

Student Records: Functions and Roles for Students and Alums [†]

Ratih Surtikanti

Program Pendidikan Vokasi, Universitas Indonesia, Depok 16424, Indonesia; ratih.surtikanti@ui.ac.id

[†] Presented at the 5th International Conference on Vocational Education Applied Science and Technology 2022, Teluk Betung, Indonesia, 26–28 October 2022.

Abstract: This study aims to describe students' understanding of the function of the student record and PDDikti. Student records and PDDikti are instruments used to record student activities during their study and after graduation. Forlap Dikti is a reference for scholarships, research, and student level competitions in Indonesia. This research uses questionnaires distributed to more than 300 students from the records and archives management program to collect data. The results of this study provide an overview of students' understanding of the function of PDDikti, including student records as vital evidence and awareness regarding the importance of student record management in higher education.

Keywords: student records; PDDikti; university records

1. Introduction

A student is a person who is registered at the level of higher education according to Permeristek Dikti No. 61 tahun 2016 tentang Pangkalan Data Pendidikan Tinggi. Another regulation defines a student as any individual who is currently or has completed education at an educational institution whose records of activities during education are kept. The definition of a student may be limited to traditional classrooms and individuals taking courses via the Internet or other computer networks [1]. Student records and other supporting documents are produced as proof of having conducted education in educational institutions. Records created from public administration activities, teaching and learning processes, research, community service, and academic activities are evidence of university performance accountability and national responsibility that need to be saved for the benefit of the nation and state. In addition, it is also used to protect the rights of students who have completed their studies. The importance of the existence of a student record is illustrated by the widespread issue of fake diplomas carried out by public officials and the public, cases of plagiarism in scientific works, and the loss of research records caused by various factors. Based on information from detikNews on 1 January 2015, the Ministry of Research, Technology, and Higher Education continues to try to identify problematic campuses suspected of having bought and sold diplomas. Until 29 September 2015, 243 campuses were disabled due to problems. The information regarding the dormant campus was announced by Kopertis XII in the Maluku and North Maluku regions and confirmed by the Minister of Research and Technology of Higher Education, Muhammad Nasir [2].

In addition, there are other problems caused by non-confirmed student records that support the rights of students and university graduates in the data management system in the Higher Education Database or PDDikti. There are cases of refusal to accept new students or the loss of opportunities to participate in the National Mapres because the student's name is not registered in the Higher Education Database or also known as Forlap Dikti. This case also raises questions about how the management of student records is carried out by universities [3]. In many universities, the management of these records still encounters various obstacles, both in terms of policies and management systems, according to a study conducted by the Pusat Pengkajian dan Pengembangan Sistem Kearsipan Arsip



Citation: Surtikanti, R. Student Records: Functions and Roles for Students and Alums. *Proceedings* **2022**, *83*, 5. <https://doi.org/10.3390/proceedings2022083005>

Academic Editors: Ari Nurfikri, Triana Karnadipa, Karin Amelia Safitri, Debrina Vita and Widyo Swasto

Published: 19 December 2022

Publisher's Note: MDPI stays neutral with regard to jurisdictional claims in published maps and institutional affiliations.



Copyright: © 2022 by the author. Licensee MDPI, Basel, Switzerland. This article is an open access article distributed under the terms and conditions of the Creative Commons Attribution (CC BY) license (<https://creativecommons.org/licenses/by/4.0/>).

Nasional Republik Indonesia [4]. Efforts to protect graduate rights can be carried out by ensuring the existence of student records and archives from the beginning of their creation. Universities must apply the principles of good management. The principles of records and archives management are focused on their management from creation to storage and use. Universities should also ensure that the primary objective of records management is to help universities organize their records/archives and records/archives and to protect them against misuse.

2. Materials and Methods

Several studies were carried out to ensure that all extrinsic and intrinsic components of records/archives were maintained so that they could be used to create a reliable profile of activity records, because of the critical role of records as evidence of activities. Some electronic records studies ensure that records are the main requirements as evidence of business. A study proposes an electronic records/archives management model that applies a systematic method for defining classifications and terms in other metadata in the resulting record profiles. The model in this study illustrates how this process works with most digital recording systems, where metadata can be provided to the user before the record is entered into the system [5]. The application of this model requires that the record/archive generation stage requires disposition schedules, retrieval methods, metadata elements, form and structure, and technological solutions. Records/archives are controlled through processes such as registration, classification, selection, access rules, authorization of use, disposition, transfer, deletion, destruction, and administration of the record system [5].

Other researchers also found that most of the data in universities are unstructured, although most of the data used daily for academic management is structured. This fact is the reason for building better access control policies [6].

This research aims to describe students' understanding of the function of student records and the Higher Education Database or PDDikti. Student records and PDDikti are instruments used to record student activities during and after graduation. This study used a questionnaire distributed to more than 300 students from Program Studi Manajemen Rekod dan Arsip Vokasi Universitas Indonesia. This paper results from a qualitative descriptive study on the students' understanding of student records and the Higher Education Database (PDDikti). This study provides an overview of understanding, knowledge, attitudes, and awareness of the functions and roles of these two instruments as vital evidence for students during their education and after graduation. The survey was conducted on more than 300 students with records and archives courses at the University of Indonesia. This study used an online survey to collect data, and 106 respondents from three different groups filled out the questionnaire.

3. Discussion

3.1. Student Records

Student records kept by higher education institutions are part of documents that record student activities during their study process. The document is the smallest unit of record that contains any information recorded in any media and has meaning for anyone who interprets it. ISO 15489 (2001) defines a document as recorded information, or an object treated as a unit. Documents are made by the work unit of an organization and will be used as the organization's operational media and a source of evidence. Thus, all documents that record student activities from each work unit at the university are part of the student record and will also function as organizational and operational media and a source of company evidence [7].

Documents with evidence value from the activity and stored for future organizational activities are records/archives. ISO 15489 defines records as information created, received, and maintained as evidence and information by organizations or individuals to conduct business transactions or as legal evidence of an activity. Not all documents belonging to the company are records or records/archives. Some experts even estimate the number of

documents of an organization that can be categorized as records with a long-term value of only 10–15% [8]. Records and records/archives are kept in the organization's repository because they still hold valuable values that can be needed at any time in the operational and decision-making processes.

Glossary of Records and Information Management Terms, 3rd edition, ARMA International states: Records are "evidence of what an organization does" and defines records/archives management as "systematic control of records/archives throughout their life cycle." Vital records are "fundamental to the proper functioning of an organization and necessary to continue operations without delay under abnormal conditions."

Student records are part of the university's vital records under Peraturan Kepala ANRI No.06 Tahun 2005 tentang Pedoman Perlindungan, Pengamanan dan Penyelamatan Dokumen/Arsip Vital Negara Terhadap Musibah/Bencana. Vital records are records whose existence is a basic need for the creator's survival, cannot be renewed, and cannot be replaced if damaged or lost. As vital records, student records have characteristics related to legal aspects and risks associated with their function [9].

3.2. Pddikti (Pangkalan Data Pendidikan Tinggi)

PDDIKTI (University Database), better known as Forlap Dikti (University Report Forum), is a data collection center for higher education providers throughout Indonesia. PDDIKTI was born from the mandate of Undang-Undang nomor 12 Tahun 2012 tentang Perguruan Tinggi as a reference for higher education data [10]. PDDIKTI is an activity of collecting, processing, and storing data and information about higher education by the government, which is useful for controlling the fulfillment of a quality education guarantee system.

Data on Higher Education, Study Program Profiles, Lecturer Profiles, Teacher Profiles, Student Profiles, and Research for PTN, PTS, and PTK are managed by the Directorate General of Higher Education using the PDIKTI application on the <http://forlap.dikti.go.idpage/> (accessed on 24 May 2021). The data managed by PDIKTI results from data synchronization managed by each national university. In this case, the Ministry of Research, Technology, and Higher Education has no authority to change, add and reduce the data reported.

To see how universities are prepared to report graduate data to the Forlap Dikti, researchers used educational data from lecturers of the Vocational Education Program at the University of Indonesia to conduct a limited trial on the Forlap Dikti. The following data were obtained from research of 60 lecturers of the University Vocational Education Program. Data trials conducted on 60 lecturers at the Vocational Education Program at the University of Indonesia showed that only 47% of S1 graduates were found in Forlap Dikti, and only 65% of S2 graduates were found in Forlap Dikti. Most of the lecturers in the Vocational Education Program are undergraduate and postgraduate graduates from the University of Indonesia.

Meanwhile, several cases regarding the existence of graduate data in PDDikti have begun to be identified. Reporting from the *kompas.com* page on 7 November 2017, the Head of Information and Publication Subdivision of the Directorate General of Higher Education Center for Science and Technology at the Ministry of Research, Technology and Higher Education, Franova Herdiyanto, said that if student data were not registered, the consequences could vary. Student data at PDDikti are a reference for awarding scholarships, research, student level competitions, etc. In addition, said Franova, student data at PDDikti are very important when a student is about to move to another university (PT). Franova said, in addition to this, BKN (State Personnel Agency) and BKD (Regional Personnel Agency) also knew the strategic function of Forlap Dikti to track the legality of higher education for prospective civil servants (PNS) and active civil servants [11].

It is different with a D3 study program student in one of the majors at the university; while waiting for his final assignment (TA) and planning to continue his studies at the D4 level at a private university in West Jakarta, this student received a reply email from the

university stating that he could not take the test because there were no data in the Forlap Dikti [3].

4. Conclusions

As students from Program Studi Manajemen Rekod dan Arsip, most of the respondents understand the existence and function of student records and PDDikti as a data management system for students, graduates, and education in Indonesia. The conclusions of this study should, of course, be tested in a broader environment. The application of PDDikti in regulating the legality of graduates is an effort that needs to be supported by all stakeholders of higher education in Indonesia. In the next few years, the PDDikti regulation, which only waits for data entry through university reports, must be changed to become an obligation for universities to report all graduates.

There must also be time to prepare all stakeholders before applying the legality rules for graduates to be registered at PDDikti. The readiness of universities to support this system must be considered so that the final results do not harm graduates as a critical element of this system. The application of the legal basis that regulates the management of university records/archives and records/archives needs to be strengthened.

Another benefit of this research is to build student awareness about the importance of good student record/archive management. Good management of student records/archives will produce reliable data available at universities and PDDikti and can guarantee the rights of students and alums in the future.

Funding: This research received no external funding.

Institutional Review Board Statement: Not applicable.

Informed Consent Statement: Not applicable.

Data Availability Statement: Not applicable.

Conflicts of Interest: The author declares no conflict of interest.

References

1. Hillison, W.; Pacini, C.; William, P.F. Confidentiality of student records in the electronic frontier: Professors' and administrators' obligations. *J. Account. Educ.* **2000**, *18*, 301–313. [CrossRef]
2. Toriq. Ini Daftar 243 kampus Yang Dinonaktifkan KemenRisekDikti. 11 October 2015. Available online: <https://news.detik.com> (accessed on 12 September 2021).
3. Puspita, S. Tak Terdaftar Dalam PDPT DIKTI Mahasiswa ini Kesulitan Melanjutkan Kuliah. 11 July 2017. Available online: <https://megapolitan.kompas.com/read/2017/07/11/08480431/> (accessed on 24 April 2018).
4. Pusat Pengkajian dan Pengembangan Sistem Kearsipan Arsip Nasional Republik Indonesia. *Kajian Tentang Arsip Statis Perguruan Tinggi*; Arsip Nasional Republik Indonesia: Jakarta, Indonesia, 2013.
5. Mokhtar, U.A.; Yusof, Z.M.; Kamsuriah, A.; Jambari, D.I. Development of function-based classification model for electronic records. *Int. J. Inf. Manag.* **2016**, *36*, 626–634. [CrossRef]
6. Khalil, L.; Khair, M.; Nassif, J.A. Management of student records: Data access right matrix and data sharing. *Procedia Comput. Sci.* **2015**, *65*, 342–349. [CrossRef]
7. *ISO 15489-1:2001*; Information and Documentation—Records Management—Part 1. The International Organization for Standardization: Geneva, Switzerland, 2001.
8. *Judith Read-Smith, Records Management*; South-Western: Mason, OH, USA, 2002.
9. *Indonesia, Arsip Nasional Republik Indonesia, PerKa.ANRI No.06 Tahun 2005 Tentang Pedoman Perlindungan, Pengamanan dan Penyelamatan Dokumen/Arsip Vital Negara Terhadap Musibah/Bencana*; Arsip Nasional Republik Indonesia: Jakarta, Indonesia, 2005.
10. Sekilas Tentang PDDikti. 12 May 2015. Available online: <https://pddikti.wordpress.com> (accessed on 24 May 2021).
11. Puspita, S. Ini Kerugian Jika Mahasiswa Tidak Terdaftar Dalam PD DIKTI. 11 July 2017. Available online: <https://megapolitan.kompas.com/read/2017/07/11/15334011/> (accessed on 24 April 2018).