



	<b>UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG</b>	SOP Number	FS.UIN-QA/SOP.01.01
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
<b>SOP OF THE ACADEMIC ADVISING</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 concerning the Statute of Maulana Malik Ibrahim State Islamic University Malang</li> </ul>
Linkage to SOPs:
<ul style="list-style-type: none"> <li>• SOP of Academic Programming</li> </ul>
Notice:
<ul style="list-style-type: none"> <li>• Students must have participated in academic counseling at least 4 times during one semester.</li> <li>• The department provides and creates consultation forms for lecturers and students.</li> </ul>

Executor Qualifications:
<ul style="list-style-type: none"> <li>• Head/Secretary of Study Program</li> <li>• Academic Supervisor</li> <li>• Student</li> <li>• Department Staff</li> </ul>
Tools/equipment:
<ul style="list-style-type: none"> <li>• Filing cabinet</li> <li>• Stationary</li> </ul>
Recording and Registration
Active student data

No.	Activities	Executor					Standard Quality		Note
		Student	Academic Advisor	Head/Secretary of the Study Program	Department Staff	Requirements	Time	Output	
1	Students obtain/download the Academic Advising Form from the department					Academic Advising Form	3 Minutes		
2	Students fill out the Academic Advising Form and submit it to the lecturer, who then provides academic advising and completes the advising details on the form.					Academic Advising Form	3 Minutes	Signed Academic Advising Form	
3	The lecturer submits the completed Academic Advising Form to the department staff at the end of the semester, with acknowledgment from the department head/secretary.					Completed Academic Advising Form	3 Minutes	Completed and validated Academic Advising Form by the Head/Secretary of the Department	End of semester