

I. SOP FOR ACADEMIC AND STUDENT SECTION

1. SOP for Type Switching Exams

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-01
	MAKING DATE	January 4, 2021
	REVISION DATE	
	EFFECTIVE DATE	January 18, 2021
	VALIDATED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	TYPE SWITCHING EXAM	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Rectors' Decree of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 		<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the process of implementing the transfer of student admissions
LINKAGES		EQUIPMENT GEAR
1. Class Service SOP		<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network
WARNING		RECORDING AND COLLECTION
If you do not process the type switching exam, student admissions are carried out regularly through the SNMPTN, SBMPTN, SBMPTBR, independent pathways.		Saved as electronic and manual data

TYPE SWITCHING EXAM

No.	Activity						Raw Quality			Information
		University	Dean	Representative Dean I	Committee	chord. Study Program	Completeness	Time	Output	
1.	Announce the acceptance of the transfer to the Faculty and the ability to carry out the acceptance of the type transfer						Offer letter from university	30 minutes		
2.	Providing answers to the ability to accept transfers	No					Letter of offer and commitment from the university	300 minutes	Letter of reply for the implementation of the acceptance of the type transfer route	Leadership meeting held
3.	Ordered Wadek I to be followed up		Yes				Files of student applicants for the transfer path	420 minutes	The draft of the transfer committee	
4.	Forming a committee and examiners of the type switching exam						1) Registration file for type transfer; 2) Draft of the type switching committee	300 minutes	SK committee and examiner of the type switching exam	
5.	Carry out type transfer tests and prepare test minutes						1) list of participants; 2) exam file; 3) the minutes of the exam; 4) assessment form	300 minutes	Type transfer test answer sheet and assessment sheet	
6.	Correcting and proposing students who have passed						File of the results of the cross-examination	3 days	Applicants who pass the cross-sex exam	
7.	Receive the results of corrections and proposals from students who graduate from the Head of Study Program						List of participants who have passed the type switching exam	420 minutes	Draft list of participants who passed	
8.	Report registrants who pass the cross-sex exam						List of participants who have passed	240 minutes	Determination of accepted participants	
9.	Make a proposal letter that passes the type transfer exam to the university						Determination of accepted participants	60 minutes	Appointment letter	
10.	Verifying the proposed letter of type transfer test results						Appointment letter	60 minutes	Initial recommendation letter for determination	
11.	Signing the proposal letter for the type transfer test results						Initial recommendation letter for determination	60 minutes	Accepted student determination letter	
12.	Sending a letter of recommendation for the results of the type transfer exam that has been approved						Accepted student determination letter and exam file	60 minutes	Receipt	
13.	Receiving a letter of recommendation for the results of the type transfer exam from the committee						Letter of determination of students received from the faculty	60 minutes	SK determination of accepted students	
14.	Announce the results of the cross-sex exam						SK determination of accepted students	2 days	Announcement on the website	

through the unej.ac.id website									
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2. Class Service SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-02
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	CLASS SERVICE	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 	<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of class services 	
LINKAGES	EQUIPMENT GEAR	
<ol style="list-style-type: none"> Intermediate Semester SOP 	<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network 	
WARNING	RECORDING AND COLLECTION	
If class services are not carried out, the learning process will be hampered	Saved as electronic and manual data	

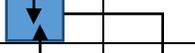
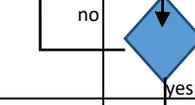
CLASS SERVICE

No.	Activity	Executor		Raw Quality			Information
		Supporting lecturer	Class Service	Completeness	Time	Output	
1.	Submit an application by filling out the Equipment Loan Form for teaching			Class schedule	5 minutes	Equipment loan form	
2.	Provide equipment used by lecturers to teach in class			Equipment loan form	5 minutes	Teaching equipment	Markers, eraser, AC remote and television remote.
3.	Using equipment that has been prepared by class service			Teaching equipment	5 minutes	Equipment ready to use	
4.	Checking the implementation of lectures			Internet connection	10 minutes	Implementation of lectures	Check the camera connection cable and internet and television connection
5.	Carry out lectures and return teaching equipment			Teaching equipment	150 minutes	Implementation of lectures	1 credit = 50 minutes
6.	Inventory returned equipment and store equipment that has been used			Teaching equipment	10 minutes	Receipt	

3. SOP for Returning Reading Room Books

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-O3
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	Reading Room Book Returns	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 	<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of the reading room book return service 	
LINKAGES	EQUIPMENT GEAR	
<ol style="list-style-type: none"> S1 final assignment SOP Master's final assignment SOP Doctoral final assignment SOP 	<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network 	
WARNING	RECORDING AND COLLECTION	
If the reading room service is not carried out, the final project preparation process will be hampered	Saved as electronic and manual data	

RETURN OF READING ROOM BOOK

No.	Activity				Raw Quality			Information
		Visitors	Officer Library	Dean	Completeness	Time	Output	
1.	Filling out a visit book to the reading room				Visit book	5 minutes	Visit list	
2.	Classifying the need for a visit to the reading room				Book borrowing list	5 minutes	Book borrowing list	
3.	Prepare and complete the books to be returned				Books to be returned	10 minutes	book	
4.	Checking and receiving returned book collections				book	10 minutes	Receipt	If the returned book is incomplete, it will be rejected
5.	Submit KTM which is used as collateral when borrowing books				Receipt	10 minutes	KTM	
6.	Receive KTM from officers who are used as collateral when borrowing books				KTM	5 minutes		

4. SOP for Borrowing Reading Room Books

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-O4
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	Reading Room Book Borrowing	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 	<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of reading room services 	
LINKAGES	EQUIPMENT GEAR	
<ol style="list-style-type: none"> S1 Final Project SOP; PKN SOPs. 	<ol style="list-style-type: none"> Worksheet/ performance flow; PCs, Laptops; Internet and network. 	
WARNING	RECORDING AND COLLECTION	
If the reading room service is not carried out, the final project preparation process will be hampered	Saved as electronic and manual data	

READING ROOM BOOK LOAN

No.	Activity	Executor		Raw Quality			Information
		Visitors	Officer Library	Completeness	Time	Output	
1.	Filling out a visit book to the reading room			KTM	5 minutes	Visit list	
2.	Classifying needs and explaining the terms and conditions for borrowing			Visit list	5 minutes	Collection list	
3.	Looking for a collection of books in the reading room as needed			Collection list	30 minutes	collection book	
4.	Bring a book to be borrowed			collection book	20 minutes	Book borrowing form	hand over KTM
5.	Check loan liability, and loan terms			book borrowing list	10 minutes	collection book	If you still have borrowing dependents, the loan will be rejected
6.	To record and input books that will be borrowed by visitors into the database			collection book	10 minutes	Book borrower list	
7.	Bring a book to be borrowed			collection book	5 minutes		

5. SOP for Intermediate Semester Implementation

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-05
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	IMPLEMENTATION OF SEMESTERS BETWEEN	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 	<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of the system from the implementation procedures for the semester between 	
LINKAGES	EQUIPMENT GEAR	
<ol style="list-style-type: none"> S1 Final Project SOP PKN SOP 	<ol style="list-style-type: none"> Test Legality Computer/Printer/Scanner Internet Network 	
WARNING	RECORDING AND COLLECTION	
If the implementation of the intermediate semester is carried out then make changes to the value of	Saved as electronic and manual data	

IMPLEMENTATION SEMESTER BETWEEN

No.	Activity	University	Dean	Representative Dean I	Committee	head of program	College student	Supporting lecturer	Raw Quality			Information
									Completeness	Time	Output	
1.	Offering intermediate semesters to the Faculty											
2.	Provide answers to the implementation of the intermediate semester (SA)											
3.	Ordered Wadek I to be followed up to the committee											
4.	Prepare the SA committee and make an implementation decree											
5.	Conducting selection of courses according to each study program											
6.	Determine course plotting and course tutors											
7.	Prepare class schedules and input the courses held											
8.	Program the courses taken in SA and print bills											
9.	Make SA payments according to the credits you take											
10.	Carry out face-to-face SA lectures											
11.	Take courses according to the courses in the KRS program											
12.	Attend lectures 7 times face to face according to the academic calendar											
13.	Take the SA midterm exam											
14.	Continuing lectures until the 14th meeting											
15.	Take the SA semester final exam											
16.	Uploading the results of the SA assessment and evaluation to the sister											

6. Work Lecture SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-06
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	WORK LECTURE	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 	<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of implementing a Work Lecture 	
LINKAGES	EQUIPMENT GEAR	
<ol style="list-style-type: none"> S1 final assignment SOP 	<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network 	
WARNING	RECORDING AND COLLECTION	
If the work course is not carried out, it is mandatory to do it in the next semester	Saved as electronic and manual data	

WORK LECTURE

No.	Activity	Raw Quality								
		LP2M	College student	Education Admin	Education Operator	head of the study program	Completeness	Time	Output	Information
1.	Programming Community Engagement courses at KRS semesters									
2.	Open registration for Community Engagement courses at SISTER									
3.	Carry out the Community Engagement courses registration process through SISTER									
4.	Verifying the value of the course and the requirements for the number of credits that have been taken 120 credits on going with the matkul in the KRS program									
5.	Doing approval to students who register for Community Engagement courses									
6.	Announcing groups and locations to carry out Community Engagement courses									
7.	Students carry out Community Engagement courses in accordance with group placement and Community Engagement courses location									

7. SOP for Real Work Practice (PKN)

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-07 SOP
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	REAL WORK PRACTICE	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 	<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of implementing real work practices 	
LINKAGES	EQUIPMENT GEAR	
	<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network 	
WARNING	RECORDING AND COLLECTION	
If PKN is not implemented, student graduation will be hampered	Saved as electronic and manual data	

REAL WORK PRACTICE (PKN)

No.	Activity							Raw Quality			Information
		College student	Wakoord. bids. educator	Education Admin	Combi	Deputy Dean I	agency	Completeness	Time	Output	
1.	Submit a proposal PKN application to the agency/company							Khs, krs, pkn internship proposal	30 minutes	Registration file	Take credits min 104 credits
2.	Forward the proposal to the admin to make a PKN application letter							pkn proposal	10 minutes	Legality of proposal	Completely signed by Wadek and/or Head of Study Program
3.	Make a PKN application letter to the agency/company							pkn proposal	10 minutes	Draft pkn internship cover letter	
4.	Verify the proposal letter before it is signed by Wadek I							Draft pkn internship cover letter	10 minutes	Draft letter that has been verified	
5.	Approve and sign the PKN application letter to the agency							Draft letter that has been verified	60 minutes	pkn internship cover letter	Already signed wadek I
6.	Prepare a pkn internship cover letter to the agency							pkn internship cover letter	30 minutes	Pkn internship cover letter ready to send	
7.	Sending a PKN internship permit to the agency							pkn internship cover letter	1 day	Delivery receipt	
8.	Receive a PKN application letter from the faculty							pkn internship cover letter	1 day	pkn internship cover letter	
9.	Receive PKN reply letters from agencies/companies							Response letter	1 day	Receipt of reply letter	The reply letter can be accepted or rejected by the agency
10.	Determining PKN supervisors							Reply letter of willingness from the agency	1 day	PKN supervisor plot	
11.	Carrying out PKN in the agency and followed by providing guidance							PKN activity report form and attendance	3 months	PKN activity reports and attendance	Guidance/consultation card from PKN supervisor
12.	Make a report on the results of the PKN which is approved by the PKN supervisor and field supervisor							PKN activity reports and attendance	1 month	The results of the activity report and the value of PKN from the agency	
13.	Submit a PKN report exam, and complete the requirements							KHS, KRS, PKN scores from the agency	60 minutes	Report to combi	
14.	Determine the examiner and the implementation time of the PKN report exam							KHS, KRS, PKN scores from the agency	1 day	Plotting examiners and determining the PKN exam schedule	
15.	Print the minutes of the exam and carry out the PKN exam report							PKN examiner plotting and exam schedule	180 minutes	Minutes of the implementation of the PKN exam	
16.	Revising the results of the PKN exam							Exam result report that has been corrected by the examiner	45 days	Final exam results report	Has been approved by the examiner
17.	Entering the value of the PKN report exam results							Final exam results report, and approved by examiners	30 minutes	Enter the PKN value	

8. S1 Final Project SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-08 SOP
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	FINAL PROJECT S1	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 		<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of the implementation of the final project
LINKAGES		EQUIPMENT GEAR
<ol style="list-style-type: none"> Work Lecture SOP 		<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network
WARNING		RECORDING AND COLLECTION
If the final project is not carried out, it is mandatory to do programming in the next semester with a note that the study period is still possible		Saved as electronic and manual data

FINAL PROJECT S1

No.	Activity	IMPLEMENTATION					RAW QUALITY			Information
		College student	subsection. Education (operator /admin)	Guidance Commission	Supervisor and examiner	Dean	Completeness	Time	Output	
1.	Program the final project (TA) at KRS						1.active status; 2.khs	5 minutes	KRS	1. have completed 127 credits; 2. Pass courses (concentration, methodology, seminar)
2.	Enter the title of the TA and upload the draft proposal on the sister						Draft proposal	5 minutes	thesis title	
3.	Approve the title of the final project and assign a supervisor						Draft proposal	5 minutes	Appointment of mentor	
4.	Print the final assignment supervisor assignment letter						1.active status; 2.khs; 3. draft proposal	30 minutes	Draft supervisor assignment letter	
5.	Received the final assignment supervisor assignment letter and asked for a signature from the dean							10 minutes	Draft supervisor assignment letter	
6.	sign the TA supervisor assignment letter						A verified supervisor's assignment letter	60 minutes	Supervisor Assignment	
7.	Receive and distribute TA supervisor assignments						Supervisor Assignment	60 minutes	Receipt of Supervisor's Assignment Letter	Attached is a guidance consultation card
8.	Receive a supervisor's assignment letter and the guidance process						1.surtug supervisor; 2. consultation card; 3.draft proposal	30 minutes	Agreement	
9.	Uploading the Sempro proposal file through sister						Proposals that have been approved by the supervisor	5 minutes	Uploaded proposal file	
10.	Receive and conduct student TA guidance						guidance consultation card, proposal draft	1 tsp	Guidance correction	
11.	Revise the final project proposal						Guidance consultation card	7200 minutes	Proposal revision	
12.	Provide guidance on the results of the revised TA proposal and make approvals		No				Guidance consultation card, proposal revision	7200 minutes	Approval/rejection of proposal revision	
12.	Provide guidance on the results of the revised TA proposal and make approvals			Yes			Guidance consultation card, proposal revision	7200 minutes	Approval/rejection of proposal revision	Guidance consultation card, proposal revision
13.	Uploading the final proposal file on sister						Final proposal approval	30 minutes	Final proposal file in sister	
14.	Assign lecturers to examine the proposal seminar							1 day	Draft examiner's assignment	

No.	Activity	IMPLEMENTATION					RAW QUALITY			Information
		College student	subsection. Education (operator /admin)	Guidance Commission	Supervisor and examiner	Dean	Completeness	Time	Output	
15.	Print the examiner's assignment letter		■				Complete data in sister	30 minutes	Draft examiner's assignment	
16.	Received the final assignment examiner's letter and asked for a signature from the dean	■						60 minutes	Draft examiner's assignment	
17.	Signing the TA Examiner's assignment letter					■	Verification of the examiner's assignment letter	60 minutes	Examiner assignment letter	
18.	Receive the Examiner's assignment letter and register for the seminar exam	■					Examiner assignment letter	30 minutes	Sempro approval form	
19.	Making invitations and minutes of proposal exams		■				Spray approval	30 minutes	Invitations and events	
20.	Distributing invitations and proposals	■					Invitations and proposals	2880 minutes	Receipt of distribution of supervisors and examiners	
21.	Receive distribution of final assignments and invitations for proposal exams				■			10 minutes	Invitations and proposals	
22.	Carry out a proposal exam	■					Exam room and Minutes of exam	180 minutes	Minutes of exam results	Has been signed by the examiner
23.	Correcting the results of the proposal exam				■		Proposal revision form	120 minutes	Proposal revision results	
24.	Revise the results of the proposal exam and upload the final proposal file to the sister	■					Revised final project file	64800 minutes	Final project revision file uploaded on sister	
25.	Doing Final Project Approval				■		Final project revision file uploaded on sister	1440 minutes	agreement	
26.	Register for the final exam	■					KHS, passed Turnitin, TKBI minimum score 450, KRS	30 minutes	Registration Form	have taken the course 139 credits
26.	Register for the final exam	■					KHS, passed Turnitin, TKBI minimum score 450, KRS	30 minutes	Registration Form	have taken the course 139 credits
27.	Receive final assignment exam registration files, make invitations, and print final assignment exam minutes		■				KHS, passed Turnitin, TKBI minimum score 450, KRS	30 minutes	Minutes and invitations for final exams	
28.	Carry out the final exam	■					Exam room and Minutes of exam	180 minutes	Minutes of exam results	Has been signed by the examiner



No.	Activity	IMPLEMENTATION				RAW QUALITY			Information	
		College student	subsection. Education (operator /admin)	Guidance Commission	Supervisor and examiner	Dean	Completeness	Time		Output
29.	Correcting final project exam results						TA revision form	120 minutes	TA revision results	
30.	Revise the results of the final project and upload the final final project file to the sister						Revised final project file	60 days	Final project revision file uploaded on sister	Revised final project file
31.	Entering the final assignment score						Revised final project file	60 minutes	TA value	

9. Master's Final Project SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-09 SOP
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	MASTER FINAL PROJECT	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 	<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of the implementation of the final project 	
LINKAGES	EQUIPMENT GEAR	
	<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network 	
WARNING	RECORDING AND COLLECTION	
If the final project is not carried out, it is mandatory to do programming in the next semester with a note that the study period is still possible	Saved as electronic and manual data	

FINAL PROJECT S1

No.	Activity	College student	subsection. Pend. (operator /admin)	Combi	guide- bing	Examiner	KPS	Dean	RAW QUALITY			Information
									Completeness	Time	Output	
1.	Uploading a draft proposal on sister								Draft proposal	30 minutes	Draft proposal	
2.	The guidance combi inputs the guidance team								Draft proposal	15 minutes	DPU, DPA	
3.	Entering the letter number and printing the supervisor's assignment letter								DPU, DPA	30 minutes	Draft letter of assignment	
4.	Approve and sign the supervisor's assignment letter								Draft letter of assignment	15 minutes	Supervising assignment letter	
5.	Carry out proposal guidance								Thesis proposal draft, Supervisor assignment letter		Proposal	
6.	Uploading the final proposal								Final project proposal file	10 minutes	Proposal	
7.	Determine the examiner of the seminar proposal								Thesis proposal	30 minutes	Test team	
8.	Enter the letter number and print the promoter assignment letter								The composition of the testing team, no. letter, document test requirements	30 minutes	Draft examiner's assignment	
9.	Approve and sign the examiner's assignment letter								Draft examiner's assignment	15 minutes	Examiner assignment letter	
10.	Prepare the legality file for the proposal seminar exam								Examiner assignment letter	30 minutes	Exam requirements	
11.	Approve the application for the seminar proposal exam								Exam file	300 minutes	Exam schedule	
12.	Approve the timing of the proposal exam								Exam files, Exam schedule	24 hours	Exam schedule	
13.	Carry out a proposal seminar exam								Exam files and thesis proposal	120 minutes	Minutes of thesis exam	
14.	Correcting the proposal on the implementation of the proposal seminar exam								Minutes of thesis examination, thesis proposal	45 days	Thesis proposal revision form	
15.	Revise the proposal for the proposal seminar exam results and upload it on the sister								Thesis proposal revision form	120 minutes	Revised thesis	
16.	Approval of the thesis exam application								Revised thesis	300 minutes	Exam schedule	
17.	Approve the timing of the thesis exam								Exam files, Exam schedule	24 hours	Exam schedule	
17.	Approve the timing of the thesis exam								Exam files, Exam schedule	24 hours	Exam schedule	
18.	Implementation of the final thesis exam								Exam files and final thesis bundles	120 minutes	Exam minutes	
19.	Correcting the thesis that has been tested								Minutes of thesis examination, final	45 days	Final thesis revision form	

No.	Activity	College student	subsection. Pend. (operator /admin)	Combi	guide- bing	Examiner	KPS	Dean	RAW QUALITY			Information
									Completeness	Time	Output	
									thesis bundle			
20.	Revise the results of the final thesis exam and upload it on sister								Revised thesis proposal at sister	120 minutes	Thesis is approved	
21.	Entering the final thesis test scores								Thesis approval	120 min	Final thesis score	

10. Doctoral Program Final Project SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-10
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	DOCTORAL PROGRAM FINAL PROJECT	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 	<ol style="list-style-type: none"> Have data processing capabilities Understand the main tasks and performance flow Knowing the tasks and system functions of the doctoral program final project exam procedure 	
LINKAGES	EQUIPMENT GEAR	
	<ol style="list-style-type: none"> Test Legality Computer/Printer/Scanner Internet Network 	
WARNING	RECORDING AND COLLECTION	
If the final doctoral program exam is not carried out, the graduation process will be delayed	Saved as electronic and manual data	

DOCTORAL PROGRAM FINAL PROJECT

No.	Activity	Executor								Raw Quality			Information		
		Mhs-student	operator	Combi	Pro-motorcycle	P-test	KPS	Dean	Team turnit	Team 12	Completeness	Time		Output	
1.	Upload Draft Proposal and contact combi											Draft proposal	30 Minute	Draft Proposal	
2.	The Guidance Commission inputs the Promoter team											Report	15 Minute	Promoter	
3.	enter the letter number and print the promoter assignment letter											Guidance assignment letter	30 Minute	Promoter Assignment	
4.	Approve and sign the promoter's assignment letter											document	15 Minute	Promoter Assignment	
5.	Submit a promoter assignment letter											document	30 Minute	Proposal	
	Conducting dissertation proposal guidance to promoters											Final project draft	-		
6.	Uploading the final proposal											Document	10 Minute	Proposal	
7.	Guidance Commission Determines Proposal Seminar Examiners											Report	30 Minute	Examiner	
8.	Enter the letter number and print the promoter assignment letter											Document	30 Minute	Examiner Assignment	
9.	Approve and sign the examiner's assignment letter											Document	15 Minute	Examiner Assignment	
10.	Prepare the legality file for the final project											Report	30 Minute	Exam Requirements	
11.	Carry out the approval of the final project promoter and examiner											Report	5 hours	Exam File	
12.	Approve the time for the final assignment exam											Report	24 hours	Exam Schedule	
13.	Conducting a final project proposal seminar											Report	2 hours	Proposal Seminar Exam	
14.	Input the value of the seminar proposal											report	5 hours	Test scores	
15.	Revise the results of the proposal seminar exam											Proposal	1 day	Proposal	
16.	Conducting seminar guidance on results to promoters											Proposal	1 Day	Proposal	
16.	Conducting seminar guidance on results to promoters											Proposal	1 Day	Proposal	
17.	Prepare the result seminar file											Report	30 Minute	Exam Requirements	
19.	Approve the time for the final assignment exam											Report	24 hours	Exam Schedule	

No.	Activity	Executor								Raw Quality			Information		
		Mhs-student	op-rator	Combi	Pro-motorcycle	P-test	KPS	Dean	Team turnit	Team 12	Completeness	Time		Output	
20.	Conducting a seminar on the results of the final project	■										Report	2 hours	Seminar exam results	
21.	Input the value of the seminar results			■								report	5 hours	Test scores	
22.	Revise the results of the seminar exam results					■						Proposal	1 day	Proposal	
23.	Carry out closed examination guidance				■							Proposal	1 Day	Proposal	
24.	Prepare closed exam files		■									Report	30 Minute	Exam Requirements	
25.	Performing external tester input			■								document	30 minute	External lecturer	
26.	Approve and sign the assignment letter of external examiner							■				Document	15 Minute	Examiner Assignment	
27.	Do plagiarism free consent								■			document	15 minutes	Plagiarism free	25% max
28.	Approve the time for the closed exam				■	■	■					Report	24 hours	Exam Schedule	
29.	Carry out closed exams	■										Report	2 hours	Closed exam	
30.	Entering closed test scores			■								report	5 hours	Test scores	
31.	Revising closed exam results	■										Report	30 minutes	Dissertation draft	
32.	Complete the open exam file requirements	■										Document	1 day	Dissertation draft	Dissertation draft, legality, journal,
33.	Reviewing Scopus indexed journal publications by the 12 team									■		Document	1 day	Scopus Journal	Scopus indexed journal Min Q-3/Q-4
34.	Approval of promoters, examiners and KPS				■	■	■					Report	24 hours	Exam Schedule	
35.	Open exams	●										Report	2 hours	Open exam	

11. Graduation Registration SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-11
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	GRADUATION REGISTRATION PROCEDURE	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 		<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of implementing graduation registration
LINKAGES		EQUIPMENT GEAR
<ol style="list-style-type: none"> Work Lecture SOP 		<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network
WARNING		RECORDING AND COLLECTION
If the graduation registration procedure is not carried out, the student will not be listed as a graduate		Saved as electronic and manual data

GRADUATION REGISTRATION PROCEDURE

No.	Activity	Executor				Raw Quality			Information
		College student	Admin Bag. Education	Operator Academic	BAKA	Completeness	Time	Output	
1.	Carry out the graduation / period registration process through sister					last diploma, photo	10 minute	Enrolled in the student list not yet registered	
2.	Verifying the completeness of the graduation registration					1. Distribution sheet (reading room, dospem, head of study program, library) 2. Doklus 3. Hijab dispenser 4. Last diploma	30 minute	Verified file (initials)	
3.	Entering graduation registration at sister and printing (draft diploma, transcript and doclus)					Files that have been verified by admin	30 minute	Enter the student record who has not graduated yet	
4.	Receive printouts of draft diplomas, transcripts and docs					Distribution sheet	5 minute	Draft diploma, doklus, transcript in English and Indonesian	
5.	Validate documents submitted by students					Graduation Requirements Documents	10 minute	Initialized document validation	
6.	Sign the document that has been validated and register with BAKA					Graduation Requirements Documents	10 minute	Validate the document signed by the student	
7.	Receive registration documents and approve prospective graduation participants					Graduation Requirements Documents	10 minute	Candidates	
8.	printing graduation participant cards at sister						10 minute	Graduation card	

12. SOP for Processing Academic Transcripts

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-12
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	ACADEMIC TRANSCIP PROCESSING	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 		<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Knowing the duties and functions of the implementation of academic transcript processing
LINKAGES		EQUIPMENT GEAR
<ol style="list-style-type: none"> SKL SOP S1 Final Project SOP 		<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network
WARNING		RECORDING AND COLLECTION
If you don't process academic transcripts, you can't graduate		Saved as electronic and manual data

ACADEMIC TRANSCIP PROCESSING

No.	Activity							Raw Quality			Information
		College student	Major (operator, admin)	Wakoord Bid. Education	Representative Dean I	Dean	Completeness	Time	Output		
1.	Complete transcript processing requirements						Graduation file	30 minutes	Verify the requirements file		
2.	Verify and print a draft academic transcript (Indonesian English) and attach a photo						Verify the requirements file	30 minutes	Verified Indonesian and English versions of transcripts	Passport size 3x4 black and white (4 sheets)	
3.	Verify and validate the transcript by providing initials						Verified Indonesian and English versions of transcripts	5 minutes	Initial draft transcript	Equipped with the initials of the coordinator	
4.	Validating the 2nd value transcript						Initial draft transcript	10 minutes	Initials wadek I		
5.	Signing a validated value transcript						Draft transcript which was parafed by wadek I	10 minutes	Academic transcripts		
6.	Carry out a stamp that has been signed by the dean						Academic transcripts	5 minutes	Academic transcripts		
7.	Receive transcripts of Indonesian and English grades						Indonesian and English academic transcripts	5 minutes	Receipt		

13. Certificate Processing SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-13
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	CERTIFICATE PROCESSING	
LEGAL BASIS		EXECUTIVE QUALIFICATIONS:
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 7770/UN25/EP/2017 dated 5 July 2017 concerning Guidelines for the Implementation of the Doctoral Program at the University of Jember. 		<ol style="list-style-type: none"> Have the ability of service standards; Understand the main tasks and performance flow; Know the duties and functions of diploma processing.
LINKAGES		EQUIPMENT GEAR
<ol style="list-style-type: none"> S1 Final Project SOP Master's Final Project SOP Doctoral Final Project SOP 		<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network
WARNING		RECORDING AND COLLECTION
If you don't process the diploma, the graduation process will be hampered		Saved as electronic and manual data

CERTIFICATE PROCESSING

No.	Activity	Executor							Raw Quality			Information
		College student	Education Admin	subsection. Education	Representative Dean I	Dean	BAKA Univ.	UPT. Publishing	Completeness	Time	Output	
1.	Completing graduation registration	●							Graduation card			
2.	Entering the national diploma number (NIN)						■		Graduation card	1 week	National Certificate Number	
3.	Print 3 copies of Indonesian and English versions of diplomas							■	Graduation participant card, graduation registration file	10 minutes	Certificate	Duplicate 1) original; 2) Duplicate; 3) Tripikat
4.	Take a diploma in 3 copies of the Indonesian and English versions of the diploma and attach a photo		■						List of graduation participants	3 days	Certificate	
5.	Doing 3 finger print	■							1. Unsigned certificate, 2. photo	10 minutes	The diploma has 3 fingers stamped	3 pieces of 4x6 black and white photos
6.	Verify graduate diplomas and ask for initials in stages			■					The diploma has 3 fingers stamped	5 minutes	Certificate has been verified	Initialize 1) wakoord; 2) Chords;
7.	Verification of graduate diplomas with initials				■				Diplomas initialed 1) wakoord; 2) Chords;	10 minutes	The diploma has been initialed by Wadek I	
8.	Signing a certificate that has been validated					■			The diploma has been initialed by Wadek I	10 minutes	Certificate that has been signed by the dean	
9.	Requesting a diploma signature from the chancellor through BAKA		■						Certificate that has been signed by the dean	60 minutes	Diplomas that have been stamped by the faculty	
10.	Carry out the process of signing the diploma by the rector						■		Diplomas that have been stamped by the faculty	10 minutes	Certificate that has been signed by the Chancellor	
11.	Take a diploma that has been signed by the Chancellor		■						List of graduates	30 minutes	Certificate	
12.	Receive a diploma from the education admin	●							Certificate	10 minutes	Certificate	Free of dependents (distribution, TKBI, R. Baca)

14. SOP Certificate of Graduation (SKL)

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH, AND RESEARCH UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	AKAD-14
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	CERTIFICATE OF PASSING (SKL)	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia Number 4 of 2014 concerning the Implementation of Higher Education and Management of Higher Education; Decree of the Chancellor of the University of Jember Number: 2221/UN25/EP/2020 dated 5 February 2020 Educational Guidelines for the Diploma and Undergraduate Program at the University of Jember for the Year 2020/2021 	<ol style="list-style-type: none"> Have the ability to service standards Understand the main tasks and performance flow Know the process of passing certificate (SKL) 	
LINKAGES	EQUIPMENT GEAR	
<ol style="list-style-type: none"> S1 final assignment SOP Master's final assignment SOP Doctoral final assignment SOP 	<ol style="list-style-type: none"> Worksheet/performance flow PCs, Laptops Internet and network 	
WARNING	RECORDING AND COLLECTION	
If students who have graduated and have not graduated can propose the issuance of a graduation certificate (SKL)	Saved as electronic and manual data	

CERTIFICATE OF PASSING (SKL)

No.	Activity				Raw Quality			Information	
		College student	Education Admin	Wakoord. Bag. Education	Representative Dean I	Completeness	Time		Output
1.	Make an application for the issuance of SKL to the Deputy Dean I					Graduation registration card		SKL application letter	
2.	Complete the SKL application requirements to the education section admin					Graduation registration card, SKL application letter	20 minutes		
3.	Checking the proposal letter and proof of graduation registration					Graduation registration card, application letter for SKL, KHS	15 minutes		
4.	Process the proposal for making SKL and print out SKL					Graduation registration card, application letter for SKL, KHS	15 minutes	Draft SKL	
5.	Verify the proposed SKL and initialize the SKL					Draft SKL	10 minutes		
6.	Approved the issuance of the SKL by signing					Draft SKL	60 minutes	SKL	
7.	Following up on the SKL that has been signed and stamped					SKL	15 minutes	SKL that has been stamped by the faculty	
8.	Taking SKL that has been processed in the Education section								

15. SOP for Certificate of Still Studying

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	SOP MAWA-01
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	<p>Dean of the Faculty of Economics and Business</p> <p>Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001</p>
	SOP NAME	CERTIFICATE STILL IN COLLEGE
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. Government Regulation of the Republic of Indonesia No. 4 of 2022 concerning National Education Standards; 2. Regulation of the Chancellor of the University of Jember Number: 840 /UN25/KM/2019 concerning Guidelines for the Management of Student Activities at the University of Jember. 	<ol style="list-style-type: none"> 1. Have a service standard qualification. 2. Understanding the flow and process of certificate service is still in college. 3. Understanding the Institution system (sister) 	
LINKAGES	EQUIPMENT GEAR	
	<ol style="list-style-type: none"> 1. Office stationery 2. Computer/Printer/Scanner 3. Internet Network 	
WARNING	RECORDING AND COLLECTION	
If the certificate of still being in college is not carried out, the student will have problems with managing parental allowances, BPJS, Scholarships and Loss of KTM.	Saved as electronic and manual data	

CERTIFICATE STILL IN COLLEGE

NO.	Activity	Executor					Raw Quality			Information
		College student	Operator Mawa	Wakoord. working group. Academic, Student and Alumni	chord. working group. Administration	Vice Dean III	Completeness	Time	Output	
1.	Download the form on feb.unej.ac.id and fill out the proposal requesting a certificate of still studying						KTM, Active Status	5 minutes	Proposal form	
2.	Processing the proposal for a certificate of still studying						Proposal form	5 minutes	Draft proposal	
3.	Verifying the proposed Certificate of Still Studying and issuing the type of Certificate of Still Studying required						Draft proposal	5 minutes	Verification Results	No = document revision
4.	Give initial approval letter of still in college						Verification result document	5 minutes	Advanced Verification Results	
5.	Receiving Advanced Verification Results and requesting a Signature						Advanced verification results	10 minutes	Advanced verification results	
5.	Sign the proposal requesting a certificate of still studying						Advanced verification results	60 minutes	Document certificate is still in college	
6.	Receive a certificate of still studying, give a stamp and hand it over to the student						Document certificate is still in college	5 minutes	Legalized certificate of still in college	
7.	Receiving a Certificate of Still Studying						Certificate of Still Studying	5 minutes	Certificate of Still Studying	

16. Activity Permit SOP

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	SOP MAWA-02
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
	SOP NAME	Application for Student Activity Permits
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> 1. Government Regulation of the Republic of Indonesia No. 4 of 2022 concerning National Education Standards; 2. Regulation of the Chancellor of the University of Jember Number: 840 /UN25/KM/2019 concerning Guidelines for the Management of Student Activities at the University of Jember; 3. Decree of the Dean of the Faculty of Economics and Business, University of Jember Number: 1140 /UN25.1.4/KM/2022 concerning the Appointment of the Management of Student Activity Units (UKM) / Student Organizations (Ormawa) in the Faculty of Economics and Business, University of Jember in 2022. 	<ol style="list-style-type: none"> 1. Have a service standard qualification. 2. Understand the flow and process of Student Activity Permit Service 3. Understanding the Institution system (sister) 	
LINKAGES	EQUIPMENT GEAR	
SOP for Submission of Activity Funds	<ol style="list-style-type: none"> 1. Office stationery 2. Computer/Printer/Scanner 3. Internet Network 	
WARNING	RECORDING AND COLLECTION	
If the Student Activity Permit Service is not carried out, student activities cannot be carried out	Saved as electronic and manual data	

ACTIVITY LICENSE

No.	Activity	College student	Operator Mawa	Wakoord. working group. Academic, Student and Alumni	BPP	chord. working group. Administration	Representative Dean III	Raw Quality			Information
								Completeness	Time	Output	
1.	Student/Activity Committee/UKM/Ormawa Submit an activity permit proposal through the sister application unej.ac.id							TOR, activity permit	5 minutes	The results of the upload of the proposed TOR, activity permits	TOR has been approved by the builder
2.	Verify the completeness of the activity permit through the SIMAWA application							TOR has been approved by the builder	10 minutes	TOR verification results	
3.	Approving/rejecting an application for an activity permit through the SIMAWA application							TOR verification results	10 minutes	Approval/denial	
4.	Analyzing the types of activities with the suitability of the work plan of the Faculty/loading							Activity permit approval	10 minutes	Suitability of activity permits	
5.	Approve the application for an activity permit							Activity permit draft	10 minutes	Approval of activity permit draft	
6.	Approve/reject an application for an activity permit							Activity permit proposal document	30 minutes	Approval/denial	Approval = barcode giving
7.	Receive approval of activity permit applications and distribute to students							Activity permit approval results	10 minutes	Print out the activity permit	
8.	Receive an activity permit							Print out the activity permit	5 minutes	Activity Permit	

17. SOP for Submission of Activity Funds

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	SOP MAWA-03
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	Student Activity Fund Application	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia No. 4 of 2022 concerning National Education Standards; Regulation of the Chancellor of the University of Jember Number: 840 /UN25/KM/2019 concerning Guidelines for the Management of Student Activities at the University of Jember; Decree of the Dean of the Faculty of Economics and Business, University of Jember Number: 1140 /UN25.1.4/KM/2022 concerning the Appointment of the Management of Student Activity Units (UKM) / Student Organizations (Ormawa) in the Faculty of Economics and Business, University of Jember in 2022. 	<ol style="list-style-type: none"> Have a service standard qualification. Understand the flow and process of Student Activity Permit Service Understanding the Institution system (sister) 	
LINKAGES	EQUIPMENT GEAR	
Activity Permit SOP	<ol style="list-style-type: none"> Office stationery Computer/Printer/Scanner Internet Network 	
WARNING	RECORDING AND COLLECTION	
If the Student Activity Permit Service is not carried out, student activities cannot be carried out	Saved as electronic and manual data	

SUBMISSION OF ACTIVITY FUND

No.	Activity	Executor							Raw Quality			Information	
		College student	Operator Mawa	Wakoord. working group. Academic, Student and Alumni	BPP	chord. working group. Administration	Vice Dean III	Vice Dean II	DEAN	Completeness	Time		Output
1.	Student/Activity Committee/UKM/Ormawa Submit a proposal for submitting activity funds through the sister application unej.ac.id									TOR of activities	5 minutes	The results of the activity TOR upload	TOR has been approved by the builder
2.	Verification of TOR activities through the SIMAWA application									TOR has been approved by the builder	10 minutes	TOR verification results	
3.	Reviewing / approving the application of activity funds through the SIMAWA application									TOR verification results	10 minutes	Approval of funding	
4.	Approve/reject the application of funds according to the type of activity with the suitability of the work plan of the Faculty/loading									Approval of application for activity funds	30 minutes	Approval/rejection of funding proposals	
5.	Approve the application of activity funds									Approval of the proposal for funding	10 minutes	Approval of the application of activity funds	
6.	Approve/reject the proposed activity fund submission									Documents for the proposal for the application of activity funds	30 minutes	Approval/denial	
7.	Print the results of the approval/disbursement form for activity funds and request approval for disbursement of funds in stages									Approval of application for activity funds	10 minutes	Print out the activity fund disbursement form	
8.	Signature Approval of disbursement of funds									Print out the activity fund disbursement form, TOR	60 Minutes	Signature of approval for disbursement of activity funds	Attached an activity permit
9.	Receive approval for disbursement of funding applications and distribute to students									Approval form for disbursement of activity fund application	10 minutes	approval for disbursement of activity fund applications	
10.	Receive approval for disbursement of activity fund applications									Approval form for disbursement of activity fund application	5 minutes	approval for disbursement of activity fund applications	

18. SOP for Scholarship Application

 <p>MINISTRY OF EDUCATION, CULTURE, RESEARCH AND TECHNOLOGY UNIVERSITY OF JEMBER FACULTY OF ECONOMICS AND BUSINESS</p>	SOP NUMBER	SOP MAWA-04
	date MAKING	January 4, 2021
	date REVISION	
	date EFFECTIVE	January 18, 2021
	ENDORSED BY	Dean of the Faculty of Economics and Business Prof. Dr. Isti Fadah, M.Si. NIP. 196610201990022001
SOP NAME	Scholarship Application	
LEGAL BASIS	EXECUTIVE QUALIFICATIONS:	
<ol style="list-style-type: none"> Government Regulation of the Republic of Indonesia No. 4 of 2022 concerning National Education Standards; Regulation of the Chancellor of the University of Jember Number: 840 /UN25/KM/2019 concerning Guidelines for the Management of Student Activities at the University of Jember. 	<ol style="list-style-type: none"> Have a service standard qualification; Understand the flow and process of the Scholarship Application Service; Understand the Institution system (sister). 	
LINKAGES	EQUIPMENT GEAR	
	<ol style="list-style-type: none"> Office stationery Computer/Printer/Scanner Internet Network 	
WARNING	RECORDING AND COLLECTION	
If the scholarship application service is not carried out, then the application for Functionary, Bank Indonesia and other scholarships cannot be carried out	Saved as electronic and manual data	

SCHOLARSHIP APPLICATION

NO.	Activity	Executor					Raw Quality			Information
		College student	Operator Mawa	Wakoord. working group. Academic, Student and Alumni	chord. working group. Administration	Vice Dean III	Completeness	Time	Output	
1.	Download the scholarship application requirements form at feb.unej.ac.id to be signed by the Deputy Dean III						Scholarship application requirements form	10 minutes	Scholarship application form	Students find out information about scholarship announcements from sister
2.	Processing the scholarship application proposal form						Scholarship application form	10 minutes	Proposal form Scholarship application requirements	
3.	Provide initial approval of the proposal form for the scholarship application requirements						Proposal form Scholarship application requirements	10 minutes	initial proposal for scholarship application	
4.	Give initial approval for scholarship application						Results of the scholarship proposal	10 minutes	initial proposal for scholarship application	
5.	Received the initialed scholarship proposal and asked for a signature to WD III						Advanced verification results	10 minutes	Advanced verification results	
5.	Sign the approval of the scholarship application form						Documents for applying for scholarships	60 minutes	Scholarship application documents	
6.	Receive the scholarship application document, give a stamp and submit it to the student						Scholarship application approval form	10 minutes	approval of the legalized scholarship application	
7.	Receive the scholarship application form						Scholarship application approval form	10 minutes	scholarship application approval	Students upload scholarship application requirements and receive scholarship recipient announcements via the sister application