

	UNIVERSITY OF ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.02.04
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF INTERNAL SCHOLARSHIP RECIPIENTS		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 • 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:
<ul style="list-style-type: none"> • Vice Dean for Student Affairs and Cooperation • Head of Study Program • Head of Administrative Affairs of Faculty of Sharia • 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 • Rectorate • Student
Linkage to other SOPs
Notice:
<ul style="list-style-type: none"> • To ensure prompt service, students must follow the scholarship application procedure. • Scholarship applications are valid for active students

Executor Qualifications:
<ul style="list-style-type: none"> • Staff of the Academic Subdivision of Student Affairs and Alumni of the Faculty of Sharia • Having expertise in IT
Tools/equipment:
<ul style="list-style-type: none"> • SIAKAD (Academic Information System) • Computer Set • Stationary
Recording and Registration

No.	Activities	Executor						Standard Quality			Note	
		Student	Academic subdivision staff Faculty	Head of Faculty Academic Subdivision	Head of Administrative Affairs	Head of Study Program	Vice Dean for Academic Affairs	Rectorate	Requirements	Time		Output
1	Announcement of Scholarship Applicant Registration								Announcement of Scholarship Recipients	3 minutes	Announcement posted	
2	Registration as a scholarship applicant								Required documents	5 minutes	Scholarship requirement documents received	
3	Selection of scholarship application documents								Required documents	10 minutes/student	Student documents verified	
4	Completing any missing data (if there are incomplete requirements)								Verification sheet		Verification sheet received by the students	Conditional time
5	Submission of missing requirements								Data Requirements	5 minutes	Missing data completed	
6	Submission of selection results to the Rectorate								Academic calendar of the Faculty	3 minutes	Academic calendar updated	
7	Data selection at the Rectorate level								Documents from the faculty		Selected documents	Conditional time
8	Preparation of the Scholarship Recipient Decree								Selected documents		Scholarship recipient decree completed	Conditional Time
9	Sending the Scholarship Recipient Decree to the Faculty								Scholarship recipient decree	10 minutes	Scholarship recipient decree received	
10	Preparation of the Fund Disbursement Cover Letter								Scholarship recipient decree		Cover letter completed	Conditional time (adjusting for the signing official)

No.	Activities	Executor							Standard Quality			Note
		Student	Academic subdivision staff Faculty	Head of Faculty Academic Subdivision	Head of Administrat ive Affairs	Head of Study Program	Vice Dean for Academic Affairs	Rectorate	Requirements	Time	Output	
11	Submission of the Cover Letter and disbursement process	<input type="text"/>							Fund Disbursement Cover Letter	3 minutes/student	Cover letter received by students	