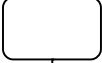
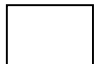
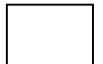
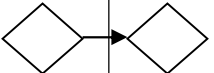


	<b>UNIVERSITY OF ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.02.03
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
<b>SOP OF RESEARCH PERMISSION LETTER</b>		Dr. H. Saifullah, M.Hum	

<b>Legal basis:</b>
<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>• 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</li> </ul>
<b>Linkage:</b>
<ul style="list-style-type: none"> <li>• Dean</li> <li>• Vice Dean for Academic Affairs</li> <li>• Head of Faculty Administration</li> <li>• Head of Academic, Student Affairs, and Alumni Division, Faculty of Sharia</li> <li>• Staff of the Academic, Student Affairs, and Alumni subdivision of the Faculty of Sharia</li> <li>• Student</li> </ul> <p>Linkage to other SOPs</p> <ul style="list-style-type: none"> <li>• Herregistration SOP</li> </ul>
<b>Notice:</b>
<ul style="list-style-type: none"> <li>• To ensure optimal service, the request for permission must be accompanied by the Seminar Proposal Minutes and a signed Research Proposal Revision by the Academic Advisor</li> <li>• Students are prohibited from altering the existing format of the letter.</li> <li>• The expiration period for collecting the letter is a maximum of 2 weeks after submission.</li> </ul>

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



No.	Activities	Executor							Standard Quality			Note
		Student	Study Program Executor Staff	Staff of Faculty Academic Subdivision	Head/Secretary of Study Program	Head of Faculty Academic Subdivision	Head of Faculty Administration	Dean/Vice Dean for Academic Affairs	Requirements	Time	Output	
1	Downloading the Research Permission Letter draft from the Faculty of Sharia website and fill in the required information								Internet-connected computer Printer HVS Paper	10 minutes	Printed Research Permission Letter	
2	Requesting for approval of Research Permission Letter								Student ID Card Minutes of Seminar Prop. Proposal Revision Draft Research Permit Letter	5 minutes	Request entered into the register book	
3	Reviewing the draft of the research permission letter and the student's activities.								Academic Information System Students' Card File requirements	15 minutes	Student verified	
4	Verifying the draft of the research permission letter.								Draft Research Permit Letter	5 minutes	Draft of Research Permission Letter initialed	Time adjusted
5	Signing and approving the research permission letter								Draft Research Permit Letter	1 day	Research Permission Letter signed	Time adjusted
6	Recording and registering the letter								Research Permission Letter signed Register Book	15 minutes	Research Permission Letter recorded and entered into the register	

No.	Activities	Executor							Standard Quality			Note
		Student	Study Program Executor Staff	Staff of Faculty Academic Subdivision	Head/Secretary of Study Program	Head of Faculty Academic Subdivision	Head of Faculty Administration	Dean/Vice Dean for Academic Affairs	Requirements	Time	Output	
7	Delivering the research permission letter to the student.	<input type="text"/>							Research permit recorded and registered			