

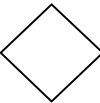

	UNIVERSITAS ISLAM NEGERI MAULANA MALIK IBRAHIM MALANG	SOP Number	FS.UIN-QA/SOP.01.04
		Date of Creation	
		Date Revised	December 01, 2017
		Effective Date	January 01, 2018
		Approved by	Dean of the Faculty of Sharia
SOP OF THE BEGINNING OF THE LECTURE		Dr. H. Saifullah, M.Hum	

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
SOP linkage:
<ul style="list-style-type: none"> • SOP of Lecture Permission • SOP of Course Programming
Notice:
<p>Students who do not attend classes are required to submit a stamped leave letter along with a photocopy of their student ID card (KTM). If they fail to do so, the lecturer has the right to mark the student as absent without permission.</p>

Executor Qualifications:
<ul style="list-style-type: none"> • Course Lecturer • Student • Department Staff
Tools/equipment:
<ul style="list-style-type: none"> • LCD • Stationary
Recording and Registration
Active student data

No.	Activities	Executor				Standard Quality	Note
		Student	Course Lecturer	Department Staff	Requirements	Time	
1	Students must collect their lecture journals from the department or designated location by signing the journal collection book.				Students ID Card/ Driver's License/ ID Card	3 minutes	
2	Students then provide the lecture journal to the course lecturer, who will create a learning contract with the student regarding the teaching and learning process.				Lecture Journal	30 Minutes	1. Signed learning contract between the student representative and the course lecturer 2. Lecture journal signed by all related students
3	Students must return the lecture journal to the department or designated location.				Completed Academic Advising Form	3 Minutes	Lecture journal signed by all students