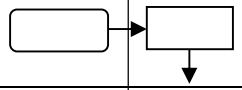
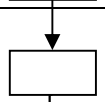
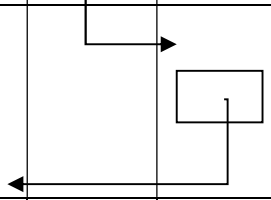
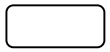
	UNIVERSITY OF ISLAM NEGERI MAUALANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.02.02
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia

SOP OF ACTIVE STUDENT CERTIFICATE

Dr. H. Saifullah, M.Hum

Legal basis:	Executor Qualifications:
• Law No. 20/2003 on the National Education System • Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education • Minister of State Apparatus Empowerment and Bureaucratic Reform of the Republic of Indonesia Minister of State Apparatus Empowerment and Bureaucratic Reform No. 15 of 2014 concerning Guidelines for Service Standards By the Grace of God Almighty • Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang	• Staff of the Academic Subdivision of Student Affairs and Alumni of the Faculty of Sharia • Have expertise in IT
Linkage:	Tools/equipment:
• Vice Dean for Academic Affairs • Head of Study Program • Head of Academic, Student Affairs, and Alumni Division, Faculty of Sharia • Staff of the Academic, Student Affairs, and Alumni subdivision of the Faculty of Sharia • Student Linkage to other SOPs	• SIAKAD (Academic Information System) • Computer Set • Stationary
Notice:	Recording and Registration
• To ensure prompt service, students must first check their Online Course Registration (KRS).	

No.	Activities	Executor							Standard Quality			Note
		Student	Faculty Academic Subdivision Staff/Study Program Staff	Faculty Head of Academic Subdivision	Head of Department /Secretary of Study Program	Vice Dean for Academic Affairs	Dean		Requirements	Time	Output	
1	The student requests a certificate of active student status.								Register Book	5 minutes	Request entered into the register book	
2	Checking the student's status and programming.								Register book	10 minutes	Student status verified.	
3	Preparing the Active Student Certificate (if the student is already registered in the Academic Information System)								Register book	10 Minutes	Draft of the course registration certificate completed	
4	Approving the draft of the Active Student Certificate.								Draft Active Student Certificate	15 minutes	Draft of the course registration certificate sent to the Head of Academic Subdivision	
5	Delivering the Active Student Certificate								Active Student Certificate that has been signed	5 minutes	Certificate received by the student	