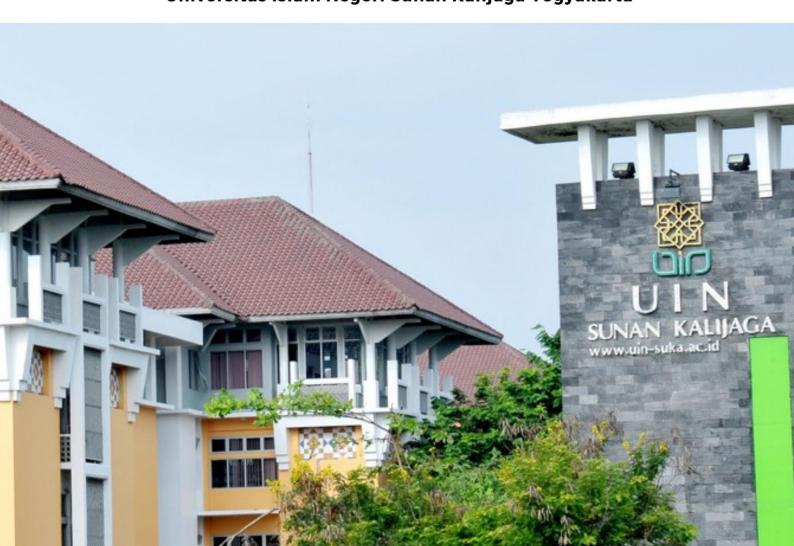# KALIJAGA TRACER STUDY
GUIDELINES AND MANUAL BOOK
2022

Written and arranged by:
Center for Entrepreneurship & Career Development
Universitas Islam Negeri Sunan Kalijaga Yogyakarta

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GENERAL INFORMATION

UIN Sunan Kalijaga has vision to excel and leading in Islamic integration and development for civilization. In order to pursue this vision, UIN Sunan Kalijaga declared four core mission such as:

1. Integrating and developing Islamic studies, disciplines, and nationalism in education and teaching

2. Diligence in multidisciplinary research which is beneficial for academic purposes and the society.

3. Contributing as an institution in resolving national problems based on Islamic perception and knowledge for civil society.

4. Building trust and developing cooperation with various parties to improve quality performance of the three pillars of higher education.

Based on those mission, UIN Sunan Kalijaga aims to produces bachelors who have academic integrative-interconnective ability and professionalism and build a sturdy and functional network with alumni.

Thus, one way that can be use by our university to be more engaged to the alumni is by having a strong amity or attachment to them. UIN Sunan Kalijaga plays an important rile in preparing its graduates to become experts in their respective fields, therefore constant feedback is needed from learning activities that have been implemented from both alumni, the community, and our stakeholders.

In order to accommodate thus needs, UIN Sunan Kalijaga Yogyakarta performs tracer study namely Kalijaga Tracer Study. It is an annual event that is coordinated at the university level and is implemented in a decentralized manner. The alumni tracking system at UIN Sunan Kalijaga is carried out by the

Centre for Entrepreneurship and Career Development (CENDI). Tracer study is carried out every year and has used a website-based system that is accessible and makes it easier for graduates and graduates' user to participate in tracer study activities. Questions on the tracer study questionnaire have referred to the core tracer study questions set by The General Directorate of Higher Education.

Every year, CENDI publishes the Kalijaga Tracer Study book which can be accessed and downloaded freely on the library repository system of UIN Sunan Kalijaga Yogyakarta. In addition, the results of the tracer study can be accessed at any time by the heads of study programs and faculties through a system called devalumni. The system is developed by the IT centre (PTIPD) of UIN Sunan Kalijaga Yogyakarta.

In general, there are four core elements obtained from Kalijaga Tracer Study as seen in Table 1.

Table 1. Core Elements of Kalijaga Tracer Study

Element	Indicator	Measurement
Student outcome	• Recognition of alumni competence by user alumni	• Occupation rate of alumni to the job available, as worker or entrepreneur
Graduates' competitiveness	• Waiting time	• Time needed to get the first job based on main competency

Element	Indicator	Measurement
	• Relevancy	• How relevant the job obtained with the main competency of each graduate
Graduates' performance	• Users' satisfaction rate	• Users' satisfaction rate towards graduates' work performance
	• The field of work	• How relevant the field of work obtained based on the main competency
Additional skills	• Graduates who work on a field outside of the main competency's scope	• Variety of business run by graduates that is not directly related to the main competency

Every year, Kalijaga Tracer study has specific targeted respondents that are needed to fill out and complete the questionnaire. Tracer study traces alumni who are graduated 2 years ago. In general, Kalijaga Tracer Study aims to finds out educational outcomes, educational output, the educational process, and the educational evaluation.

METHOD

Design

Kalijaga Tracer Study is designed in to five stages that are mentioned and explained as follows:

Figure 1. Kalijaga Tracer Study Design Flowchart

a. Updating system

This activity consists of concepting the implementation of tracer study, updating component such as questionnaires into the system, deciding the aims of the tracer study, determining the respondents and arranging strategies for collecting data.

System occupied in the Kalijaga Tracer Study is developed by Sunan Kalijaga Centre of Information Technology and Data Base in coordination with CENDI and Sunan Kalijaga Quality Assurance Organization. In this stage, questions are prepared and uploaded in to tracer study system through www.devalumni.uin-suka.ac.id.

b. Data collecting

Data collection process begin with socializing the implementation of the tracer study and training related to the tracer study system to all parties involved.

c. Data recapitulation

It is an instance of summarizing and restating the questionnaires filled by graduates. This activity is performed by administrator or faculty member

who are responsible for tracer study in their own faculty. Response rate are calculated by assessing the number of questionnaires filled with the total number of graduates traced. From this activity, data the mobilized to the analysis team.

d. Analysis

Data which has been downloaded then classified and analysed based on the needs of study programs, faculties, and universities. The next step is writing the report and transform all data in to Kalijaga Tracer Study book.

e. Dissemination

In general, there are three parties to be given the report of Kalijaga Tracer Study, first, report to the Rector related to the results of the Kalijaga Tracer Study as evaluation material and considerations for formulating improvement programs; dissemination to the Head of Study Programs as input and evaluation material; and dissemination to the wider community by publishing the results through the library repository that can be accessed online.

Subject of The Study

All alumni from undergraduate degree and graduate degree in UIN Sunan Kalijaga Yogyakarta are the subject of the study. However, the targeted respondents are adjusted according to the year of survey. There are eight faculties and one graduates program in UIN Sunan Kalijaga that will be assessed, namely:

1. Faculty of Adab and Cultural Sciences
2. Faculty of Dakwah and Communication
3. Faculty of Social Sciences and Humanities
4. Faculty of Tarbiyah and Teaching Sciences

5. Faculty of Islamic Economy and Business

6. Faculty of Science and Technology

7. Faculty of Syari'ah and Law

8. Postgraduate Studies: Interdisciplinary Islamic Studies

Instrument

Questions on the tracer study questionnaire have referred to the core tracer study questions set by The General Directorate of Higher Education. Table 2 shows the scope of instruments in Kalijaga Tracer Study:

Table 2. Instrument of Kalijaga Tracer Study

Scope	Instrument
Alumni or graduate satisfaction survey	• Updating profile, personal information, details contact, academic information • Updating career and educational journey • Questionnaire tracer study: assessing the learning experience, study outcomes, study output, and evaluation
User alumni survey	• Questionnaire for user alumni will be delivered automatically through devalumni system. Users are expected to assess the performance of our graduates in their workforce and evaluation the performance of university and department

Personnel

Kalijaga tracer study is carried out under the auspices of Rector of UIN Sunan Kalijaga and is nurtured by Vice Rector for Student and the Student Affairs. In order to manage the decentralized implementation of tracer study, Vice Dean of Student Affairs and Cooperation from each faculty is get involved. Sunan Kalijaga Centre of Information Technology and Data Base is responsible for the system development in coordination with CENDI and Sunan Kalijaga Quality Assurance Organization. Personnel involved during the implementation of Kalijaga Tracer study is mentioned in Table 3:

Table 3. Personnel and Role

Personnel	Role	Note
The head/secretary of department	• Encouraging the alumni to participate in tracer study • Mobilizing the alumni data	Each department assigns a representative
Department administrator	• Helping the head of department to mobilize questionnaire • Making sure, alumni filling the questionnaire in time and in complete form	Each department assigns a representative
Faculty administrator	• Frequently updating response rate • Updating targeted respondent to each department	Each faculty assigns a representative

Personnel	Role	Note
Data collector and analyst	• Performing data preparation, collection, and analysis	Nine data collectors and analysts are needed and assigned to each faculty

FLOWCHART TO PARTICIPATE IN KALIJAGA TRACER STUDY

1 Visit: www. devalumni.uin-suka.ac.id

2 Login using username and password that is given as student account to access the academic system in UIN Sunan Kalijaga

3 If alumni are unable to remember their password, please click the "Lupa Password" button

4 Alumni fill information needed in order to reset the password, and click reset.
Back to number 2 and follow the instruction

5 Alumni are asked to complete their personal data
Alumni are asked to complete work and education history
Alumni are asked to fill out the tracer study questionnaire

@cendi.uinsuka   cendi.konsultasikarir@gmail.com   sukacendi.uin-suka.ac.id