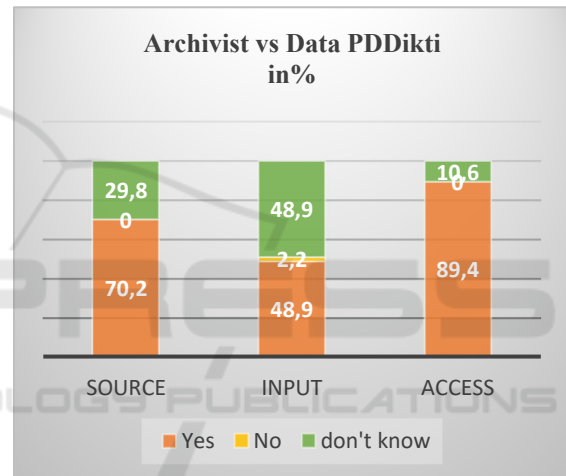


Figure 3 Archivist vs. Data PDDikti in %

There are three questions about the PDDikti function to find out more about the respondents' understanding. All stakeholders can use The PDDikti, including students and the community, as university users. The graph below illustrated the purpose of the PDDikti as a monitoring instrument, a source of reference for people in general, and the risks that might occur by stakeholders, especially graduates of a higher institution if the data is not in the PDDikti. (see Figure 4).



Figure 4 Functions and Risk in %

Respondents generally understand to use that PDDikti as a source of reference for all stakeholders (91%). There are still respondent who does not know the monitoring function, and this is likely related to their ignorance about risk factors that occur if their graduates not found in PDDikti.

Table 1 Percentage of Function

| Function | Percentage |
|--|------------|
| Accreditation institution, to accredit the Study Program and Higher Education; | 70,2 |
| Government, to regulate, plan, supervise, monitor, and evaluation and guidance and coordination of Study Programs and Universities | 74,5 |
| The community, to find out the performance of the Study Program and Higher Education | 36,2 |
| Others | 8,5 |

The survey measures how much the respondent's knowledge of each function of the PDDikti to find more information about respondents' understanding. The results show that archivists understand most of these functions. Table 1 provides the level of knowledge of respondents for each PDDikti role for all higher education stakeholders

Table 2 shows that respondents, as members of the community, are not yet accustomed to using PDDikti as a reference for finding out the performance of the Study Program and Higher Education. The results of the above questions are also strengthened by the table whose contents explore archival knowledge about the information presented by PDDikti. Some respondents (74.5%) know that PDDikti can be a reference to find out the status of higher institutions, while for other information such

as to find out the authenticity of diplomas and other aspects of higher institutions, the value is only around 50%.

Table 2 Percentage of Important Information in PDDIKTI

| Important information in PDDIKTI | Percentage |
|--|------------|
| Higher Education Status | 74,5 |
| The ratio of student lecturers | 55,3 |
| Institutional engagement with other institutions | 44,7 |
| The authenticity of the graduate diploma (student) under PDDIKTI | 53,2 |
| Others | 8,5 |

From the discussion above showed an overview of the understanding and involvement of higher archivists in PDDikti, improvement still needs considering the data sent by higher institutions that come from the records and archives management that they do. KPT is a central unit responsible for fostering the administration of archives in higher institutions, but the existence of the University Archives and Records Center (LKPT) in state universities is less than 6%,

5 CONCLUSION

The implementation of PDDikti to regulate graduate legality is an effort that needs to be supported by all higher education stakeholders in Indonesia. That the final result will be as planned if the Government, KemenRistekDikti, consider the readiness of higher education institutions to support this system. All stakeholders must strengthen the implementation of records management and university archives. With the support of university archivists as implementing records and records management in all units within the higher institution, the quality and quantity of data to be stored by PDDikti will be more reliable and more credible.

With only a small percentage of university archival institutions occurs, the Government needs to ensure that all higher institutions obey the rule of law to establish records management and university archives soon. Higher education also needs to strengthen the role of archivists in higher institutions in managing and providing data for PDDikti by involving and building awareness that all records and records that they maintain will also determine the quality and progress of higher education in Indonesia.

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