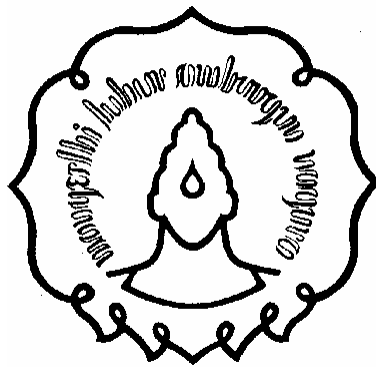


**Modul of Student Community
Services (KKN)
UNIVERSITAS SEBELAS MARET**



UPKKN LPPM UNS

**INSTITUTE FOR RESEARCH AND COMMUNITY SERVICE OF
SEBELAS MARET UNIVERSITY
2021**

CHAPTER I

INTRODUCTION

1.1. Background

Student Community Service (KKN) of Sebelas Maret University (UNS) was initiated since the 1978 academic year. Due to the economic crisis that occurred in mid-1997 which had a broad impact on all lines of life, in 1998 KKN at UNS was suspended its implementation, according to the Rector's Circular No.312 / J27 / KN / 1998. However, in the *workshop* on managing KKN universities throughout Java Tengah and DIY in 2001, the UNS Community Service Institute (LPM) offered a form of KKN that was more in line with the demands of the situation, namely the Work Lecture model. Student Empowerment (KKPM).

As a follow-up to the results of the *workshop* above, and after it was agreed in the first field meeting, the Rector's Decree No. 599 / J27 / PP / 2004 was issued concerning the status and guidelines for Community Empowerment Work Lectures (KKPM) of Sebelas Maret University (UNS) students as intracurricular subjects with a weight of 2 credits. The management of KKPM activities is coordinated by the Center for Management and Development of KKPM (P3KKPM). Since 2006, with the institutional arrangement within LPPM UNS, P3KKPM has changed to the Center for Student and Community Empowerment (PPMM).

With the preferred intracurricular status, students' interest in participating in KKN is very low, KKPM activities managed by PPMM are very dependent on partners. Some of the Thematic KKN activities that are routinely funded by several partners, including: Functional Literacy Thematic KKN in collaboration with the Director General of Non-formal and Informal Education (PNFI), Jakarta National Office (2006-2009), Vocational Village KKN in collaboration with the Provincial Education Office Central Java since 2011- present, and starting from 2012 KKN Posdaya in collaboration with the Damandiri Foundation and the Regency / City Government. Based on experience in the field, the implementation of Student Community Service s (KKN) is highly expected by the community (*stakeholders*), but

faces obstacles, especially in terms of student management in the field. This is because KKN still has the status of an intracurricular course Options.

The Student Community Service is again held as a compulsory course for students of the Strata one (S1) program of Universitas Sebelas Maret Surakarta with a weight of 2 credits in accordance with the issuance of the decree Rector of UNS No: 491/UN27/PP/2011. In order to provide the ability to approach society and form attitudes and behaviors to always be sensitive to problems faced by society, Sebelas Maret University students need to explore experiences in the community through KKN. In addition, the activities of organizing KKN are managed by the Student Community Service Management Unit (UPKKN) in accordance with the Rector's Decree No: 38 / UN27 / HK / 2012. Location-Based Thematic KKN (KKN TBL) and Partnership-Based Thematic KKN (KKN TBK) are intracurricular activities that are mandatory, combining the implementation of the Tri Dharma of Higher Education to provide provisions to students in the form of learning experiences and community empowerment. KKN is a vehicle for the application and development of science, technology and art, carried out outside the campus, in time, work mechanisms, and certain requirements. Therefore, the activities and management of the KKN guarantee a "connection" between the academic world and the needs of the community. In addition to building student personalities, the KKN program also aims to develop institutions and empower students and the community.

The Independent Learning Policy of the Independent Campus (MBKM) as an implementation of the Circular Letter (SE) of the Ministry of Education and Culture (Mendikbud) Nomor 1 of 2020 concerning the Independent Learning Policy in Determining Student Graduation and Admission of New Students for the 2020 /2021 Academic Year gives universities the flexibility to give more time to students to do activities in the community for a maximum of 3 semesters. The MBKM (Merdeka Belajar Kampus Merdeka) program in accordance with the Regulation of the Minister of Education and Culture of the Republic of Indonesia number 3 of 2020 concerning National Standards for Higher Education provides KKN flexibility to formulate its policies and activities so that it is more beneficial to the campus, students, and to the community. With this basis, UPKKN in addition to managing location-based thematic KKN (TBL) and Thematic KKN Berbasis Kemitraan (TBK)

activities also facilitates Merdeka Belajar Kampus Merdeka (MBKM) activities in the Program Building Villages (PMD). In addition, the inclusion of all KKN program outputs into the IRIS1103 system in 2020 reaffirms the role of KKN as a community service program for lecturers who carry out their duties as DPL (LaFood Supervisor) and educational activities for students who carry out their activities with the weight of credits are required to 2 credits outside of activities that refer to the MBKM curriculum (18 credits).

UPKKN facilitates the award of student academic achievement for non-academic activities in the form of recognition of activities, UPKKN implements a recognition program based on the Decree of the Rector of UNS Number 787 / UN27 / HK / 2019, namely about Academic Award Activities Student Reasoning. In the implementation process, UPKKN conducts an assessment based on the technical guidelines applicable in UPKKN and the criteria listed in the Rector's Decree.

1.2. Philosophy

UPKKN in organizing KKN activities is based on the following philosophy.

- a. The integration of the implementation of the Tri Dharma Pergurua Tinggi; aspects of education and teaching, research-based community service are the foundation in planning, implementing and benchmarking KKN evaluation.
- b. Comprehensive *interdisciplinary* and cross-cutting approaches; KKN is carried out by students from various disciplines within the university and the implementation is coordinated by LPPM. In its operations, students develop an interdisciplinary mindset and work pattern to solve problems at the KKN location. In addition, KKN also functions as a binder, summarizer, enhancer and complement to the existing curriculum.
- c. Pragmatism and broad dimensions; The planned program of activities rests on real problems and needs in the field, implemented in accordance with the carrying capacity of available resources .
- d. Active community involvement ; KKN activities are carried out in the spirit of developing active community participation , synergistic and interactive with the community (co-creation).

e. Hone students' empathy and social sensitivity to the realities of real life in society.

1.3. Understanding

KKN is part of the implementation of higher education that places students off campus so that students live with the community to help and assist the community in exploring the potential of existing local human resources (HR) and natural resources (SDA) to overcome problems in the community. KKN is different from the internship and field lecture programs that have been organized by study programs/departments. The internship program emphasizes more on learning to increase student competence in the study program concerned. Meanwhile, KKN emphasizes more on scientific applications, students' ability to communicate to the community directly to play a role in solving some problems, improving *soft skills* and learning experiences in the community.

UNS KKN activities consist of a Location-Based Thematic KKN Model (KKN-TBL), a Partnership-Based Thematic KKN Model (KKN-TBK), and a Village Building Program (PMD), as well as non-academic activities equivalent to KKN (KKN Recognition) carried out scientifically, systematically and integratively by placing the community as a development actor. Furthermore, KKN is directed with the aim of strengthening the community's leadership. In certain KKN activities, UPKKN also facilitates KKN activities which are work programs from the Government, cooperation between universities and other KKN activities .

1.4. Purpose, Objectives, Objectives, and Benefits

1.4.1. Purpose

As one of the academic activities, KKN UNS has the following meanings:

- a. Realizing one of the Tri Dharmas of Higher Education , namely the field of community service.
- b. Assisting students in applying science, technology and art learned directly in accordance with theory so as to benefit society

- c. Train students to learn with the community to participate and contribute to development.
- d. Helping community empowerment through the application of science, technology and art.

1.4.2. Purpose

The objectives of KKN UNS are as follows :

- a. Equipping students with the ability to approach society and form attitudes and behaviors to always be sensitive to problems faced by society
- b. Providing student learning experiences in community life
- c. Maturing the personality and broadening students' horizons
- d. Empowering communities through various aspects of development as an effort to achieve prosperity
- e. The presence of students for 6-12 months can provide opportunities for students to take advantage of their knowledge, technology, and skills in collaboration with many stakeholders in the field.
- f. Assist in the acceleration of development in rural areas together with external parties of UNS.

1.5. Goal

KKN UNS in its implementation mission has four targets, namely targets for universities, targets for students, the community, and local governments.

1.5.1. For Universities :

- a. Obtaining feedback as a result of the synergy of students and the community in the development process, in order to synchronize the Higher Education curriculum.
- b. Gain basic experience for research development
- c. Increase cooperation with *stakeholders*.
- d. Bringing the existence of universities closer to the community.
- e. Rewarding non-academic achievements of students who

equated with KKN activities, through a recognition program according to the UNS Rector's Decree Number. 787/UN27/HK/2019.

- f. Implementing the Merdeka Belajar Kampus Merdeka program in accordance with permendikbud no. 3 of 2020.

1.5.2. For Students :

- a. Maturing students' personalities and broadness of insight into societal issues.
- b. Maturing the way of thinking and increasing the reasoning power of students in conducting studies, formulation and problem solving in an interdisciplinary or interdisciplinary manner .
- c. Able to transfer science and technology for community empowerment.
- d. Students are trained as dynamicators, catalysts and facilitators.
- e. The growth of professionalism, empathy and a sense of responsibility towards the environment.
- f. Fostering a quick response to problems in the community.
- g. Opening the horizons of students who want to take part in the independent learning program.

1.5.3. For the Community

- a. There is a change in positive attitudes and behaviors of the community in an effort towards independence.
- b. The growth and development of the potential of self-help communities, so as to be able to actively participate and contribute to development.
- c. The formation of *agents of change* in society for the sustainability of development.
- d. There is synergy between the community, campuses, government and the private sector in the implementation of programs for disaster management and anticipation.

1.5.4. For Local Governments

- a. Obtaining assistance in thinking and energy as well as science and technology in planning and implementing development.
- b. New ways are needed to solve, formulate and implement development.

- c. Able to utilize KKN activities with the Location-Based Thematic KKN Model (KKN-TBL), Partnership-Based Thematic KKN Model (KKN-TBK), and Village Building Thematic KKN Model (PMD) in supporting regional development programs to accelerate Regional Independence
- d. There is quick response cooperation in preventing and overcoming bencana and other problems in the community.

1.6. Benefit

The benefits of the village building program / Student Community Services include:

1.6.1. For Students:

- a. able to see the potential of the village, identify problems and find solutions to increase potential and become an independent village;
- b. able to collaborate in compiling and making Village Medium-Term Development Plans (RPJMDes), Village Development Activity Plans (RKPDes), and other strategic programs in the village with Lecturers Assistants, Village Governments, Non-Governmental Activists (PSM), Village Community Empowerment Cadres (KPMDes), local village assistants, and community elements;
- c. can apply the knowledge possessed collaboratively together with the Village Government and community elements to build the village;
- d. able to utilize the science, technology, and skills he has in the field of interest.

1.6.2. For Universities

- a. Provide feedback on science and technology that is needed in real time by society.
- b. Become a means for universities to form networks or strategic partners in helping village development.
- c. Become a means of developing the tri dharma of higher education .
- d. Become a means of actualization of lecturers in the development of science.

1.6.3. For the Village

- a. Obtain thought and energy assistance from educated personnel to prepare Village Medium-Term Development Plans (RPJMDes) and

Village Development Activity Plan (RKPDes).

- b. Assisting in changes/improvements in village governance.
- c. Spurring the formation of young people needed in empowering rural communities
- d. Assist in the enrichment of community insights into village development.
- e. Acceleration of development in rural areas including the application of technological and artistic innovations.

1.7. Principles of Implementation of KKN UNS

The implementation of the UNS KKN generally includes several principles, including the following:

- a. Focus on the problems facing society
- b. Carried out based on research
- c. Based on the potential of the community
- d. Referring to regional policies and *stakeholders*
- e. Providing experience and instilling the noble values of concern for students for social problems that exist in society.
- f. Produce activities that are measurable, flexible, multidisciplinary, and sustainable.
- g. Forming the independence of students and the community.
- h. The overall process of implementation is based on a *database* developed by the IT team.

1.8. UNS KKN Concept

The concept of KKN UNS includes community empowerment, mentoring, and education.

1.8.1 Community Empowerment

Efforts from KKN Participating Students to provide power, and or reinforcement to the community. So that it can show the ability of KKN Participating Students in synergizing with the community in building the empowerment of the community concerned so that it can be a direction to find new creativity and new alternatives in community building.

1.8.2 Mentoring

The efforts of KKN Participating Students to include the community in developing various potentials so as to be able to achieve a better quality of life. Among other things, it is directed to facilitate the decision-making process related to:

- a. The needs of society,
- b. Build the ability to increase revenue,
- c. Carrying out a business-scale business, such as a
- d. Develop planning and implementation of participatory activities.

1.8.3 Education

The process planned and carried out by UNS KKN Participating Students to the community with the aim of changing the attitudes and behaviors of a person or group so that it is hoped that self-maturation efforts are created. Activities that can be done can be in the form of among others

- a. socialists,
- b. Training
- c. teaching, and
- d. educational process/way .

CHAPTER II

MANAGEMENT OF UNS KKN

2.1. UNS KKN Model Design

The design of the LPPM UNS KKN model consists of 3 (three) models, namely: Location-Based Thematic KKN Model Design (KKN-TBL), Partnership-Based Thematic KKN Model Design (KKN-TBK), and Model Village Building Program (PMD) Design.

2.2. Organizational Structure of KKN Organizers

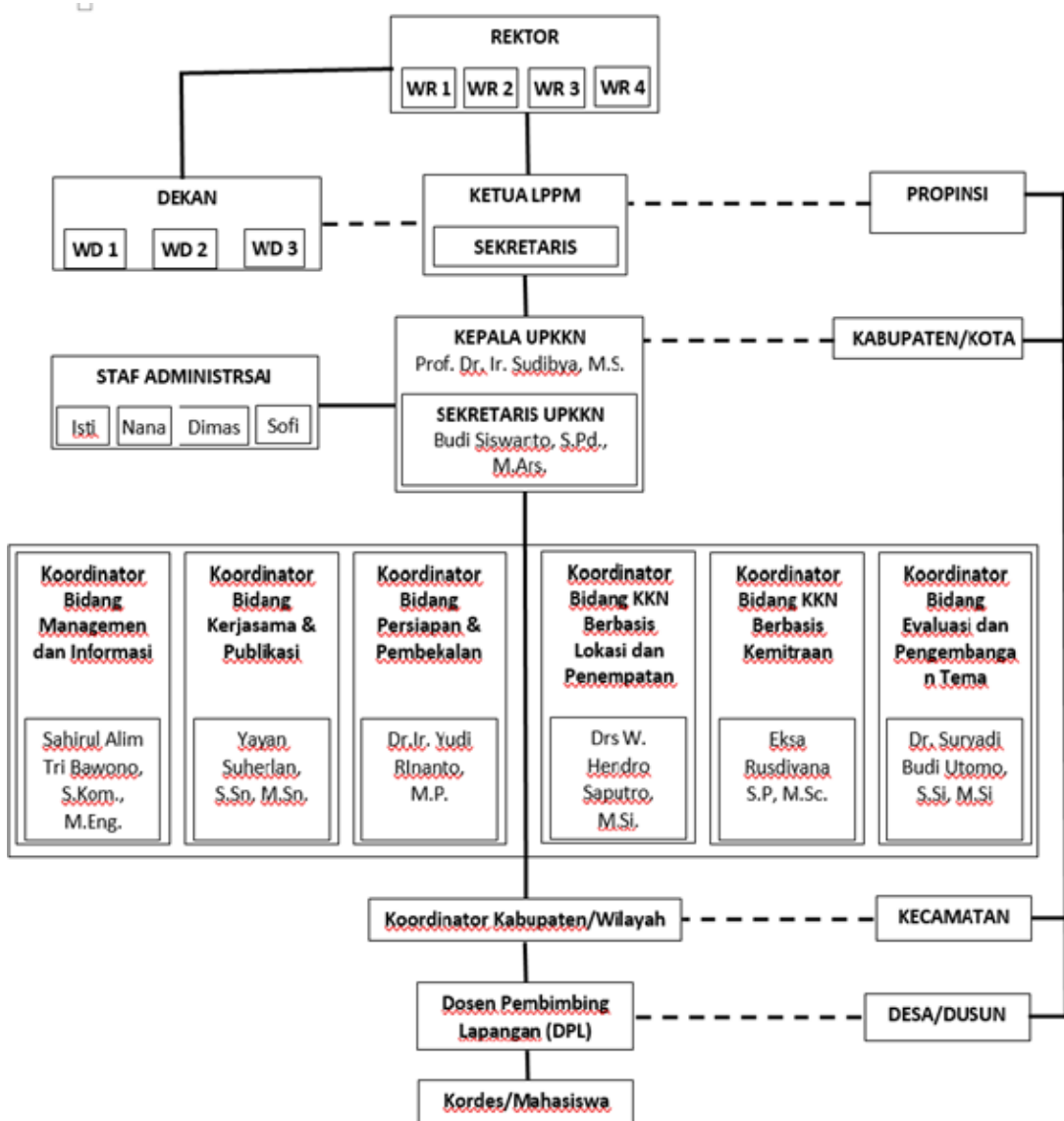


Figure 2. Organizational Structure of KKN Organizers

2.3. KKN Organizers

The management of the UNS KKN program includes institutions from the level of policy makers to the level of implementation in the field. In detail the managing institutions are as follows.

2.3.1. Rector

Rector for policy makers and person in charge of KKN

2.3.2. Vice Rector for Academic and Student Affairs and Vice Rector for Research and Innovation

- a. Develop university policies and strategies on the implementation of community service through the KKN program.
- b. Develop criteria and ways to assess the performance of the KKN program
- c. Providing a report on the performance of the KKN program to the Rector
- d. Formulate regulations for the implementation of the KKN program
- e. Carry out supervision and quality improvement of the implementation of the KKN program

2.3.3. Dean

- a. Support the smooth implementation of KKN related to the delivery of students at the faculty level.
- b. Support KKN by assigning DPL as needed.
- c. Coordinating the implementation of KKN–MB (Independent Learning Student Community Service)
- d. Coordinating the process of recognizing student activities as KKN activities

2.3.4. Chairman of LPPM UNS

- a. Leading the implementing unit of the UNS KKN program
- b. Implement KKN programs in accordance with university policies and strategies.
- c. Carry out an assessment of the performance of the UNS KKN program according to the criteria and assessment methods set by the university.
- d. Provide reports and accountability of the performance of the UNS KKN program to the Rector of UNS on a regular basis.
- e. Coordinating with the government and *stakeholders*
- f. Implement and supervise the Regular KKN process .

2.3.5. Head of KKN Management Unit

In carrying out his duties, the Head of UPKKN has the function of compiling up KKN LPPM work plans and programs based on the UNS strategic plan to achieve the vision, mission, targets, and objectives of the Institution and carry out coordination of KKN quality assurance activities.

- a. Develop cooperation with partners (*stakeholders*) in the implementation of KKN, both with the Central and Regional Governments, Non-Governmental Institutions and corporations.
- b. Coordinating with internal university parties, including faculties / departments / study programs and other units
- c. Coordinating and reporting on the implementation of KKN
- d. Coordinate monitoring and evaluation of KKN implementation
- e. Develop KKN programs
- f. Coordinating the implementation of the KKN Grant program
- g. Responsible to the head of LPPM related to all KKN programs

2.3.6. Secretary of KKN Management Unit

In its implementation, the Secretary of UPKKN has the main function of assisting the Head of the KKN Management Unit in the field of administrative management of the KKN Management Unit . While the main tasks are:

- a. Planning and managing KKN activities with the field coordinator
- b. Managing the administration and finances of the KKN program
- c. Collecting and managing data on the implementation of the KKN program
- d. Planning the needs of KKN facilities and infrastructure
- e. Planning a schedule (scheduling) for the implementation of KKN activities
- f. Reporting on the use of financial implementation of the KKN program
- g. Coordinating the preparation of a complete report on the implementation of activities for each period of the KKN program
- h. Responsible to the Head of KKN Management Unit

2.3.7. Coordinator for Management and Information

In its implementation, it has the main function of assisting the Head of the KKN Management Unit in the field of KKN Management and Information. While the main tasks are:

- a. Manage *administrative databases* and KKN activities

- b. Planning the development of a data-based digital information system in the implementation of KKN activities
- c. Develop a productive, relevant and sustainable KKN theme
- d. Cooperating with partners (*stakeholders*) in the implementation of KKN, both with central and regional governments, non-governmental institutions and corporations.
- e. *Scheduling* the implementation of KKN activities
- f. Responsible to the Head of KKN Management Unit
- g. Coordinating KKN preparation activities

2.3.8. Coordinator for Cooperation and Publications

In its implementation, it has the main function of assisting the Head of the KKN Management Unit in the Field of KKN Cooperation and Publication. While the main tasks are:

- a. Planning the development of a Stakeholder Cooperation system with UPKKN
- b. Develop cooperation networks both at home and abroad .
- c. Cooperating with partners (stakeholders) in the implementation of KKN, both with the Central and Regional Governments, Non-Governmental Institutions and corporations until the Realization of the Cooperation Agreement .
- d. Publish all the results of KKN activities in print and online media.
- e. Managing scientific publication media resulting from community service
- f. Responsible to the Head of the KKN Management Unit.

2.3.9. Coordinator for Preparation and Debriefing

In its implementation, it has the main function of assisting the Head of the KKN Management Unit in the field of preparation and debriefing. While the main tasks are:

- a. Coordinate the implementation of preparatory activities and the process of preparing for the implementation of KKN.
- b. Planning and carrying out debriefing to DPL (Field Supervisor) KKN.
- c. Planning and carrying out debriefing to students participating in KKN
- d. Develop a plan for DPL KKN Candidates with *Training of Trainers (ToT)*.
- e. Coordinating KKN preparation activities.
- f. Responsible to the Head of KKN Management Unit

- g. Responsible to the Head of KKN Management Unit

2.3.10. Coordinator for Location-Based KKN and Placement

In its implementation, it has the main function of assisting the Head of the KKN Management Unit in the field of Location-Based and Placement KKN. While the main tasks are:

- a. Coordinate the implementation of preparatory activities and the process of taking place KKN .
- b. Planning location-based KKN location placement
- c. Coordinating licensing and coordination with relevant agencies
- d. Compile a list of placements for students and field supervisors (DPL) KKN
- e. Coordinate KKN activities with district/regional coordinators and DPL.
- f. Responsible to the Head of KKN Management Unit

2.3.11. Coordinator of Partnership-Based KKN

In its implementation, the Secretary of UPKKN has the main function of assisting the Head of the KKN Management Unit in the field of Partnership-Based KKN. While the main tasks are:

- a. Coordinate the implementation of the selection of partnership KKN proposals.
- b. Manage and coordinate the implementation of partnership-based KKN in Java , outside Java and abroad.
- c. Approve locations, monitor permits, and coordinate with relevant agencies
- d. Establishing a Partnership-Based KKN field supervisor (DPL) with the approval of the Head of UPKKN
- e. Coordinating Partnership-Based KKN activities with district/regional coordinators and DPL.
- f. Find and map the needs of KKN themes that are in accordance with the partnership area
- g. Responsible to the Head of KKN Management Unit

2.3.12. Coordinator for Theme Evaluation and Development

In its implementation, the Secretary of UPKKN has the main function of assisting

Head of KKN Management Unit in evaluating the implementation of KKN activities and developing the KKN theme. While the main tasks are:

- a. Carry out monitoring and evaluation activities throughout the process of KKN program activities
- b. Coordinate problem solving throughout the entire process of KKN program activities
- c. Formulate and prepare an assessment and evaluation system for students participating in KKN
- d. Capturing productive, relevant and sustainable KKN themes.
- e. Develop a theme that suits your needs.
- f. Responsible to the Head of KKN Management Unit

2.3.13. District Coordinator and Regional Coordinator

The district coordinator (Korkab) is technically in charge at the solo raya regency/city level, while the regional coordinator (Korwil) is in charge outside solo raya. Korkab and Korwil are appointed by UPKKN from DPL who serves in the region/district. The duties and authorities of Korkab and Korwil are as follows:

- a. Coordinating the implementation of KKN activities with DPL in the KKN area which is his responsibility.
- b. Coordinating with local governments
- c. Report on the development of the situation and condition of the region during KKN activities to the Field Coordinator.
- d. The district/region coordinator is responsible for managing his work area
- e. Responsible to the Field Coordinator.

2.3.14. Field Supervisor (DPL)

- a. Guiding students participating in the KKN program at the work unit level
- b. Assist the mechanism in obtaining and running the KKN theme of its guidance.
- c. A DPL guides 1 group of unit-level students, or a maximum of 30 students.

- d. Conducting orientation and preliminary observations to the KKN location for the smooth implementation of KKN.
- e. Fostering discipline and motivation, accompanying and helping to solve problems faced by KKN participants.
- f. Assessing the activities of students participating in KKN.
- g. Collect written reports on student mentoring activities of KKN participants.
- h. Responsible to the Korwil and Korbid of UPKKN Executives

2.3.15. Unit Level Student Coordinator (Kormanit)

- a. Coordinating the kormasit in the context of placing, implementing and withdrawing unit-level students .
- b. Provide reports to DPL, village and sub-district officials if there is an important incident and needs to be responded to immediately.
- c. Collecting and recapitulating all the results of activities and the realization of the use of funds at the unit level.
- d. Sub-unit level student coordinator (Kormasit)
- e. As a coordinator of student activities at the sub-unit level (including work plans, sub-unit level discussions, implementation, reports).
- g. Provide reports to kormanit, village government officials, and DPL if there is an important incident and needs to be responded to immediately.
- h. Collecting and recapitulating all the results of activities and the realization of the use of funds at the subunit level.
- i. Students participating in KKN

Students participating in KKN are required to carry out their duties as KKN participants according to the paradigm of community empowerment and the theme set by complying with the established KKN implementation regulations and community norms.

2.3.16. KKN Management Unit Administration Staff

UPKKN administrative staff are technically assigned to the UPKKN work unit to assist all KKN activities, the determination of UPKKN staff personnel is proposed by UPKKN and placed according to the needs of UPKKN work.

2.4. Rules of Conduct

2.4.1. Credit Status and Load

KKN is organized by the Institute for Research and Community Service, Sebelas Maret University (LPPM – UNS), and is a compulsory course for undergraduate (S1) students, with a credit load of 2 credits (semester credit units).

2.4.2. Supervisor Lapangan

Field Supervisors (DPL) are lecturers who have the qualifications and competencies to guide the entire process of UNS KKN activities in the field.

2.4.2.1. DPL Determination Procedure

- a. UPKKN submits a DPL application to the Faculty
- b. Determination of the number of DPL based on the proportion of the number of students who register prospective KKN participants for each Faculty
- c. UPKKN establishes DPL on the proposal of the Faculty
- d. UPKKN proposes to the Rector of UNS the names of DPL that meet the requirements as DPL to make a Decree (SK).
- e. The Rector made a Decree (SK) for the KKN Supervisor on the proposal of UPKKN.

2.4.3. Term of Activity

The KKN period is implemented, with the following details:

- a. Preparation/debriefing : 2 weeks
- b. Implementation of Thematic KKN : 45 days
- c. PMD implementation : 1 semester
- d. Implementation of KKN Recognition : Thematic KKN equivalent
- e. Evaluation/reporting : 2 weeks

2.4.4. Funding

The source of funds for the implementation of KKN activities can come from:

- a. Participating students, to fund living expenses (rent/room, electricity , water, food and drink) during KKN
- b. University, for financing KKN work programs and other financing (attributes, insurance, local transportation, debriefing, subsidies for transportation of certain regions, monitoring and evaluation to KKN locations)
- c. Partners, to strengthen the implementation of the KKN work program
- d. Another non-binding source, to support activities in the field.

Funding of living expenses is coordinated by the treasurer of the KKN group and in accordance with regional standards for the implementation of KKN. All forms of funds (*incash* and or *inkind*) both from partners and other non-binding sources, must be transferred to the University treasurer through DPL and with the knowledge of
UPKKN.

CHAPTER III

PREPARATION FOR KKN ACTIVITIES

3.1. Participant Registration

Participants who have met the requirements according to the provisions of the University and meet the requirements set by UPKKN are given the opportunity to register on the KKN <https://kkn.uns.ac.id> registration page by filling out the form registration, statement letter, identity as a UNS student and address identity, as well as uploading several other requirements (health certificate, certificate of not being pregnant, parental license). The forms can be downloaded on the [kkn_page https://kkn.lppm.uns.ac.id](https://kkn.lppm.uns.ac.id)

3.2. Implementation Coordination

LPPM as the Organizing Institution in preparing the KKN plan needs to carry out internal and external coordination.

a. Internal Coordination

Internal coordination is coordination with the Faculty through the Deputy Dean I with the aim of disseminating information about the implementation of KKN, equalizing perceptions about the implementation of KKN and scheduling KKN activities.

b. External Coordination

External coordination is coordination carried out by LPPM with the Regency Government / City Government and other partners. The main objectives of external coordination are to provide information, equalization of perceptions, raising commitments and synergy of support for the implementation and follow-up plans of KKN.

3.3. Field Observations

Field observation is an activity carried out by UPKKN to obtain and determine the location of KKN in accordance with the UNS KKN model. KKN observation activities can be carried out in villages / kelurahan in districts / cities around the location of universities or other areas, preferably areas that have committed to ma service and or

already have an MoU between the University and the Regional Government concerned. The area of the village or sub-district that designated as a prioritized KKN location that has many underprivileged families .

3.4. Student Debriefing

After carrying out activities to the location, students participating in KKN are required to take part in debriefing activities with the aim of:

- a. Understand the purpose and purpose of the knowledge that has been obtained in college to be applied in society as a form of the Tridarma of Higher Education .
- b. Have the knowledge and skills needed in implementing KKN as its role as a motivator for driving community participation in development.
- c. Have methods and strategies in the process of accelerating development.
- d. Obtaining and understanding information about the potential of human resources, natural resources, social, cultural and economic KKN areas, and their development concepts.

This briefing is carried out by UPKKN and can involve relevant agencies and partners. The provision of debriefing materials is carried out by experts in accordance with their competence.

KKN debriefing materials include:

- a. The purpose and objectives of implementing KKN.
- b. KKN model design
- c. Effective communication techniques
- d. Appropriate technology
- e. Technique of designing program activities and evaluation and follow-up
- f. Special materials (natural disaster response, demic disasters, etc.)
- g. Local content material (the result of external coordination between LPMM UNS and local governments and related agencies and partners.

3.5. Preparation of KKN Activity Program

- a. The KKN activity program is prepared based on the results of observation, data collection and mapping of community potential.
- b. The work program that was compiled was subsequently consulted to the DPL and

UPKKN.

- c. The work program as mentioned in point b will then be used in the preparation of proposals for KKN activities.
- d. The agreed work program is then prepared scheduled and becomes the agenda of KKN activities.

CHAPTER IV

VILLAGE BUILDING PROGRAM (PMD)

The Village Building Program (PMD) is an LPPM program to realize the Independent Campus policy as an implementation of the Circular Letter (SE) of the Ministry of Education and Culture (Mendikbud) Number 1 of 2020 concerning the Independent Learning Policy in Determination of Student Graduation and Admission of New Students for the 2020/2021 Academic Year. This policy gives universities the flexibility to give students more time to do activities in the community for a maximum of 3 semesters in semester 5 with internal campus activities, and in semesters 6 and 7 for off-campus activities such as Presented in Figure 4.1.

PMD KKN period is carried out for 1 semester with a credit load of 20 credits consisting of 2 KKN credits and 18 credits of student activities programs carried out during the implementation of PMD to be submitted for recognition of various courses. The period of pmd implementation follows the academic calendar of UNS.

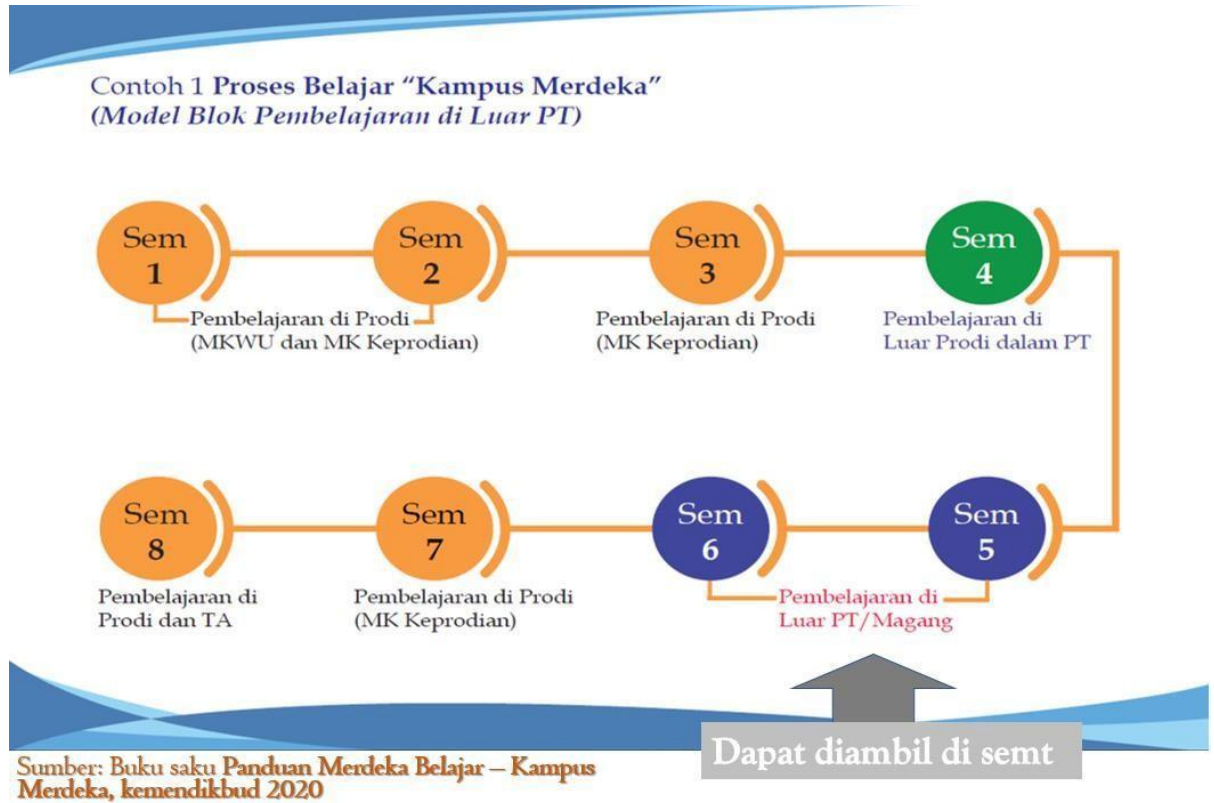


Figure 4.1. The Concept of Independent Learning Independent Campus (MBKM)

To realize the MBKM concept above, LPPM UNS designed the Village Building Program as visualized in figure 4.2. The PMD concept is a directed activity to build a village consisting of scientific applications to the village as many as a maximum of 18 credits and KKN which is a compulsory course at UNS 2 credits.



Figure 4.2. The concept of implementing the Village Building Project (PMD) as a manifestation of the Merdeka Belajar program

4.1. Village Building Program Design (PMD)

4.1.1. Karakteristic Design Model Program Building Village (PMD)

- a. The proposed Village Building Program design can be based on the themes and locations proposed by the partner to the Study Program / UPKKN, a group of students with the approval of the Study Program or Study Program / UPKKN.
- b. The design of this model is based on student competencies and community needs in collaboration with partners with tetap applying a multidisciplinary and interdisciplinary approach.
- c. The design of the Village Building Program aims to help solve problems faced by beneficiaries that boil down to independence

community.

- d. The design of the Village Building Program can be implemented to strengthen the development of research and lecturer service.

4.1.2. Stages of the Village Building Program (PMD)

The implementation of PMD is carried out in accordance with figure 4.3.; 4.4.; and 4.5. based on the source of the idea of implementing the PMD. In summary, the implementation is in accordance with the following flow:

- a. LPPM UNS through UPKKN facilitates the MoU between the study program and MITRA in the form of determining the themes needed in KKN.
- b. The networking of PMD themes that will be carried out comes from partners as well as from research and lecturer service .
- c. LPPM UNS and UPKKN communicate and collaborate with faculties/study programs within UNS .
- d. UPKKN together with the relevant Course Lecturers determine the themes that become student activities that will be recognized to the course.
- e. After the KKN theme is determined, UPKKN then collaborates with local governments or partners to determine the location of KKN and submit a letter of application for a KKN location permit.
- f. After the theme and location of the KKN area are determined by UPKKN, it is then announced to students to carry out the next stage.
- g. Students apply to UPKKN *online* to <https://kkn.uns.ac.id>
- h. Students take part in the next stage of the selection process .
- i. The announcement of the results of the verification of the proposal is final.
- j. Debriefing (students are given understanding, skills that are in accordance with the theme, *soft skills*, effective communication, and are required to take a *post test*).
- k. *The post test* is carried out after the debriefing is completed.
- l. Release of students to the KKN location.
- m. Implementation of KKN.
- n. Monitoring and Evaluation by DPL and UPKKN.
- o. The withdrawal of KKN adjusts the specified time.

- p. Collection of LPJ, SPJ and KKN Outputs and or *Undercoverstory*.
- q. Assessment process.
- r. Evaluate and create a follow-up plan

4.1.3. The flow of Thematic Village Building (PMD) KKN Activities is as follows:

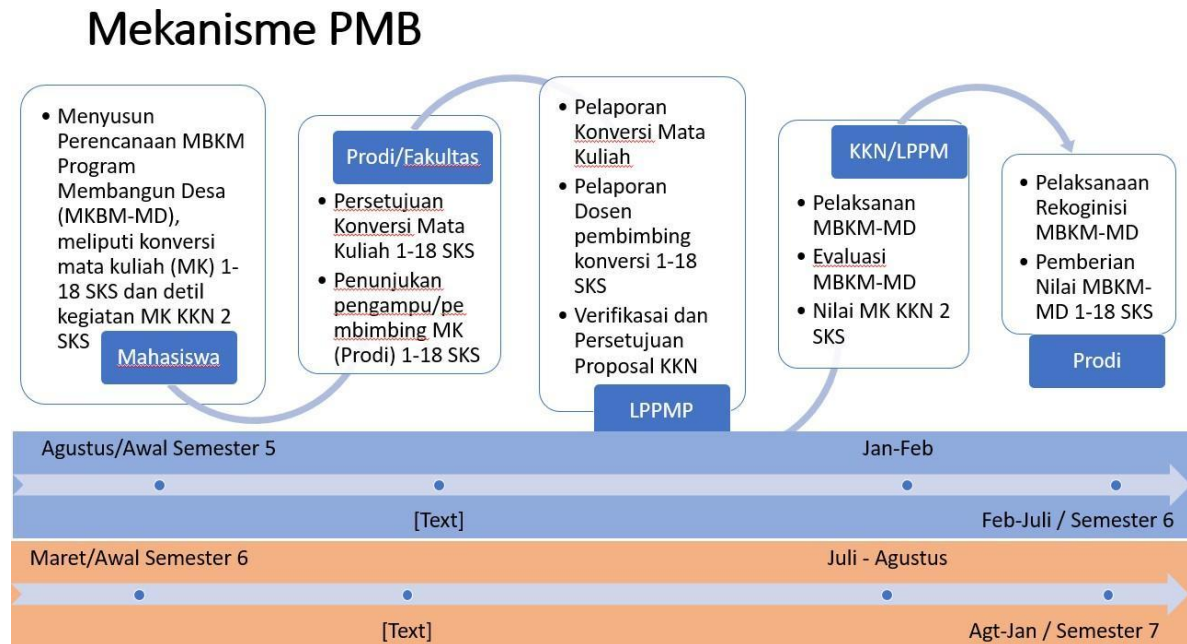


Figure 4.3. Flow of PMD Organizer proposal preparation

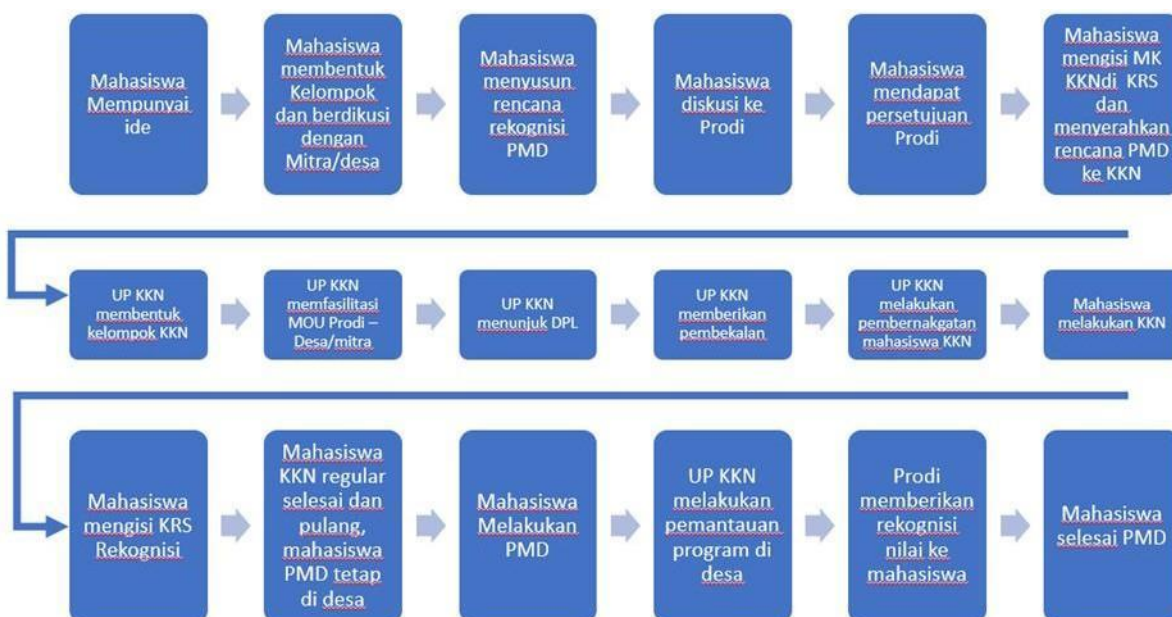


Figure 4.4. Flow of PMD Implementation with ideas from students

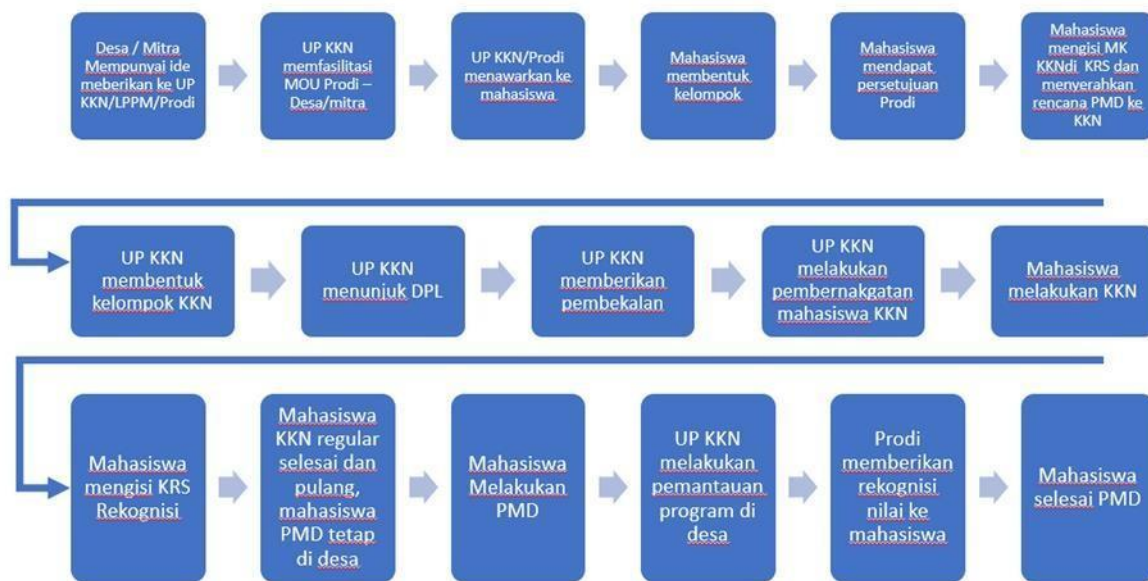


Figure 4.5. PMD Implementation Flow with ideas from partners/villages

4.2. Village Building Program (PMD) Preparation

4.2.1. PMD Participating Students

4.2.1.1. PMD requirements

- Have completed semester 4 and preferably to get data or the implementation of the Thesis / Final Project.
- A minimum GPA of 2.00 until semester 4.
- Physically and spiritually healthy (doctor's certificate) and not pregnant
- Permitted and sent by the Faculty
- Willing to stay at the PMD location during the implementation of PMD and not participate in lecture and or practicum activities during PMD offline.
- Willing to bear the cost of living during the PMD process.
- Have a PMD activity plan for 1 Semester.

4.2.1.2. PMD Registration Procedure

- Have taken KRS MK KKN and MK recognition courses
- Cover letter from the study program to take part in PMD Activities for 1 Semester

who have received ACC from each lecturer who teaches the course .

- c. Advancing The location of the partner is evidenced by the partner's willingness letter
- d. Register on the kkn.uns.ac.id page using the booking code according to the location request

4.2.2. Supervisor

Field Supervisors (DPL) are lecturers who have the qualifications and competencies to guide the entire process of UNS KKN activities in the field. In PMD, DPL is assisted by course supervisors to reproduce student activities in the field in activities in the course.

4.2.2.1. Requirement

- a. DPL candidates are submitted by the faculty and given a letter of assignment by the University.
- b. DPL is a UNS lecturer who has participated in the DPL ToT which is budgeted by UPKKN in accordance with the Rector's Decree
- c. Expressing willingness as DPL PMD indicated by a sealed Statement Letter.

4.2.2.2. DPL Determination Procedure

- a. UPKKN submits a DPL application to the Faculty
- b. Determination of the number of DPL based on the proportion of prospective KKN participants from each Faculty
- c. UPKKN establishes DPL and proposes to the Rector the names of DPL that meet the requirements for a decree to be made.
- d. The university issued a KKN Supervisory Decree on the proposal of UPKKN.
- e. The study program determines the supervisor of PMD recognition courses and in sk kan according to academic regulations.

4.2.3. Term of Activity

The pmd period is implemented, with the following details:

- a. Determining the theme and work program with study program : 1 month
- b. MOU, Location permit and work program : 1 month

- c. Preparation/debriefing : 14 days
- d. Implementation of MK KKN: 45 days.
- e. PMD implementation : 16 weeks (1 semester)
- f. Evaluation/reporting : 14 days

4.3. Implementation of the Village Building Program (PMD) KKN

4.3.1. Release to the Field

- a. Each PMD group, students accompanied by one DPL person prepares activity files, supplies, and transportation facilities to get to the location of each group.
- b. The PMD KKN group, students are accompanied by each lecturer who teaches the course to jointly prepare the lecture process, preparation of activities equivalent to courses, until the process of submitting the activity is recognized to their respective courses.
- c. The handover of KKN students to the location is coordinated by UPKKN / Korkab / Korwil accompanied by each DPL.

4.3.2. PMD Implementation Process

- a. The KKN student group upon arrival at the location first introduced themselves to community leaders and the local community, as well as carried out socialization of work programs.
- b. The KKN student group collaborates with the community to implement the work program.
- c. The KKN student group conducted workshops to strengthen the role and participation of the community.
- d. The KKN student group organizes institutional strengthening activities and community participation in the implementation of work programs.
- e. Students who take the PMD program approach partners who will be used as objects of course activities brought with PMD activities .
- f. Students taking the PMD program, reporting and providing

information related to partners and forms of cooperation activities that will later be recognized to related subjects .

- g. The KKN student group together with beneficiary partners conduct periodic evaluations of activities.
- h. Before leaving the location (the end of the KKN period), the student group conveyed the design of the post-KKN sustainability program to the community.
- i. Towards the end of KKN activities, students presented the results of work program activities as well as said goodbye.
- j. Coordinating local government, related agencies and *stakeholders* others for program continuity
- k. KKN managers can provide actual research and service information .

4.3.3. Valuation

The final assessment of PMD implementation/activities consists of two, namely the MK KKN assessment and the assessment of the Study Program for the recognition of courses based on the achievement of the PMD targets. The achievement target must include three things, namely:

- a. Achieved can be seen from how the achievement of the goals and the results of community empowerment,
- b. It is achieved in terms of how the achievement of the target and the results of the assistance are achieved,
- c. Achieved is seen from how the achievement of the targets and the results of the education process to the community.

The three targets above are a standard unit that cannot be separated from one another, because they are the form and characteristics of the UNS KKN.

The components in the assessment of MK KKN activities consist of: (1) debriefing; (2) success of activities; (3) accountability report; and (4) cooperation and discipline. The debriefing value comes from the results of the post test conducted by UPKKN when the debriefing has been completed. The weight of the debriefing value is 15% of the overall value. The value of the success of the activity comes from the results of the DPL evaluation during the activity

Taking place on the field, the weight is 50% of the overall value. The value of the coverage report comes from the results of the report on the activities of the KKN work program carried out by KKN participants, with a value weight of 10% of the total. The value of the village head or from partners in the form of cooperation and work discipline is 25% of the overall score.

Thus, the final value of MK KKN is obtained from UPKKN as the organizer, DPL as the supervisor, and the partner or village head as the party of the user community. Then for the final PMD score, it is obtained from the lecturer who teaches the related course.

4.3.4. Guidance and Monitoring

- a. DPL KKN guides and assists the stages of the KKN student group teamwork program both during KK and PMD.
- b. DPL monitors and supervises the implementation of KKN at least 6 (six) times during PMD adjusting the location in place.
- c. Lecturers who teach the course conduct online monitoring during the PMD process

4.3.5. Report Preparation

As a form of accountability for the implementation of the KKN MK, students are required to make an implementation report after the implementation of the KKN in accordance with the applicable KKN rules. In addition to the MK KKN report, students participating in the PMD are required to make a report to the study program as an accountability for the implementation of the PMD after the implementation of the PMD. The mechanism for making MK KKN reports is the same as PMD, namely:

- a. Introduction, containing the background, circumstances and problems and objectives of the work program
- b. The process of preparing work programs and field observations
- c. Steps of activity in the implementation of the program
- d. Supportn implementation of activities and obstacles that are still encountered
- e. Conclusions and suggestions and follow-up plans
- f. Attachments containing, among others, a schedule of activities, activity materials, photos of activities, etc.

4.4. PMD Evaluation and Follow-up

4.4.1. Evaluation

The evaluation or assessment of KKN is carried out comprehensively and jointly by UPKKN, Field Supervisors (DPL) and village heads/partners at the location of the KKN implementation. UPKKN assesses aspects of student readiness through the debriefing process and Debriefing Tests / Exams. For the aspects of the success of the implementation of the KKN program, it is evaluated and assessed by DPL through monitoring and evaluation activities during visits to the field/ location of KKN. DPL also provides an assessment on reports and outputs produced by KKN students, while village heads / partners provide assessments on aspects of student sincerity and commitment during activities in the village / KKN location.

The evaluation of the success of recognized courses is carried out by lecturers who teach courses in the study program by considering the activity plan, activity process, and funds for the achievement of activities that have been implemented.

4.4.2. Follow-up Plan

To ensure that there is continuity of the program, several steps are needed by UPKKN as follows:

- a. Monitoring and evaluating post-KKN
- b. Provide a report on the results to the location in the KKN area
- c. Approaching further cooperation agreements
- d. Providing solutions or alternative themes / activities in the implementation of the next KKN.

BAB V

LOCATION-BASED THEMATIC KKN (TBL)

The Location-Based Thematic Model (TBL) KKN is one of the KKN models implemented by LPPM to accommodate regular KKN where the planning of this model KKN is mostly carried out by the KKN.

5.1. Location-Based Thematic KKN Model Design (TBL)

5.1.1. Design Characteristics of Location-Based Thematic KKN Models

- a. Location-Based Thematic KKN design is carried out based on the themes and locations set by UPKKN.
- b. The design of the TBL KKN model is based on the potential resources and problems facing the community.
- c. The model design is designed for the empowerment of local communities with a multidisciplinary and interdisciplinary approach.
- d. Model design aims to foster community independence.

5.1.2. Stages of Implementation of Location-Based Thematic KKN Model

- a. LPPM UNS collaborates with local governments in the form of MoU and MoA to determine the location of KKN.
- b. After the location is determined, UPKKN then socializes the KKN plan to students and coordinates with the faculty.
- c. Students apply to UPKKN *online* <https://kkn.uns.ac.id> by choosing a predetermined theme.
- d. The determination of groups is set by the UPKKN.
- e. The determination of the location of KKN is regulated by UPKKN.
- f. Debriefing (students are given understanding, skills that are in accordance with the theme, *soft skills*, effective communication, and are required to take a *post test*).
- g. *Post test* is carried out after the debriefing of KKN materials is completed
- h. After the debriefing, students together with DPL made observations at the location to be occupied by KKN.
- i. Students compile a program of activities, after making observations.

- j. Preparation of proposals in groups by consulting with DPL.
- k. Release of students to the KKN location.
- l. Implementation of KKN
- m. Monitoring and Evaluation by DPL and UPKKN.
- n. Pullingan KKN
- o. Collection of LPJ, SPJ and KKN Outputs.
- p. Assessment process .
- q. Evaluate and make a follow-up plan .

5.1.3. The flow of Location-based Thematic KKN Activities is as follows:

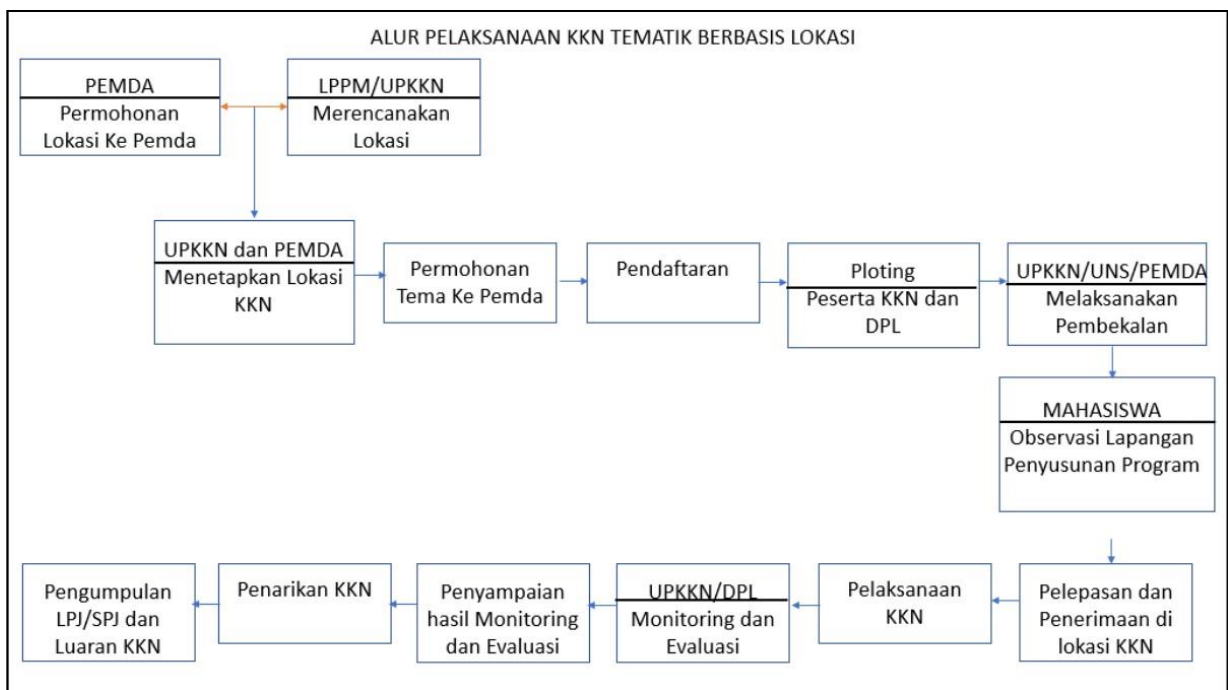


Figure 3. Location-Based Integrative Thematic KKN Implementation Flow

5.2. Preparation of Location-Based Thematic KKN (TBL)

5.2.1. Students participating in KKN

5.2.1.1. Thematic KKN Requirements

- a. Have taken a minimum of 100 credits.
- b. Minimum GPA of 2.00 until semester 5.
- c. Physically and spiritually healthy (doctor's certificate) and not pregnant
- d. Permitted and sent by the Faculty
- e. Willing to stay at the KKN location during the implementation of the KKN and not follow

lecture and / or practicum activities during KKN offline.

f. Willing to bear the cost of living during the KKN process.

5.2.1.2. Thematic KKN Registration Procedure

- a. Have taken KRS KKN courses
- b. Sign up on a kkn.uns.ac.id site
- c. Choosing the KKN theme that has been set by UPKKN
- d. Take debriefing and take exams for participants (test post)

5.2.2. Supervisor

Field Supervisors (DPL) are lecturers who have the qualifications and competencies to guide the entire process of UNS KKN activities in the field. In PMD, DPL is assisted by course supervisors to reproduce student activities in the field in the course activities .

5.2.2.1. Requirement

- a. DPL candidates assigned by the faculty
- b. DPL is a UNS lecturer who has participated in the DPL ToT which is budgeted by UPKKN in accordance with the Rector's Decree
- c. Expressing willingness as DPL indicated by a sealed Statement Letter.

5.2.2.2. DPL Determination Procedure

- a. UPKKN submits a DPL application to the Faculty
- b. Determination of the number of DPL based on the proportion of prospective KKN students from each Faculty
- c. UPKKN establishes DPL on the proposal of the Faculty
- d. UPKKN proposes to the Rector the names of DPL that meet the requirements for a decree to be made.
- e. The Rector made a KKN Supervisory Decree on the proposal of UPKKN.

5.2.3. Term of Activity

The KKN period is implemented, with the following details:

- a. Preparation/debriefing : 14 days
- b. Implementation of KKN TBL : 45 days

c. Evaluation/reporting : 2 weeks

PMD KKN period is carried out for 1 semester with a credit load of 20 consisting of 2 mandatory KKN credits and 18 credits of recognition of student activity programs from various courses that will be carried out during the implementation of PMD. The period of pmd implementation follows the academic calendar of UNS.

Students are allowed to choose one of the UNS KKN models related to the graduation target planned by the student.

5.3. Implementation of Location-Based Thematic KKN (TBL)

5.3.1. Release to the Field

The release of KKN students to the location is adjusted to the design of the selected KKN model.

- a. The release of Location-Based Thematic KKN at the district/city level is coordinated by the District/Regional Coordinator, then DPL coordinates to the KKN location.
- b. The release of partnership-based thematic KKN is coordinated by the DPL Joint Field Coordinator, then the departure and handover in lokasi adjusts to the agreed local situation and conditions.
- c. Thematic KKN Release Building Village the process of release and handover at the site can follow one of the TBL or KKN TBK models.
- d. Each group of KKN TBL and TBK and TMB, students are accompanied by one DPL person preparing activity files, supplies, and transportation facilities to get to the location of each group.
- e. PMD group, students are accompanied by each lecturer who teaches the course to jointly prepare the distance lecture process, preparation of activities equivalent to courses, to the process of submitting etrsebtu activities in recognition to their respective courses.
- f. The handover of KKN students to the location is coordinated by UPKKN / Korkab / Korwil accompanied by each DPL.

5.3.2. Orientation and Implementation of Work Programs

- a. The group of KKN students who were already on site first introduced themselves to community leaders and the local community.
- b. The group of KKN students who have been on site socialize the work program to local leaders and communities.
- c. The KKN student group collaborates with the community to implement the work program.
- d. KKN students and the community evaluate activities periodically.
- e. Before leaving the location (the end of the KKN period), the student group conveyed the design of the post-KKN sustainability program to the community.
- f. Towards the end of the KKN activity, students presented the results of work program activities as well as said goodbye.

5.3.3. Valuation

The final assessment of KKN implementation/activities here is an assessment based on the achievement of the KKN targets. The achievement target must include three things, namely:

- a. Achieved can be seen from how the achievement of the goals and the results of community empowerment,
- b. Achieved is seen from how the achievement of the goals and the results of mentoring activities,
- c. Achieved is seen from how the achievement of the targets and the results of the education process to the community.

The three targets above are a standard unit that cannot be separated from one another, because they are the forms and characteristics of the UNS KKN. The components in the assessment of KKN activities consist of: (1) debriefing; (2) success of activities; (3) accountability report; and (4) cooperation and discipline. The debriefing value comes from the results of the *post test* conducted by UPKKN when the debriefing has been completed. The weight of the debriefing value is 15% of the overall value. The value of the success of the activity comes from the results of the DPL evaluation during the activity. Taking place on the field, the weight is 50% of the overall value. The value of the coverage report comes from the results of

the report on the activities of the KKN work program carried out by KKN participants, with a value weight of 10 % of the total. The value of the village head or from partners in the form of cooperation and work discipline is 25% of the overall score. Thus, the final score of this KKN student comes from the U PKKN party, as the organizer, the DPL as the supervisor, and the partner or village head as the party of the user community.

5.3.4. Guidance and Monitoring

- a. DPL guides and assists the stages of the KKN student group teamwork program.
- b. DPL monitors and supervises the implementation of KKN at least 4 (four) times for TBL KKN and 1 (one) or 2 (two) times for TBK KKN, while for PMD adjust the location occupied in KKN TBL or TBK.
- c. Lecturers who teach the course conduct online monitoring during the PMD process

5.3.5. Report Preparation

As a form of accountability for the implementation of KKN, students are required to make an implementation report. Systematically the outline is as follows :

- a. Introduction, containing the background, circumstances and problems and objectives of the work program
- b. The process of preparing work programs and field observations
- c. Steps of activity in the implementation of the program
- d. Support for the implementation of activities and obstacles that are still encountered
- e. Conclusions and suggestions and follow-up plans
- f. Attachments containing, among others, a schedule of activities, activity materials, photos of activities, etc.

5.4. TBL Evaluation and Follow-up

5.4.1. Evaluation

The evaluation or assessment of KKN is carried out comprehensively and jointly by UPKKN, Field Supervisors (DPL) and village heads/partners at the location of the KKN implementation. UPKKN assesses aspects of student readiness through the debriefing process and Debriefing Tests / Exams. For aspects of successful implementation

The KKN program is evaluated and assessed by DPL through monitoring and evaluation activities during visits to the KKN field/location. DPL also provides an assessment on reports and outputs produced by KKN students, while village heads / partner parties provide assessments on the sincerity and commitment of students during activities in the village / KKN location.

For the evaluation of the success of recognized courses, it is carried out by lecturers who teach courses in the study program by considering the activity plan, activity process, and funds for the achievement of activities that have been implemented.

5.4.2. Follow-up Plan

To ensure that there is continuity of the program, several steps are needed by UPKKN as follows:

- a. Monitoring and evaluating post-KKN

CHAPTER VI

PARTNERSHIP-BASED THEMATIC KKN (TBK)

The Partnership-Based Thematic Model (TBK) KKN is one of the KKN models implemented by LPPM to accommodate regular KKN where the planning of this KKN model is mostly carried out by the KKN.

6.1. Partnership-Based Thematic KKN Model Design (KKN-TBK)

6.1.1. Design Characteristics of Partnership-based Thematic KKN Models

- a. The design of Partnership-Based Thematic KKN is carried out mainly based on the themes and locations proposed by the partners.
- b. The design of this model is based on student competencies and community needs in collaboration with partners with a multidisciplinary and interdisciplinary approach.
- c. The design of this model is based on student competencies and community needs in collaboration with partners by applying a multidisciplinary and interdisciplinary approach.
- d. Partnership-Based Thematic KKN design can be implemented to strengthen research development and lecturer service.
- e. The design of partnership-based thematic KKN aims to help solve problems faced by beneficiaries that boil down to community independence.

6.1.2. Stages of the Partnership-based Thematic KKN Model (TBK)

- a. LPPM UNS through UPKKN in collaboration with MITRA in the form of an MoU determines the themes needed in KKN.
- b. The networking of KKN themes that will be carried out comes from partners as well as from research and lecturer service.
- c. After the KKN theme is set, UPKKN then collaborates with local governments or partners to determine the location of KKN.
- d. After the theme and location of the KKN area are determined by UPKKN, it is then announced to students to carry out the next stage.

- e. Students apply to UPKKN online <https://kkn.uns.ac.id>
- f. Students follow the selection process of activity plans, budget plans that have been prepared in the proposal.
- g. The determination of the number of groups passed the verification is a maximum of 30% of the quota.
- h. The announcement of the results of the verification of the proposal is final.
- i. Debriefing (students are given understanding, skills that are in accordance with the theme, *soft skills*, effective communication , and are required to take a *post test*).
- j. *Post test* is carried out after the debriefing is complete
- k. Release of students to the KKN location.
- l. Implementation of KKN.
- m. Monitoring and Evaluation by DPL and UPKKN.
- n. KKN withdrawal
- o. Collection of LPJ, SPJ and KKN Outputs.
- p. Collection of LPJ, SPJ and KKN Outputs and *Undercoverstory*.
- q. Assessment process.
- r. Evaluate and make a follow-up plan.

6.1.3. The flow of Partnership-based Thematic KKN Activities is as follows:

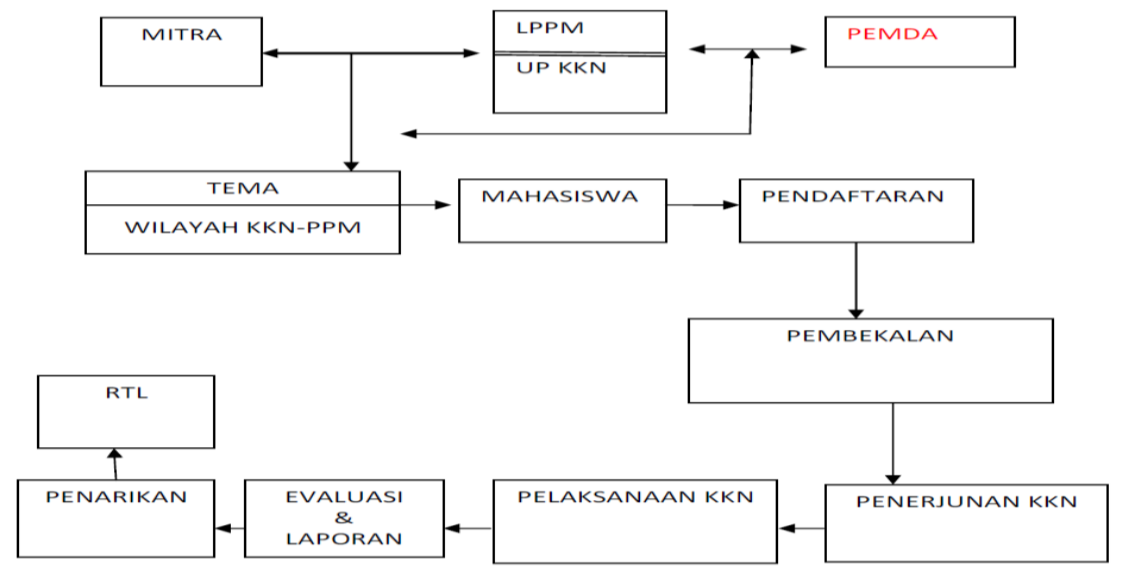


Figure 4. Flow of Partnership-Based Thematic KKN Implementation

6.2. Preparation of Location-Based Thematic KKN (TBL)

6.2.1. Students participating in KKN

6.2.1.1. Location-Based Thematic KKN Requirements

- a. Have taken a minimum of 100 credits.
- b. Minimum GPA of 2.00 until semester 5.
- c. Physically and spiritually healthy (doctor's certificate) and not pregnant
- d. Permitted and sent by the Faculty
- e. Willing to stay at the KKN location during the implementation of KKN and not participate in lecture and or practicum activities during KKN offline.
- f. Willing to bear the cost of living during the KKN process.

6.2.1.2. Location-Based Thematic KKN Registration Procedure

- a. Have taken KRS KKN courses
- b. Sign up on a kkn.uns.ac.id site
- c. Choosing the KKN theme that has been set by UPKKN
- d. Take debriefing and take exams for participants (test post)

6.2.2. Supervisor

Field Supervisors (DPL) are lecturers who have the qualifications and competencies to guide the entire process of UNS KKN activities in the field. In PMD DPL, it is assisted by course supervisors to recognise student activities in the field in activities in the course.

6.2.2.1. Requirement

- a. DPL candidates assigned by the faculty
- b. DPL is a UNS lecturer who has participated in the DPL ToT which is budgeted by UPKKN in accordance with the Rector's Decree
- c. Expressing willingness as DPL indicated by a sealed Statement Letter.

6.2.2.2. DPL Determination Procedure

- a. UPKKN submits a DPL application to the Faculty
- b. Determination of the number of DPL based on the proportion of prospective KKN students from each Faculty
- c. UPKKN establishes DPL on the proposal of the Faculty

- d. UPKKN proposes to the Rector the names of DPL that meet the requirements to be made a decree.
- e. The Rector made a KKN Supervisory Decree on the proposal of UPKKN.

6.2.3. Term of Activity

The KKN period is implemented, with the following details:

- a. Preparation/debriefing : 2 weeks
- b. Implementation of Thematic KKN : 6 weeks
- c. PMD implementation : 1 semester
- d. Implementation of KKN Recognition : Thematic KKN equivalent
- e. Evaluation/reporting : 2 weeks

6.3. Implementation of Location-Based Thematic KKN (TBL)

6.3.1. Release to the Field

- a. The release of KKN students to the location is adjusted to the design of the selected KKN model.
- b. The release of Location-Based Thematic KKN at the district/city level is coordinated by the District/Regional Coordinator, then DPL coordinates to the KKN location.
- c. The Partnership-Based Thematic KKN is coordinated by the DPL Joint Field Coordinator, then the departure and handover at the site adjusts to the agreed local situation and conditions.
- d. Thematic KKN Release Building Village the process of release and handover at the site can follow one of the TBL or KKN TBK models.
- e. Each group of KKN TBL and TBK and TMB, students accompanied by one DPL person prepares activity files, supplies, and transportation facilities to get to the location of each group.
- f. PMD group, students are accompanied by each lecturer who teaches the course to jointly prepare for the distance lecture process, preparation of activities equivalent to courses, to the process of submitting etrsebtu activities in recognition to their respective courses.
- g. The handover of KKN students to the location is coordinated by UPKKN / Korkab / Korwil accompanied by each DPL.

6.3.2. Implementation of Partnership-Based Thematic KKN Model

- a. The group of KKN students who were already on site first introduced themselves to community leaders and the local community, as well as carried out socialization of work programs.
- b. The KKN student group collaborates with the community to implement the work program.
- c. The KKN student group conducted workshops to strengthen the role and participation of the community.
- d. The KKN student group organizes institutional strengthening activities and community participation in the implementation of the work program.
- e. The KKN student group together with beneficiary partners conduct periodic evaluations of activities.
- f. Before leaving the location (the end of the KKN period), the student group conveyed the design of the post-KKN sustainability program to the community.
- g. Towards the end of KKN activities, students presented the results of work program activities as well as said goodbye.

6.3.3. Guidance and Monitoring

- a. DPL guides and assists the stages of the KKN student group teamwork program.
- b. DPL monitors and supervises the implementation of KKN at least 4 (four) times for TBL KKN and 1 (one) or 2 (two) times for TBK KKN, while for PMD adjust the location occupied in KKN TBL or TBK.
- c. Lecturers who teach the course conduct online monitoring during the PMD process

6.3.4. Report Preparation

As a form of accountability for the implementation of KKN, students are required to make an implementation report. Systematically the outline is as follows:

- a. Introduction, containing the background, circumstances and problems and objectives of the work program

- b. The process of preparing work programs and field observations
- c. Steps of activity in the implementation of the program
- d. Support for the implementation of activities and obstacles that are still encountered
- e. Conclusions and suggestions and follow-up plans
- f. Attachments containing, among others, a schedule of activities, activity materials, photos of activities, etc.

6.3.5. Valuation

The final assessment of KKN implementation/activities here is an assessment based on the achievement of the KKN targets. The achievement target must include three things, namely:

- a. Achieved can be seen from how the achievement of the goals and the results of community empowerment,
- b. Achieved is seen from how the achievement of the goals and the results of mentoring activities,
- c. Achieved is seen from how the achievement of the targets and the results of the education process to the community.

The three targets above are a standard unit that cannot be separated from one another, because they are the form and characteristics of the UNS KKN.

The components in the assessment of KKN activities consist of: (1) debriefing; (2) success of activities; (3) accountability report; and (4) cooperation and discipline. The debriefing value comes from the results of the *post test* conducted by UPKKN when the debriefing has been completed. The weight of the debriefing value is 15% of the overall value. The success value of the activity comes from the results of the DPL evaluation during the activity in the field, the weight is 50% of the overall value. The value of the coverage report is derived from the results of the report on KKN work program activities carried out by KKN participants, with a value weight of 10% of the total. The value of the village head or from partners in the form of cooperation and work discipline is 25% of the overall score. Thus, the final score of this KKN student comes from the UPKKN, as the organizer, the DPL as the supervisor, and the partner or village head as the party of the user community.

6.4. Evaluation and Action

6.4.1. Evaluation

The evaluation or assessment of KKN is carried out comprehensively and jointly by UPKKN, Field Supervisors (DPL) and village heads/partners at the location of the KKN implementation. UPKKN assesses aspects of student readiness through the debriefing process and the Debriefing Test / Examination. For the aspects of the success of the implementation of the KKN program, it is evaluated and assessed by DPL through monitoring and evaluation activities during visits to the field / KKN location. DPL also provides an assessment on reports and outputs produced by KKN students, while village heads / partners provide assessments on aspects of student sincerity and commitment during activities in the village / KKN location.

Evaluation of the success of recognized courses is carried out by lecturers who teach courses in the study program by considering the activity plan, activity process, and funds for the achievement of activities that have been implemented.

6.4.2. Follow-up Plan

To ensure that there is continuity of the program, several steps are needed by UPKKN as follows:

- a. Monitoring and evaluating post-KKN

CHAPTER VII

KKN RECOGNITION

Referring to the Rector's Decree No. 787 / UN27 / HK / 2019 concerning Academic Awards for Student Reasoning Activities at Sebelas Maret University, that activities that can be equalized (recognized) with KKN activities are as follows:

- a. Community Service Student Creativity Program (PKMM) verified by the UP-KKN team.
- b. Student Creativity Program for the Application of Technology (PKMT) verified by the UP-KKN team
- c. Village Development Grant Program (PHBD) verified by the UP-KKN team
- d. *Intership* program abroad with a minimum duration of implementation equivalent to the implementation of KKN activities verified by the UP-KKN team
- e. The international delegation program with a minimum duration of implementation is equivalent to the implementation of KKN activities verified by the UP-KKN team

7.1 Requirement

- a. Minimum GPA of 2.00 until semester 5.
- b. Have taken a minimum of 100 credits
- c. Have input the KKN (KRS) course and have been validated.
- d. Completing the files on the kkn.uns.ac.id page in the form of:
 1. The letter of application for KKN scores from the Head of Study Program known to the Dean of the Faculty or UKM Supervisor known by the Head of Academic and Student Affairs is addressed to the Head of UPKKN
 2. Letter of Assignment from the Faculty / University
 3. Certificate from the Academic Faculty or Head of Academic and Student Affairs that the activity has not been recognized as a Thesis / Final Project / Magang / Field Work Practice course
 4. A statement letter that the activity was not submitted for other courses

was signed by the applicant with a stamp of Rp. 10,000

5. Activity Proposal (appropriate format on the web kkn.lppm.uns.ac.id)
6. Activity Report (appropriate format on the web kkn.lppm.uns.ac.id)
7. Outputs in the form of video activities, publication of activities in the mass media, logbook of activities equivalent to KKN UNS activities (45 days of activities)

7.2. KKN Recognition Registration Procedure

- a. Register on the kkn.uns.ac.id page by uploading proof of achievement award
- b. upload the scan file as required and will be validated by UPKKN
- c. Have input KKN courses at KRS

7.3. Supervisor

Field Supervisor (DPL) is a supervisor and or activity supervisor, who has the qualifications and competencies to guide the entire activity process.

7.4. Term of Activity

The term of the activity is carried out, with the following details :

- a. Preparation/debriefing
- b. Implementation of activities
- c. Reporting to UPKKN
- d. Evaluation and verification by UPKKN

7.5. Valuation

The final assessment of the implementation/activity is an assessment based on the achievement of targets/achievements.

- a. Student Creativity Program
 1. Passed the National Student Scientific Week (Pimnas)
 2. Passed funded but did not pass Pimnas, assessment / verification was carried out by UPKKN
 3. The things that will be verified are proposals, reports, and activity

outputs.

4. Outside of points i and ii, it cannot be equated with KKN activities
-
- b. Village Development Grant Program (PHBD)
 1. Proposal
 2. Activity reports and outputs
 - c. International achievements/International delegation
 1. Delegation proposal
 2. Reports and delegation outputs

CHAPTER VIII

KKN RULES

8.1 Pre-KKN Rules

8.1.1 Registration

- a. Participants are required to program KKN courses in Siakad and have been validated by the Academic Supervisor or study program.
- b. Participants who do not program KKN courses in the Study Plan Card (KRS) cannot register for KKN in the current semester period.
- c. Participants are required to register on the kkn.uns.ac.id page at the time of the KKN registration schedule (juknis and registration mechanisms are regulated in the guidelines for implementing KKN).
- d. Participants are required to follow all registration processes until completion.
- e. KKN participants must always *update* information and understand information about the KKN process, both on the kkn.lppm.uns.ac.id page and other information media.
- f. Instructions for the implementation of registration will/and can adjust the situation of conditions at the time of its implementation.

8.1.2 Debriefing

- a. Participants are required to take part in a series of KKN debriefing materials and fill out the attendance list. Participants who do not take part in the KKN debriefing are not allowed to take part in the KKN.
- b. KKN participants are required to maintain order and discipline for the smooth implementation of debriefing.
- c. KKN participants are required to take the ujian (*post test*) that has been given by UPKKN after the debriefing is over.
- d. The test score (*post test*) has a weight of 15% of the final score of the KKN implementation.
- e. Instructions for the implementation of the KKN briefing will / and can adjust the situation of conditions at the time of its implementation.

8.1.3 Observation

- a. KKN participants are required to make field observations as material for preparing work programs.
- b. Field observation is carried out after the KKN debriefing is completed.
- c. Field observations were carried out after the KKN group was formed.
- d. Field observations were conducted in conjunction with DPLand/or consulted with DPL.

8.1.4 Program preparation

- a. KKN participants are required to compile a work program based on the results of field observations that have been carried out.
- b. In preparing a work program, it is necessary to consider potential, problems, needs, time, and funds.
- c. All work program plans are prepared in a proposal signed by the Field Supervisor (DPL) of each group and ratified by the Head of UPKKN and the Head of LPPM.
- d. The preparation of the proposal was carried out by the KKN student group based on the results of joint observations.

8.2 Rules for the Implementation of KKN

- a. KKN participants are required to stay at the location during the implementation of the KKN lasting 45 days of the activity.
- b. KKN participants are required to carry out work programs with full responsibility and dedication.
- c. KKN participants are required to live and adjust to life on site and uphold social norms.
- d. KKN participants must be polite and disciplined that reflects a personality that always upholds the name and image of the alma mater.
- e. KKN participants are required to comply with all regulations that apply at the location.
- f. KKN participants are required to wear KKN attributes while carrying out the work program
- g. KKN participants who leave the location are required to fill in the blangko leaving the location known to the group coordinator and the head of the village.

- h. In terms of point (g) above, it is mandatory to have the knowledge of each DPL.
- i. KKN participants who leave the location without justifiable reasons are categorized as absent and may be subject to sanctions.
- j. Guests of KKN participants are not allowed to stay on site.
- k. While on site, KKN participants are not allowed to participate in campus activities, both intracurricular and extracurricular.
- l. While at the location, KKN students must be able to distinguish between the work program of KKN activities and the activities to be recognized in one of the courses (at PMD).

8.3 Post-Implementation Rules of KKN

After the implementation of KKN in the field, participants are required to make a report on the implementation of activities. Participants are required to submit:

- a. Work program implementation notes (logbook)
- b. Blangko leaves the location both filled and vacant
- c. External evidence : reports, draft publication articles, logbooks, press releases, videos, resumes of KKN activities, and undercover stories (for partnership KKN).

Participants are required to submit a report on the implementation of activities in *soft copy* and *hard copy* format after receiving approval from DPL to:

- a. Bappeda and LPPM UNS (for location-based thematic model design)
- b. Beneficiaries and LPPM UNS for the design of partnership-based thematic models and thematic village building.

CHAPTER IX

CONCLUDING

This implementation guideline was prepared as a general reference for UPKKN LPPM for the implementation of KKN, KKN participating students, local governments and other *stakeholders*. The material presented is of a general nature and is not intended to shackle the creativity expected to be developed by the College. The program of activities carried out in accordance with the field of discipline, problems in the field and the needs of the local community. Partners and local governments can develop activities in another order according to regional potential. The form of activity in the field is flexible, can be adapted to regional conditions or community conditions.

These guidelines are reviewed once every four years, according to the existing situation and conditions.

Surakarta, 25 January

2021 Head of UPKKN

Prof. Dr. Ir. Sudibya, M.S.

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Appendix

A. kkn.uns.ac.id

1. Registrantsan
2. Reporting
3. Valuation

B. kkn.lppm.uns.ac.id

1. SK Supervisor
2. Statement Letter Format
3. Health Declaration Letter Format
4. Format Proposal,Dll