





	UNIVERSITY OF ISLAM NEGERI MAUALANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.02.09
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF LECTURE REASSIGNMENT		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"> • Lecture SOP
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) • Study Program Staff • Dean • Vice Dean I
Tools/equipment:
<ul style="list-style-type: none"> • Class Schedule for Lecture
Recording and Registration

No.	Activities	Executor						Standard Quality	Note
		Committee	Course Lecturer	Staff Prodi	Vice Dean I	Student	Requirements	Time	Output
1	The committee informs the Vice Dean I to request permission for the rescheduling of classes due to the upcoming event.						Committee Decree and Terms of Reference (TOR) for the Committee	3 minutes	Memo from the Vice Dean I to approve the class rescheduling
2	The committee requests data on classes scheduled at the time of the event.					Committee Decree and Terms of Reference (TOR) for the Committee	3 Minutes		
3	The study program staff provides information regarding the classes scheduled on the day of the event.					Class schedule on the day of the activity	3 Minutes		
4	The committee issues a notification letter to the lecturers regarding the rescheduling of classes.					Request Letter	1 minute	Request Letter	
5	The lecturers inform the students about the rescheduling of classes.					Request Letter	1 minute	Request Letter	