











	<b>UNIVERSITY OF ISLAM NEGERI MAUALANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.02.01
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
<b>SOP OF ISSUANCE OF STUDY LEAVE CERTIFICATE</b>		Dr. H. Saifullah, M.Hum	

Legal basis:
<ul style="list-style-type: none"> <li>• Law No. 20/2003 on the National Education System</li> <li>• Government Regulation No. 17 Year 2010 jo No. 66 Year 2010 on Higher Education</li> <li>• 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</li> <li>• Ministerial Regulation Number 35 of 2012</li> <li>• Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 15 of 2017 on the Statute of Maulana Malik Ibrahim State Islamic University Malang</li> </ul>
Linkage:
<ul style="list-style-type: none"> <li>• Dean of the Faculty of Sharia</li> <li>• Vice Dean for Academic Affairs</li> <li>• Vice Dean for General Administration</li> <li>• Head/Secretary of Study Program</li> <li>• Academic Advisor</li> <li>• Head of Academic Affairs, Student Affairs, and Alumni Faculty</li> <li>• Academic, Student, and Alumni Administration Staff Faculty</li> <li>• Finance Devison</li> <li>• Student</li> </ul>
Linkage to other SOPs
Notice:
<ul style="list-style-type: none"> <li>• The application for a study leave must be submitted at least 1 week before the registration process for the upcoming semester.</li> <li>• The applications submitted after the specified time will not be processed.</li> <li>• A student is allowed to request a Study Leave Certificate for a total of 4 semesters.</li> <li>• A study leave application can be made for a maximum of 2 consecutive semesters at a time.</li> </ul>

Qualifications of Implementers:
<ul style="list-style-type: none"> <li>• Staff of Academic, Student Affairs, and Alumni Administration Faculty</li> <li>• Have expertise in the IT field</li> </ul>
Tools/equipment:
<ul style="list-style-type: none"> <li>• Computer</li> <li>• Printer</li> <li>• Stationary</li> </ul>
Recording and Registration
Active student data

No.	Activities	Executor							Standard Quality			Note
		Student	Division of Finance	Faculty Academic and Student Affairs Staff	Academic Advisor	Head/Secretary of the Study Program	Vice Dean of Academic Affairs	Head of Subdivision of Academic and Student Affairs	Requirements	Time	Output	
1	Students take / download the Leave of Study Form								1. Student Card	3 minutes		
2	Student fills out the Leave of Study form								1. Students' Card 2. Transcript 3. Proof of the last tuition payment 4. Other evidence	5 minutes	Completed Study Leave Form	
3	The student requests approval from the Academic Advisor, Head of Study Program, and Vice Dean for Academic Affairs.								Attachment		Approved Form	Time-Conditional
4	The completed and approved form must be copied in triplicate								Study Leave Form along with its attachments		Photocopied Study Leave Form	Time-Conditional
	The copied form is distributed to: the head of the department (original), the General Administration Subdivision (copy), the Academic and Student Affairs Subdivision (copy), and the student concerned.								1. Students' Card 2. Transcript 3. Proof of the last tuition payment 4. Other evidence		Study Leave Form Distributed	Time-Conditional
5	The Academic and Student Affairs Subdivision updates the student's status to 'on leave'								Study Leave Form along with its attachments	2 minutes	Student Status Updated to Academic Leave.	
6	The General Administration Subdivision updates the financial records of the student concerned.								Study Leave Form along with its attachments	2 minutes	Student Status Updated to Academic Leave	

7	Process Completed		<input type="checkbox"/>	<input type="checkbox"/>								
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