

	UNIVERSITY OF ISLAM NEGERI MAUALANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.02.08
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF CLASS TRANSFER		Dr. H. Saifullah, M.Hum	

Legal basis:
<ul style="list-style-type: none"> • 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 • Ministerial Regulation Number 35 of 2012 • 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
Linkage to SOPs:
<ul style="list-style-type: none"> • SOP of Lecture
Notice:
<ul style="list-style-type: none"> • Students are not allowed to change classes without confirmation

Executor Qualifications:
<ul style="list-style-type: none"> • Course Lecturer • Student (Class Leader) • Department Staff
Tools/equipment:
<ul style="list-style-type: none"> • Class Schedule for Lecture
Recording and Registration

No.	Activities	Executor					Standard Quality	Note
		Student	Course Lecturer	Department Staff	Requirements	Time	Output	
1	The student (class representative) confirms and coordinates with the course lecturer regarding the class change.				Academic Advising Form	3 minutes	Memo from the lecturer regarding changes in schedule and class for the learning process	
2	The student informs the department staff about the schedule and class changes to the study program staff.				Academic advising form	3 Minutes		
3	The study program staff checks the room master to confirm the availability of an empty classroom.				Completed academic advising form	3 Minutes		
4	The student informs the course lecturer of the available and agreed-upon class change.						Memo from the department regarding changes in schedule and class	